

# APPLICATION CHECKLIST

## Diploma of Teaching Program

Below are the steps to complete for your application:

- Complete the APPLICATION FOR ADMISSION FORM
- Prepare the PERSONAL ESSAY
- Arrange for three references to support your application:
  - An academic reference  
(e.g., from a guidance counsellor, teacher, instructor, or principal)
  - A pastoral reference attesting to your church membership  
(e.g., from a pastor or ward elder)
  - A character reference  
(e.g., from an employer or supervisor)]

Request each reference to complete the appropriate REFERENCE FORM and to send it directly to Admissions - Covenant Canadian Reformed Teachers College.

- Arrange for your high school secondary school transcript(s), and any post-secondary course work, if applicable, to be sent directly to Admissions - Covenant Canadian Reformed Teachers College. In case the final grades for your course work have not yet been awarded, please enclose a copy of your grades to-date, and show courses-in-progress.
- Submit the \$ 35.00 non-refundable application fee with your application or via e-Transfer to [admissions@covenantteacherscollege.com](mailto:admissions@covenantteacherscollege.com).

## Application Deadline

All documentation must be received by Admissions - Covenant Canadian Reformed Teachers College no later than **February 1**. Recommendations for admission will be presented to the board at its March meeting.

## Acceptance Procedures

The Board of Governors of Covenant Canadian Reformed Teachers College decides on the candidate's admission. You will be notified by email and in writing. When accepted, please return your response to the Offer of Admission within two weeks.

## Important

- Applicants who have been admitted in one of the College's programs are required to provide a recent doctor's certificate testifying to a tuberculosis-free status. They must also provide proof that a vulnerable sector check has been conducted.
- It is the applicant's responsibility to arrange that *final* secondary school transcripts, and any post-secondary program transcripts, if applicable, are forwarded directly from the institution to the College as soon as these are available.