THE UNIVERSITY OF BRITISH COLUMBIA
Graduate and Postdoctoral Studies

Office of the Dean and Vice-Provost
Student Academic Services
grad.ubc.ca | graduate.sas@ubc.ca

RECOMMENDATION FOR ADMISSION TO A GRADUATE PROGRAM

Graduate Program: _____ **Student #** _____

Department: _____ Please check one: ☐ **On-line App** ☐ **Paper App**

Applicant Name: _____ _____
Last Name First Name

Degree (e.g. PhD, MA)**:** _____ **Spec:** _____ **Sub Spec:** _____

Start Date (please check one)**:** ☐ **Sept.** ☐ **Jan.** ☐ **May** **Year:** _____

Credentials from:
(Please check all that apply) ☐ **UBC** ☐ **CANADA** ☐ **USA** ☐ **INT'L**

DOCUMENT CHECKLIST:

- While all transcripts must be received in official envelopes, sealed and endorsed by the issuing institution, there is no need to forward envelopes to G+PS for transcripts from Canada or the U.S.
- Please ensure that **ALL** documents below are attached before forwarding to G+PS

For Applicants Holding Canadian or U.S. Credentials:
(Envelopes not required for transcripts, but **are** required for reference letters. **Please attach the envelopes to the letters**.)

☐ **Official** transcripts from all institutions attended
☐ Copy of Permanent Resident Card (both sides) or Record of Landing if arrived in Canada prior to June 28,2002 (for Permanent Residents)

Is this recommendation being submitted by the Graduate Studies RFA deadline? ☐ **yes** ☐ **no**

If requesting exception, state reason:

For Applicants Holding International Credentials:
(Envelopes required for **all** transcripts. **Please attach the envelopes to the documents**.)

☐ **Official** original language transcripts
☐ **Official** original language degree certificate (if degree name and date of degree conferral are not on transcript)
☐ Certified English translation of transcripts (if required)
☐ Certified English translation of degree certificate (if required)
☐ Official TOEFL, IELTS or MELAB (if required)
☐ Copy of Permanent Resident Card (both sides) or Record of Landing if arrived in Canada prior to June 28,2002 (for Permanent Residents

RECOMMENDED ADMISSION STATUS:

☐ **FULL** ☐ **CONDITIONAL** upon receipt of: _____

CHECK IF APPLICABLE: ☐ Direct admission to PhD program based on Bachelor's degree (PRBA) ☐ Transfer with faculty

Graduate Advisor/ Head Signature: _____

PRINT NAME: _____ **DATE:** _____

This section for use by the Faculty of Graduate and Postdoctoral Studies only: **TOEFL / IELTS score:** _____

BASIS OF ADMISSION: Bach:_____ **/ IP / U:** _____ **/ GPA:** _____**/ To Date**

_____

_____

1) _____ **/** _____ **/ Year**_____ ☐ **W1 (Sept)** ☐ **W2 (Jan)** ☐ **S1 (May)**

2) FULL / PRBA **BOA =** ☐ **GRA 1** ☐ **GRA 2** ☐ **GRA 3** ☐ **GRA 4** ☐ **TFAC**

3) FULL / COND A / COND B / COND C / COND D / INTL

4) CANADIAN / PERM / STUDY PERMIT **ROL =** _____/_____/_____

G+PS Signature _____ **Date**_____ *Last Revised August 31, 2023*

Intake: _____ **Admit:**_____ **Dispatch:** _____