



**ONTARIO INSTITUTE FOR STUDIES IN EDUCATION
OF THE UNIVERSITY OF TORONTO**

Bachelor of Education Application Handbook

for the

2001-2002

**One-Year Program of
Initial Teacher Education**

- **Primary/Junior Division**
 - **Junior/Intermediate Division**
 - **Intermediate/Senior Division**
-



The following information which is detailed in this Application Handbook is intended to help you to understand our admissions process and help you to prepare for a successful year in our initial teacher education program. Please read carefully.

Contents

General Information	3 - 7
Important Notes	3
Contact Information & Office Hours	3
A Message From the Registrar	4
OISE/UT Mission Statement	4
Admissions Policy Statement	4
About OISE/UT Initial Teacher Education Programs	5
Support Services for Applicants	6
Application Information Events	7

Application Process	8 - 14
Admission Requirements & the Selection of Applicants	8
Completing the Application	8
Teaching Subjects & Prerequisites	9
Academic Documentation	9
The Applicant Profile	11
English Language Proficiency Requirement	13

Planning Ahead	15 - 18
Entrance Awards	15
Fees, Financial Planning & Financial Assistance	15
Residence & Housing Information	16
Student Services & Facilities	17
Information for Admitted Applicants	18

Application Deadline & Checklist	19
----------------------------------	-----------

Important Notes

- The **Deadline** for applications and all supporting documents is **Friday December 1, 2000, 4:30 p.m.**
- You must use a TEAS Application Form, submitted to the Ontario Universities' Application Centre, in order to apply for the Bachelor of Education and Diploma in Technical Education programs at OISE/UT.**
- This Application Handbook contains information and forms specific to the OISE/UT Bachelor of Education program for the Primary/Junior, Junior/Intermediate, and Intermediate/Senior Divisions.** Technological Studies applicants must refer to the information in the Technological Studies Application Handbook and use the forms provided there-in. If you are interested in graduate-level programs (including the M.A. in Child Study & Education and Master of Teaching programs) at OISE/UT, then you must use the graduate application package.
- It is expected that **Offers of Admission** will be mailed out on **Monday April 2, 2001.**

ATTACHED TO THE MIDDLE OF THIS HANDBOOK YOU WILL FIND:

- *an Applicant Profile,*
- *the three Verification Forms which you will require for your Applicant Profile,*
- *a Profile Receipt Form, and*
- *a Document Record Form with an English Language Proficiency Form on the reverse side.*

Contact Information & Office

OISE/UT Registrar's Office
Initial Teacher Education Admissions Unit
252 Bloor Street West, Room 4-455
Toronto, Ontario M5S 1V6

Telephone: 416-926-4701
FAX: 416-923-7834
E-mail: admissions@oise.utoronto.ca
Web Address: www.oise.utoronto.ca/admissions

- Courier deliveries should be made to the Receivers Office,** Concourse Level, Room C-166.
- Courier deliveries will not be accepted unless payment by the applicant is clearly indicated.
- OISE/UT is not responsible for courier charges or for documents received late due to courier delivery problems.

Office Hours

The OISE/UT Registrar's Office is open to serve you from 8:30 a.m. to 6:00 p.m., Monday to Thursday and from 8:30 a.m. to 4:45 p.m. on Fridays. These hours are in effect from Labour Day in September, until the end of November and from January until June. (Between July 1 and Labour Day, office hours are 8:30 a.m. to 4:15 p.m., Monday to Friday.)

Please note that in December the Office closes at 4:45 p.m. Monday to Friday.

A Message from the Registrar

September, 2000

Thank you for your interest in the Initial Teacher Education Programs of the Ontario Institute for Studies in Education of the University of Toronto (OISE/UT). We offer an innovative, challenging and evolving approach to teacher education. Our program will be of interest to applicants who bring a sound academic background combined with education-related experiences which have given them insights into teaching and learning at the grade levels they wish to teach.

In the selection of candidates for our programs we seek to identify those who, in our judgment, on the basis of their academic record and Applicant Profile, will be able to provide their own students with the best learning experience, growth and development in accordance with individual potential.

Applicants are strongly advised to read this Application Handbook very carefully, to follow all instructions given and to meet the December 1st deadline. OISE/UT offers a number of support services for applicants. You are invited to take advantage of them and to attend at least one of the group information sessions offered (see page 7). Please pay particular attention to the instructions concerning academic documents, the Applicant Profile, and the English Language Proficiency Requirement. An application check-list is also included (see the inside back-cover, page 19) to help you to organize the preparation of your application materials.

The information in this Handbook is intended to supplement, not replace, information which is included with the Ontario Universities' Application Centre (OUAC) TEAS application form. Therefore it is important that you read that material very carefully as well. For example, the complete listing of teaching subjects offered at OISE/UT is provided in the OUAC Teaching Subject chart, and information regarding teaching subject prerequisites is included in the University of Toronto section of the TEAS application booklet, not in this Handbook.

Admitted applicants, who have selected French and/or one of the three International Languages as teaching subjects, are required to successfully complete our tests in written and oral proficiency in the language(s). An information sheet on this requirement is available on request.

I urge you to prepare your application with great care and I wish you all the very best as you seek to enter the teaching profession.

Dr. Eucline C. Alleyne
Registrar

OISE/UT Mission Statement

OISE/UT is committed to the study of education and matters related to education in a societal context in which learning is a life-long activity. Its mission emphasizes equity and access and the improvement of the educational experiences of people of all age levels and backgrounds. It includes partnerships with others to address a wide array of problems, drawing

upon the insights of academic disciplines and professional perspectives. OISE/UT is dedicated to national pre-eminence and international distinction in graduate studies, initial and continuing teacher education, research and field development in education, and to providing exemplary leadership within and outside the province of Ontario.

Admissions Policy Statement

In keeping with the Policies and Principles for Admission to the University of Toronto, OISE/UT is dedicated to admitting qualified candidates who reflect the ethnic, cultural and social diversity of Toronto, Ontario and Ontario Schools.

Applications are encouraged from visible minorities, differently abled persons, women in non-traditional subject areas, males interested in primary school teaching, aboriginal persons and native speakers of French.

Initial teacher education programs provide candidates with the professional education necessary to become certified teachers. This Application Handbook and associated forms pertain to the Bachelor of Education Degree program (Primary/Junior, Junior/Intermediate, Intermediate/Senior divisions).

OISE/UT also offers a one-year initial teacher education program in Technological Studies and two graduate-level two-year initial teacher education programs. These programs are described briefly at the end of this section.

Bachelor of Education Degree — General Studies

This one-year post-degree program prepares suitably qualified candidates to teach at one of the following levels in Ontario Schools:

- Primary/Junior (Jr. kindergarten-grade 6),
- Junior/Intermediate (grades 4-10),
- Intermediate/Senior (grades 7-12/OAC)

Candidates in the Intermediate/Senior program select two curriculum and instruction courses (teaching subjects). Candidates in the Junior/Intermediate program select only one. The complete **list of teaching subjects** available at OISE/UT is provided in the Teaching Subject chart in the TEAS booklet which accompanies the teacher education application form (TEAS application form). Information regarding teaching subject prerequisites is provided in the University of Toronto section of the TEAS booklet.

Program of Study

The Bachelor of Education Degree and Diploma in Technical Education programs start in September and run to the end of May.

The program has 7 components with a total of 5 course credits as follows:

- Curriculum and Instruction (2.0)
- Teacher Education Seminar (1.0)
- Psychological Foundations of Learning & Development (0.5)
- School & Society (0.5)
- Related Studies (0.5)
- Practicum (0.5)
- Internship (0.0).

In addition to the regular in-faculty program, there is a variety of school-based program delivery options. Specific options may vary from year to year. Detailed information concerning available options will be provided to candidates who are offered admission to the program.

Curriculum and Instruction

Candidates in all divisions are required to take the equivalent of two full courses in teaching methodology.

Teacher Education Seminar

This course is required of all candidates. It links candidates' experiences across the program and emphasizes professional growth.

Psychological Foundations of Learning & Development

This course is required of all candidates. It focuses on psychological principles of learning and development, key concepts such as intelligence and motivation, diversity among learners and interrelations among the learner, the family, the school and society in relation to learning.

School & Society

This course is required of all candidates. It emphasizes relationships among schools, classrooms, community and society; the diversity of classrooms; teachers' professional work; educational policy and the purposes of education.

Related Studies

The elective Related Studies courses allow candidates to pursue individual interests and deepen or broaden their knowledge and skills. Candidates are required to select one course with a weight of 0.5 or two courses with a weight of 0.25 each. Candidates admitted to the program can select from an extensive list of these courses which is included with the Course Selection form.

Practicum

The Practicum (practice teaching) is required of all candidates. It consists of two main components: (i) orientation to schools, with a focus on school culture and school community; and (ii) classroom practice. Candidates are assigned, during fall and winter practicum sessions, to schools or other settings approved by the Ontario College of Teachers. Each practicum session is five weeks long for a total of ten weeks.

Internship

The Internship does not carry any course weight, but is required of all candidates. It consists of a five-week field-based experience occurring from late April to the end of May. It allows candidates to deepen and broaden their skills and knowledge in terms of the Standards of Practice for the teaching profession developed by the Ontario College of Teachers'.

Teacher Certification

Graduates who are Canadian citizens, or permanent residents of Canada or who are entitled to obtain employment in Canada as teachers, and who meet all requirements of the program, may be recommended for the Ontario College of Teachers Certificate of Qualification (formerly known as the Ontario Teacher's Certificate). This qualifies the holder to apply for teaching positions in Ontario elementary or secondary schools.

In order to provide increased protection for elementary and secondary students in Ontario schools and to help to ensure that teachers are worthy of the trust placed in them, by students parents and colleagues, the Ontario College of Teachers requires that all new teacher education graduates who will be applicants for OCT membership and teacher certification, provide original reports of criminal record checks and an Applicant's Declaration about their suitability for registration. Further details on Criminal Records Screening will be provided to admitted students.

Technological Studies (Bachelor of Education Degree and Diploma in Technical Education)

This one-year program prepares suitably qualified candidates to teach technological subjects in the Intermediate and Senior divisions of Ontario schools.

Detailed information regarding this program is provided in the **Technological Studies Application Handbook**, which also contains required forms for applicants to Technological Studies. If you are applying to the Technological Studies program and do not have a Technological Studies Application Handbook, contact the OISE/UT Registrar's Office, Initial Teacher Education Admissions Unit, at 416-926-4701 without delay.

M.A. in Child Study & Education

The Institute of Child Study offers a two-year program leading to the M.A. in Child Study & Education and to the Ontario College of Teachers Certificate of Qualification at the Primary/Junior level.

Application to the M.A. in Child Study & Education is separate and apart from application to the B.Ed. Degree or Diploma in Technical Education programs. This application is available from the OISE/UT Registrar's Office, Graduate Studies Admissions Unit at 416-923-6641, ext. 2663/2664 or 1-800-785-3345.

Master of Teaching

This two-year program in Human Development and Curriculum leads to the Master of Teaching degree and the Ontario College of Teachers Certificate of Qualification at the Primary/Junior or the Junior/Intermediate level.

Application to the M.T. degree is separate and apart from application to the B.Ed. Degree or Diploma in Technical Education programs. This application is available from the OISE/UT Registrar's Office, Graduate Studies Admissions Unit at 416-923-6641, ext. 2663/2664 or 1-800-785-3345.

Further Information

Detailed information on OISE/UT Bachelor of Education and Technological Studies Initial Teacher Education Programs is contained in the OISE/UT Calendar. Copies of the Calendar are available from the OISE/UT Registrar's Office, Initial Teacher Education, Admitted Students Unit at a cost of \$4.00 each. The calendar is also available on the OISE/UT website.

Support Services for Applicants

OISE/UT provides a variety of services to support you throughout this application process. This support starts with the information contained in this Handbook which describes our admissions procedures. If you have questions about anything concerning your application, please feel free to contact the Initial Teacher Education, Admissions Unit. (Contact information is on page 3 of this Handbook.)

Document Record Form

The Document Record Form is intended to assure you that the transcripts and other documents which you have ordered in support of your application have been received by the application deadline. It is described in full in the Academic Documentation section (page 9) of this Handbook.

In December we may be unable to answer telephone inquiries concerning receipt of documents because of the large volume of materials received close to the application deadline. Please rely on the Document Record Form and the procedures outlined in the Academic Documents section for information about your documents.

Counselling Assistance

Counselling assistance for applicants and prospective applicants is available in a number of formats. From, **September to November**, we run a series of **group information sessions** and participate in a number of **career days**. A schedule of these events follows. From **May**, to the end of **August individual counselling** appointments for non-admitted applicants or prospective applicants is available on request.

One of our priorities is to keep applicants and prospective applicants as informed as possible. We are aware that, because of limitations in enrollment, we are forced to turn away many people who would make fine classroom teachers. It is our hope that these services will help you to achieve your goal of becoming a teacher.

Application Information Events

Information Events for applicants to the 2001-2002 one-year teacher education program at OISE/UT have been scheduled as follows. Information Sessions are usually one hour in length. You are encouraged to attend one of these events. Times and locations are subject to change. If you have any questions, please call the OISE/UT Registrar's Office, Initial Teacher Education, Admissions Unit, at 416-926-4701.

Date	Time	Description	Location
September 21	4:00 p.m.	Information Session	Victoria College, University of Toronto 91 Charles St. W., Toronto, Frye Hall Room 003
September 27	11:00 a.m. - 2:00 p.m.	Professional Schools Fair	Queen's University Grant Hall
October 3	11:30 a.m. 2:30 p.m.	Professional Schools Fair	University of Toronto, Hart House, Great Hall (open to U of T students only)
October 4	12 noon - 2:00 p.m.	Career Fair	University of Toronto at Mississauga, Erindale College 3395 Mississauga Rd. N., Mississauga
	2:00 p.m.	Information Session	Student Centre (Career Fair) Council Chamber (Information Session)
October 5	10:00 a.m.	Information Session	Wilfrid Laurier University Paul Martin Centre
October 5	1:30 p.m.	Information Session	University of Waterloo Student Life Centre, MultiPurpose Room
October 11	11:00 a.m.	Career Fair	University of Toronto at Scarborough * 1265 Military Trail, Scarborough
October 12	- 2:00 p.m.		Meeting Place (Career Fair)
	1:00 p.m.	Information Session	Council Chambers, Room S403 (Information Session)
October 16	4:00 p.m.	Information Session	St. Michael's College, University of Toronto 121 St. Joseph St., Toronto, Alumni Hall, Theatre
October 17	1:00 p.m.	Information Session	Kings College, University of Western Ontario Wemple Building, Student Lounge Extension
October 19	11:00 am	Information Session	University of Guelph University Centre, Room 103
October 23	3:30 p.m.	Information Session	McMaster University Location TBA *
October 24	11:00 a.m. - 2:30 p.m.	Educational Opportunities Fair	University of Guelph University Centre, Courtyard
October 26	1:00 p.m.	Information Session	Innis College, University of Toronto 111 St. George St., Toronto, Innis College Residence, Events Room (limited seating)
October 31	11:30	Information Session	Trent University Blackburn Hall, Room TBA *
November 1	10:00 a.m. - 2:00 p.m.	Professional Schools Open House	York University (4700 Keele St., North York) Vari Hall
November 3	10:30 a.m. - 2:30 p.m.	Brock University Career Fair	Brock University Thistle Corridors
November 8	2:00 p.m.	Information Session	OISE/UT 252 Bloor St W, Toronto Main Auditorium (Room G-162)

* If information was not available or was incomplete at the time this Handbook was printed, please visit our website (www.oise.utoronto.ca/admissions) for up-to-date information.

Private Information events have been scheduled at Ryerson, Western and OCAD. Students at these institutions may obtain information about time and location on their own campuses.

Admission Requirements & the Selection of Applicants

Admission Requirements

In order to be eligible for consideration applicants must hold an approved degree from an accredited degree-granting institution, conferred not later than the fall convocation in the year of registration at OISE/UT. Applicants must also have met the English language proficiency requirements. All applicants who satisfy these basic admission requirements will be considered for admission.

Selection will be influenced by the number of applicants and the level of the qualifications which they present for consideration.

•Last year we received more than 6,000 applications for 1,138 spaces. As a result we were unable to offer admission to many qualified applicants.

Selection Criteria

In the selection of applicants for Teacher Education the primary obligation of OISE/UT is to the learner. As a consequence, using experiential and academic criteria, we will select those applicants whom we feel can best promote students' growth and development in accordance with their potential. *

Successful applicants will be those with the strongest combination of academic standing and personal experience as expressed in the Applicant Profile. Applicants are advised to hold, or be in the final year of a four year degree with at least a "B" range average in fifteen (15) full course equivalents. Applicants with a three year degree completed at the time of application will be considered, but are at a significant competitive disadvantage. Applicants who have completed fewer than fifteen full courses at the time of application will only be considered in exceptional circumstances.

Please note that our assessment of your average is based

on the **best fifteen (15) full courses** (or equivalent in half courses) of undergraduate level academic course work. This assessment is based on the official transcripts you have submitted by our application deadline.

OISE/UT does not have formal quotas for individual teaching subjects. Therefore, for most applicants the choice of teaching subjects does not have a significant impact on their chances for admission. However, we may consider factors such as faculty resources and practice teaching opportunities available for specific teaching subjects with large numbers of applicants. As well applicants with a four year degree related to a teaching subject for which there is a high teacher demand can be at an advantage in the competition for admission. A graduate degree can also be an advantage.

In the Applicant Profile, significant recent teaching-related and school-based experience with learners in the grades which the applicant hopes to teach is expected. Written communication skills are also important. Applicants should display a keen understanding of the teaching profession and of learners in today's schools.

A strong academic standing does not compensate for a weak Applicant Profile. Conversely, a strong Applicant Profile does not compensate for weak academic standing.

NOTE: The Technological Studies program has different admission requirements which are outlined in the Technological Studies Application Handbook. If you are applying to Technological Studies and do not have a Technological Studies Application Handbook contact the OISE/UT Registrar's Office, Initial Teacher Education, Admissions Unit, at 416-926-4701 without delay.

* Report of the Task Force on Admissions to the Teacher Education Council of Ontario, 1991, page 9.

Completing the Application

Applicants to the Bachelor of Education (Primary/Junior, Junior/Intermediate, Intermediate/Senior Divisions) must submit the following:

1. A completed TEAS application form, submitted to Ontario Universities' Application Centre (OUAC) with the required application and service fees attached.
NOTE: The fee which you pay to OUAC must include the \$70 non-refundable OISE/UT service fee.
2. Official transcripts from all universities attended.
3. A completed OISE/UT Applicant Profile.
4. Evidence of an acceptable level of proficiency in oral and written English as described in the OISE/UT Teacher Education English Language Proficiency Policy.

Except for the TEAS application form, all other documents must be submitted to:

OISE/UT Registrar's Office
Initial Teacher Education Admissions Unit
252 Bloor Street West, Rm. 4-455
Toronto, Ontario M5S 1V6.

NOTE: The Technological Studies program has different documentation requirements which are outlined in the Technological Studies Application Handbook. If you are applying to both Technological Studies and one of the other Bachelor of Education divisions, you must submit complete documentation for each program separately. If you do not have a Technological Studies Application Handbook contact the OISE/UT Registrar's Office, Initial Teacher Education, Admissions Unit, at 416-926-4701 without delay.

Teaching Subjects & Prerequisites

The complete list of teaching subjects offered at OISE/UT is provided in the Teaching Subject chart which is part of the TEAS application information booklet. Similarly, information regarding teaching subject prerequisites is included in the University of Toronto section of the TEAS application information booklet, not in this Handbook. The information in the TEAS booklet is sufficient for most people to select the one teaching subject required for the Junior/Intermediate division or

two teaching subjects required for the Intermediate/Senior division.

A limited number of teaching subjects allow relevant experience to be considered in lieu of formal academic course work for prerequisite approval (as described in the U of T section of the TEAS booklet). Please outline this experience in a note and attach it to the Document Record Form.

Academic Documentation

The academic assessment of your application is based on the documents which have been received by our published deadline. The information in this section of the Handbook, which includes a discussion of circumstances under which documents received after our published deadline will be accepted as on time, is intended to help you to avoid problems related to your academic documents.

A. Academic Document Guidelines

1. Only **official transcripts**, bearing the institution's seal and received directly from the institution concerned (or via the Ontario Universities Application Centre, if you use their transcript order form) will be accepted. Applicants who are submitting academic documents from another country should also refer to information on page 10 (sub-section E).
2. Unofficial transcripts, grade reports, Faxed copies of transcripts or transcripts issued to the student are not acceptable and will not be used in our assessment.
3. Transcripts from **all universities** attended must be submitted for consideration. Even if transfer credit was awarded by your home university you must send in a transcript from the university where the transferred courses were taken.
4. We require documentation of all course credits which have been or will be used as part of your degree. If your university's transcript does not include information about transfer credit or other forms of advance standing granted and counted towards your degree, then you must arrange for information about this credit to be forwarded to the OISE/UT Registrar's Office, Initial Teacher Education Admissions Unit.
5. If you are enrolled in **graduate degree work**, you must submit official documentation of enrollment in order to obtain credit for graduate standing.
6. Documents in a language other than English or French must be **accompanied** by an official translation.
7. If you are submitting documents under a name other than that on your application form you must submit official documentation to support the name change.
8. If you are in the process of completing the final requirements for a degree program (undergraduate or graduate) you must provide information about the courses which will complete your degree requirements (including

courses beginning in January). There is space on the TEAS application form to list courses in progress. Please include both fall and winter term courses.

9. All documents submitted in support of your application become and remain the property of the University, subject to the Policy on Access to Official Student Records.
10. All applicants, especially those who are submitting academic documents from other countries, should be aware that assessment of academic standing by OISE/UT is for admissions purposes only. The Ontario College of Teachers is not obliged to accept our assessment of your academic background and will make its own evaluation for certification purposes.

B. Ordering Transcripts

Order transcripts in enough time (minimum 10 business days prior to the deadline) to ensure that they reach our office by Friday December 1, 2000, 4:30 p.m. Failure to meet this deadline may jeopardize your application.

Transcripts showing final marks in Fall Term courses probably cannot be prepared in time for our deadline. Transcripts should be sent to:

OISE/UT Registrar's Office,
Initial Teacher Education Admissions Unit,
252 Bloor Street West, Room 4-455
Toronto, Ontario M5S 1V6.

Ordering University of Toronto Transcripts

Applicants from the University of Toronto must request transcripts from all Faculties/ Schools attended. They will not be automatically transferred to the OISE/UT Registrar's Office, Initial Teacher Education Admissions Unit when you apply for admission here.

Ordering Transcripts using the OUAC Transcript Request Form (OUAC 120E form)

If you have attended an Ontario university you have the option of ordering your transcripts via the OUAC Transcript Request Form. Please note that if you use this form, your transcripts may not reach our office by the December 1 deadline. As long as your OUAC Transcript Request Form is received at OUAC by the application deadline and you have requested that transcripts be sent immediately, your transcripts will be considered to have met the application deadline. However, in order to avoid delays in the processing of your application it is

strongly advised that if you intend to order transcripts using the OUAC Transcript Request Form you should submit this form **at least** two weeks prior to the application deadline.

If you order your transcripts using the OUAC Transcript Request Form, please indicate this by checking the appropriate box on the Document Record Form (see sub-section C, below). This will alert us to the fact that your transcripts may arrive after your application and may save you receiving a request for a transcript which, in fact, will soon be delivered by OUAC.

C. Document Record Form

Read this form carefully and fill it out as instructed. We will only acknowledge receipt of your transcripts or lack thereof, if you fill out and submit this form. This will be done after your application form has been forwarded to us by OUAC. Thus, you may not hear from us until late February. If the Document Record Form is received by the application deadline and shows that transcripts were ordered in enough time to be in our office by the application deadline (see sub-section B above), then you will not be penalized if transcripts are delayed or missing, provided that you respond promptly to our notification that transcripts have not been received.

You may list documents such as a marriage certificate on this form if you would like to have receipt of these documents acknowledged. **Please do not list the Applicant Profile on the Document Record Form. There is a separate receipt for the Profile and Verification Forms which will be sent to you as soon as we receive your completed Profile.**

- The English Language Proficiency form, on the reverse should be filled out and returned by all applicants.**

NOTE: In December we may be unable to answer telephone inquiries concerning receipt of documents because of the large volume of materials received close to the application deadline. Please rely on the Document Record Form and the procedures outlined above for information about your documents.

D. Using Transcripts From Last Year's Application

If you applied for the 2000-2001 initial teacher education program and submitted final official transcripts, these may still be on file with us. If you wish us to check on the availability of such transcripts please indicate this on your Document Record Form (by writing "submitted last year" in the date ordered section). If transcripts on file do not show that your degree was conferred and this is now the case, you must submit new transcripts showing this information. If in doubt, order new transcripts.

- Our assessment will be based on the transcripts you provide and which you would have listed on the Document Record Form.**
- We will not look for transcripts submitted last year if you do not request that we do so.**
- If, on the Document Record Form, you request that a transcript submitted last year be used, but it is not available, we will advise you. Should this occur, it is your responsibility to order the missing transcript to be sent to us immediately.**

E. Information for Applicants Submitting Academic Documents From Other Countries

Not all foreign degrees can be accepted by OISE/UT. Please note the Comparative Education Service listed below. If you are unable to submit official transcripts or original documents relating to your university degree please note the following:

1. **Photocopies of original documents are not acceptable unless accompanied by the original for our verification.** If you cannot leave original transcripts for our use, present the original transcripts with a photocopy which will be retained after authentication by our office. If you cannot come in person to our office to present your original documents, then a notarized copy of the original, sent by mail is acceptable.
2. If your university does not issue transcripts, the **original** degree diploma, supporting documents and official translations, where applicable, must be presented with photocopies which we will retain after authentication by OISE/UT Registrar's Office staff. If the diploma does not indicate the grades, or subject of the degree, contact the OISE/UT Registrar's Office, Initial Teacher Education Admissions Unit.
3. If you cannot obtain an original transcript or original degree diploma, you should contact the OISE/UT Registrar's Office, Initial Teacher Education Admissions Unit to determine what options are available to you.
4. **Translations:** Documents in a language other than English or French must be **accompanied** by an official government translation or a translation supported by a declaration sworn before a Notary Public or Commissioner of Oaths attesting to the correctness of the translation. Translations without an authenticated copy of the original document on which the translation is based, will not be considered.
5. **Comparative Education Service:** The University of Toronto's Comparative Education Service evaluates foreign university degrees. There is a charge for this service. Photocopies of these evaluations are welcome but are not a substitute for acceptable academic documents as described above. For more information on this service, please contact:

Comparative Education Service
University of Toronto
315 Bloor St. West
Toronto, Ontario M5S 1A3
Telephone : 416-978-2185

Applicants who feel that they require further information concerning our academic documentation requirements may wish to contact the OISE/UT Registrar's Office, Initial Teacher Education Admissions Unit, at 416-926-4701.

The Applicant Profile

The Applicant Profile is required from all applicants to the Bachelor of Education Program. It is a vital part of the admission selection process. Consequently, applicants should read it very carefully, and follow the instructions given. The Profile must be submitted by the December 1 deadline and must be accompanied by the three signed Verification Forms and the Profile Receipt Form.

NOTE: Applicants who did not receive a copy of the Applicant Profile with their TEAS application must contact the OISE/UT Registrar's Office, Initial Teacher Education Admissions Unit for a copy or download it from our website. It will not be automatically mailed.

- **It is necessary to submit a new Applicant Profile using the version of the form which is current for the year you apply. Neither the Profile nor the Verification Forms from a previous application are available to Profile readers.**

Completing the Profile

In the Applicant Profile you are attempting to demonstrate an understanding of the teaching profession and of young children or adolescents as learners which has been derived from your experiences.

The way in which you complete your Applicant Profile reveals something of your potential as a teacher, because it is one significant demonstration of your professionalism and your communication skills or lack thereof. You should try to be yourself and let your personality come across (you should avoid a stiff and pretentious presentation).

- **Use full sentences, not point form.**
- **The appearance of your Profile is considered in its evaluation. TYPE OR WORD-PROCESS your Profile with a minimum 12 point font so that it is clearly legible to the Profile assessors.**
- **It is acceptable to print out your responses on plain paper so long as this output is trimmed to fit within the space provided for responses on the Profile form and then attached, neatly and securely to the Profile form.**

Before completing your Profile please note the following:

- Be as specific as possible in your responses to the questions on the Profile. You should try as much as you can to create as clear and precise a picture of your background and you as a potential teacher.
- Try to avoid assumptions concerning the details of your situation. Although the persons assessing your profile (OISE/UT faculty members, teachers, principals, board personnel) are knowledgeable about the teaching profession they do not know you.
- Profile readers do not have access to information from other parts of your application file when they make their assessment.
- **Intermediate/Senior applicants** are advised that their Profile assessment will include consideration of their specific teaching subjects. Therefore, it is important that

you make specific reference to your teaching subjects in your Profile.

Personal Information & Program Selection

The OUAC Reference number on the front of the Profile should be the same as that on your application form. This ensures that your Applicant Profile is matched with your application. Please ensure that your complete address is included on the front of your Profile.

Your program selection must be the same as you have listed on the TEAS application form. Please remember to list teaching subjects, if applicable. Remember also that you can only apply to one of Primary/Junior, Junior/Intermediate or Intermediate/Senior.

Sections of the Profile

PART A. "Describe Three Significant Experiences ... "

You must complete all three sections (i.e. provide three experiences). Choose your three experiences carefully. Be specific about details of the three experiences you describe: the time spent, the age and numbers of people involved, and where you were and what you did.

Recent, teaching-related and school-based experiences with children and adolescents in the grades in which you hope to teach is expected. Work with groups is generally better than work with individuals. Experience in a variety of settings is advisable. Work-related and community-based experience can be used, however, as with any experience, you must demonstrate its relevance to teaching and learning.

PART B. "For each of the three experiences described... "

This part should be written with reference to the three experiences you have described in Part A. The Profile is somewhat like a written interview. Part B is the principal statement of this "interview" and should reflect what you have come to understand about teaching and learning as a result of your experiences (your insights).

PART C. "On the basis of your experiences... "

In this section, you will have the opportunity to articulate how you would contribute to student learning in the classroom and the wider community within schools. Your response should be based on the experiences which you have described in Part A and the insights which you discussed in Part B. You are attempting to demonstrate that through your experiences you have begun to develop an approach to teaching which builds on your insights drawn from your experiences.

PART D. "What additional information ..."

All applicants are expected to complete this section. Tell us about anything else you wish us to know about you which you feel is relevant to your potential as a teacher. You might include information about additional teaching related experiences (which you could not include in

Section A), hobbies, travel, extra-curricular activities, or other things which might help you stand out as an excellent candidate for our initial teacher education program.

PART E. “With reference to the Admissions Policy Statement ...”

This section is optional. Please refer to page 4 of this Handbook for the Admissions Policy Statement and page 8 for general information regarding the selection of applicants. If you think that you qualify for one of these categories, you must explain why this is relevant to your potential as a teacher. Not all applicants will complete this section of the Profile.

Verification Forms

For each of the three experiences listed in Part A of the Profile, a Verification Form is required. You must first complete Part A of each Verification Form. Next, the respective verifier named must complete, date and sign Part B of the Verification Form and return it to you in enough time to meet the application deadline. The three Verification Forms should be stapled to page 3 of the Profile. When a Verification Form for each of the three experiences listed has been attached, the Profile may be submitted.

- **Profiles without the three Verification Forms properly completed will NOT be evaluated.**
- **You can fax the Verification Form to your verifier and have it faxed back to you so that you can include it with your completed Profile.**
- **Verification Forms should NOT be submitted separately from the Profile. They will not be matched.**
- **Reference letters are NOT required, nor are they acceptable substitutes for the Verification Forms; any received will not be used.**
- **It is necessary to submit new Verification Forms using the version of the form which is current for the year you apply.**
- **It is your responsibility to ensure that the three Verification Forms are filled out and returned to you in time for submission with the Applicant Profile by the deadline of Friday, December 1, 2000, 4:30 p.m.**
- **Verifiers may be contacted to corroborate information.**

What To Do If No One Is Available To Sign A Verification Form

You must complete the Verification Form yourself and you **must attach to it** a declaration sworn before a Notary Public or Commissioner of Oaths. Such a statement should bear the stamp or seal of the Notary Public or Commissioner of Oaths and should:

- a) **explain why it is impossible to have a verifier fill out the Verification Form, and detail the efforts (if any) made to get the Verification Form filled out by an appropriate person,**
- b) **affirm that the information contained on the Verification Form is truthful and disclose any areas of doubt (such as dates, times, etc.).**

This declaration is the only acceptable substitute for not having a verifier complete Part B of the Verification Form.

Profile Receipt Form

Fill in the information requested on the receipt form and return it attached to your Profile. The bottom portion will be returned to you confirming receipt of your Profile. The top will be kept for our records.

Some Final Notes Concerning Your Applicant Profile

- **The Applicant Profile component of the application consists of the Profile, the three Verification Forms, and the Profile Receipt Form. The Verification Forms are attached to the centre of this Handbook.**
- **Do not enclose or attach letters of reference or a résumé or other additional material. They will not be used. Attach only the Profile Receipt Form and the three required Verification Forms.**
- **Please do not include material or attach documentation relevant to your academic evaluation with your Profile. Your Profile may not be available to OISE/UT staff responsible for the academic evaluation as Profiles are sent directly to our Admissions Committee. This type of information should be attached to your Document Record Form.**
- **Remember to sign and date page 4. If you fail to do so the Profile will be returned to you.**
- **Once submitted you cannot amend your Profile.**
- **Keep a photocopy of your completed Profile for your records — we will not provide you with one.**
- **All documents submitted in support of your application (including your Applicant Profile and Verification Forms) become and remain the property of the University of Toronto, subject to the Policy on Access to Official Academic Records.**
- **The completed Applicant Profile must be delivered to the OISE/UT Registrar’s Office, Initial Teacher Education, Admissions Unit by Friday December 1, 2000, 4:30 p.m.**

Applicants who feel that they require further information concerning the Applicant Profile may wish to contact the OISE/UT Registrar’s Office, Initial Teacher Education Admissions Unit at 416-926-4701.

English Language Proficiency Requirement

English is the language of instruction for all courses in the OISE/UT Initial Teacher Education Program, with the exception of some Modern Language Education courses. Consequently, to be successful in the Teacher Education courses and in the Practicum, candidates must demonstrate a high degree of proficiency in both oral and written English.

As well, successful candidates receive certification to teach in schools where English is the language of instruction, and where the primary obligation of the elementary and secondary school teacher is to meet the needs of the learner. To do this effectively the teacher must be able to communicate effectively in English, the students' language of instruction. OISE/UT is committed to producing graduates who possess strong English language skills to meet these needs, and who will also be competent and effective role models in the use of oral and written English.

Thus, all applicants to the Bachelor of Education and Diploma in Technical Education Initial Teacher Education Program are required to give evidence to OISE/UT of their oral and written proficiency in English.

An **English Language Proficiency Form** is attached to the centre of this Handbook on the reverse of the Document Record Form. This form is intended to help you to determine how you will satisfy the English Language Requirement and should be completed and returned by all applicants. If you do not submit the English Language Proficiency Form, then your status with respect to the English Language Proficiency Requirement will be extrapolated, if possible, from available information. **It is strongly recommended that all applicants complete and submit this form to avoid delays and to ensure accuracy in our evaluation of English Language Proficiency.**

A. Acceptable Levels Of Proficiency In English

• For Applicants to the Bachelor of Education Degree Program

All students applying for admission to the OISE/UT, Bachelor of Education Initial Teacher Education Program must satisfy **one** of the following criteria:

- (a) their mother tongue or first language is English,
OR
- (b) they have studied full-time for at least three years (or equivalent in part-time studies) in a university where the language of instruction and examination was English and which was located in a country where the first language is English,
OR
- (c) they have achieved the required level of proficiency on one of the tests in English language as outlined in section B (i-iv) which follows.

B. Acceptable Tests And Required Scores

NB: All tests must have been taken within 3 years of the date of application to the faculty.

- i) An official statement of the results of **TOP** (Test of Oral Proficiency) showing a minimum score of 7.0 and **TOW** (Test of Written Proficiency) with a minimum score of 3.0.

OR

- ii) An official statement of results of **TOEFL** (Test of English as a Foreign Language) for either the new computer based test or the previous paper-based test. These two tests, although equivalent, use different grading scales. Applicants who take the computer based test must submit an official statement of results showing a minimum score of 250, **and also have a minimum Essay Rating Score of 6.0, as well as the TSE** (Test of Spoken English), with a minimum score of 55.

Applicants who have taken the paper based test must submit an official statement of results showing a minimum score of 600, **and the TWE** (Test of Written English), showing a minimum score of 6.0, **as well as the TSE** (Test of Spoken English), showing a minimum score of 55.

OR

- iii) An official statement of results of **IELTS** (International English Language Testing System) showing an overall band score of 7 and no band score of less than 5.

OR

- iv) An official statement of results of **MELAB** (Michigan English Language Assessment Battery), showing a score of 92 **and also** the Oral Interview component, showing a rating of 4.

C. Deadline For Submitting Evidence of English Language Proficiency

The deadline for submitting evidence of oral and written proficiency in English is Friday December 1, 2000, 4:30 p.m. The English Language Proficiency form, and, if necessary, an official statement of results from one of the approved language testing agencies must be received in the OISE/UT Registrar's Office, Initial Teacher Education, Admissions Unit by this date. If you wish to have receipt of your English Language Proficiency Form or language test results acknowledged, please list these documents on the Document Record Form.

D. Information About the Tests Which Are Acceptable as Evidence of English Language Proficiency

Information about the content of tests, test dates, test requirements and applicable fees may be obtained as follows:

- 1) **TOP** (Test of Oral Proficiency)
TOW (Test of Written Proficiency)

COPE Testing Limited
7 B Pleasant Blvd.
P. O. Box 1164
Toronto, Ontario M4T 1K2
Telephone: 416-962-2673
E-mail: info@copetest.com

Web Address: www.copetest.com/tophome.htm

•**COPE Testing Limited also offers a test of English proficiency called COPE. The COPE test is not the same as TOP and TOW and is not accepted by OISE/UT for admission to the B.Ed. and Dip. Tech. Ed. initial teacher education programs.**

•**You can register for the TOP and TOW tests at the web address provided above.**

- 2) **TOEFL** (Test of English as a Foreign Language)

TWE (Test of Written English)
TSE (Test of Spoken English)
Educational Testing Service
P. O. Box 6151
Princeton, New Jersey
USA, 08541-6151

Telephone: 609-921-9000

Web Address: www.toefl.org

- 3) **IELTS** (International English Language Testing System)

University of Cambridge Local Examinations
Syndicate
1 Hills Road
Cambridge, UK CB1 2EU

Web Address: www.ielts.org/index.html

•**Applicants may also contact their nearest British Council Office.**

•**The only North American IELTS test site is at Conestoga College of Applied Arts and Technology in Kitchener, Ontario. Information regarding scheduling for IELTS at this site may be obtained by contacting the IELTS Administrator at 519-748-5220, ext. 603.**

- 4) **MELAB** (Michigan English Language Assessment Battery)

English Language Institute
Testing and Certification Division
3020 North University Building
The University of Michigan
Ann Arbor, Michigan
USA 48109-1057

Telephone: 313-764-2416/763-3452

E-mail: melabelium@umich.edu

Web Address: www.lsa.umich.edu/eli/melab.html

•**A Toronto MELAB Test Centre has been established at Room 2045, New College, University of Toronto. Information regarding scheduling for MELAB at this site may be obtained at 416-946-3942. Registration for testing at the Toronto site must be done through the Toronto Centre, not through the English Language Institute at the University of Michigan.**

Applicants who feel that they require further information concerning our English Language Proficiency requirement may wish to contact the OISE/UT Registrar's Office, Initial Teacher Education Admissions Unit, at 416-926-4701.

A SPECIAL NOTE for persons expecting to satisfy the English Language Proficiency Requirement by means of study in a university where the language of instruction and examination was English and which was located in a country where the first language is English:

Every year a small number of applicants fail to satisfy our English Language Proficiency Requirement because their university studies do not fit our stated requirements. If you intend to satisfy the English Language Proficiency Requirement using studies in an English language university in an English language environment you may wish to discuss this with an Admissions Counsellor at the OISE/UT Registrar's Office, Initial Teacher Education Admissions Unit prior to submitting your English Proficiency Form.

Entrance Awards

The following awards are open to applicants admitted to the Bachelor of Education program. In the previous academic year the total value of these awards exceeded \$80,000. Applications for most of these awards will be forwarded to admitted applicants who meet the program requirements for the award. **An exception is the University of Toronto Vari Scholarship.** If you are interested in this scholarship you must submit an application for it by the Friday December 1, 2000 application deadline.

M. Penelope Carter Award

One award of approximately **\$8,000** will be granted to a person admitted to the Intermediate/Senior Division who will enrol in English. This award is open to University of Toronto graduates with high academic standing in a Specialist or Major Program in English. Financial need, especially as related to family responsibilities, is considered.

The Professor Arthur Loudon Memorial Entrance Scholarship in Science

One or more awards of not more than **\$5,000** each will be made to persons admitted to the Intermediate/Senior Division, who will enrol in Science and who have best demonstrated high academic achievement in biology or chemistry or physics and a desire to teach Science.

The Dr. R. L. Peterson Memorial Entrance Award in Science and Environmental Science

One or more awards of not more than **\$1,000** each will be made to persons admitted to the Intermediate/Senior

Division, who will enrol in Environmental Science and Science and who best demonstrate financial need, involvement in community work and activities providing preparation for a career in teaching who show a desire to teach and who have good academic standing.

The Bertha and Howard Robertson Entrance Scholarship in Primary/Junior Education

One or more awards to the value of the annual income of the endowment (**approximately \$250**) will be made to a person or persons admitted to the Primary/Junior Division of the teacher education program who has best demonstrated academic achievement and a strong desire to teach children in the Primary/Junior grades.

The University of Toronto Vari Scholarship

One or more awards of **up to \$10,000** will be made to persons admitted to the Intermediate/Senior Division. Applicants for the **Vari Scholarship** are expected to have good academic standing and a strong Applicant Profile. Selection is also based on a letter of reference from a professor, performance on the GRE General Test, and performance on a competitive essay. To be eligible for the Vari Scholarship applicants must be Ontario residents and demonstrate financial need.

Persons interested in applying for the **University of Toronto Vari Scholarship** should request an application form from the Initial Teacher Education Admissions Unit of the OISE/UT Registrar's Office. This application must be submitted by the December 1 application deadline.

Fees, Financial Planning & Financial Assistance

The fee for 2000-2001 is \$5,232.26 for Canadian citizens and permanent residents of Canada. You can expect fees for 2001-2002 to be somewhat higher. This fee includes tuition and non-academic incidental fees. Students should also expect to pay approximately \$400 for text books and supplies.

The University of Toronto's Policy on Student Financial Support states that no student offered admission to a program at the University of Toronto should be unable to enter or complete the program due to a lack of financial means. There are a number of programs in place to help students cover reasonable costs associated with living and studying in Toronto. Some of these programs are summarized here.

Government Financial Aid

The Ontario Student Assistance Program (OSAP) is available to Ontario residents who are Canadian citizens or permanent residents, to assist with educational and living expenses. OSAP loans are interest-free and non-

repayable while the student remains enrolled in full-time studies. The Loan Forgiveness Program provides partial forgiveness of loans at graduation for students who have incurred large debts.

Information concerning the eligibility and assessment criteria may be obtained by contacting:

University of Toronto
Admissions & Awards
315 Bloor St. West
Toronto, Ontario M5S 1A3
Telephone: 416-978-2190

Web Address: www.utoronto.ca/fees.htm

Application forms are available in the spring. It is strongly advised that students apply for OSAP assistance prior to June 30.

Students from other Canadian provinces should apply through their provincial financial aid authority. Admissions & Awards can provide addresses, and in many cases, application forms. Please note that the

University's Policy on Student Financial Support requires that students receive government support in order to be covered by the commitment outlined at the beginning of this section.

University of Toronto Financial Aid Programs

Although OSAP (and other provincial/federal financial aid programs) represents the most significant source of financial assistance for students, a number of other sources exist.

The University of Toronto operates a variety of bursary programs which offer grants on the basis of demonstrated need. Bursaries available to students in the teacher education program include: Faculty of Education Bursary, University of Toronto Bursary, and UTAPS (see next item). Last year through these and other programs, the University provided more than \$400,000 in bursary grants to teacher education students.

The University of Toronto Work-Study Plan is funded by the University and the Ministry of Education. It provides on-campus part-time employment to students with financial need.

Typically, these other forms of assistance require that you demonstrate financial need in excess of what OSAP is able to cover.

University of Toronto Advance Planning for Students (UTAPS)

Accepted applicants who are concerned about the cost of attending university can obtain an early guarantee of the amount of funding they can expect to receive from OSAP and other forms of financial assistance, by completing a UTAPS application. These applications are mailed in the spring, either with the Offer of Admission or soon afterwards.

Residence & Housing Information

Residences

Residences for single students on the St. George campus house both graduate and undergraduate students. OISE/UT students must contact directly the residences in which they are interested and they are advised to do so as soon as they are interested in arranging residence accommodation. Students wishing more information should contact the Housing Service for a list of residences showing address and phone number, cost, and eligibility criteria.

Cost

On average, with meals, residence will cost approximately \$5,500 to \$6,800 for the eight-month, academic session. Modified meal plans may be available in some residences. Residences providing cooking facilities but no meal plan will cost approximately \$4,000. Fees are usually paid in two installments at the beginning of each of the four month fall and spring terms. Rent for the university apartments ranges from approximately \$495 to \$809 depending on the location and size of the unit, and is payable monthly. Rooms in shared houses or apartments off-campus generally cost students \$400 to \$600 per month. However, a student requiring a private apartment off-campus usually pays \$600 to \$700, \$700 to \$950 or \$900 to \$1,200 for a bachelor, one- or two-bedroom unit respectively.

Family Housing

Family housing is available in 710 unfurnished apartments on the St. George campus. The term "family" refers to students residing with their dependent children and to childless couples in a permanent relationship.

Applications for these units should be obtained from the Housing Service and submitted as soon as students are seriously considering attending the University.

Off-campus Housing

Students who rent off-campus lodging use the lists of advertisements displayed in the Housing Service as they would the "classified" section of a newspaper, locating accommodation to meet their needs.

Housing is usually advertised about three weeks in advance of the date it becomes available for occupancy and it generally takes one to three weeks for a student to locate suitable accommodation, depending on the type of housing desired and the budget allotted for lodging.

For more information, please contact:

University of Toronto Housing Service
Koffler Student Services Centre
214 College Street
Toronto, Ontario M5T 1R2

Telephone: 416-978-8045

E-mail: housing.services@utoronto.ca

Web Address:
www.library.utoronto.ca/housing_service/

This section provides a brief description of some of the many student services and facilities available at OISE/UT and at the University of Toronto. Additional Information on these and other services can be found via the OISE/UT website [www.oise.utoronto.ca].

The OISE/UT Student Services Office

The Student Services Office provides individual student counselling on financial, personal and academic matters for all initial teacher education and graduate students. (416-923-6641, ext. 8157)

Employment Services

All University of Toronto students have access to a wide range of employment-related service and programs through the Career Centre, located in the Koffler Student Services Centre. In addition the OISE/UT Student Services Office and the Student Union offer a number of services to support teacher education students in the search for a teaching position. These include:

Employment Preparation Conference

This three day event covers a wide range of topics related to finding a job in teaching as well as career planning and development. Participants include representatives from teachers federations and area school boards.

Teacher Employment Preparation Centre (TEP Centre)

The TEP Centre has information on application procedures, teaching in another province, job postings, reference books, etc.

Teacher Referral Service (TRS)

The TRS is a year round employment service funded by OISE/UT and the Student Union which matches job postings to OISE/UT teacher education students.

Education Commons

The Education Commons provides the services traditionally associated with libraries, distance learning, computing, and media centres to meet the information and technology needs of the OISE/UT community. The Education Commons seeks to provide "one-stop-shopping" for knowledge services. It supports and promotes the use of technology, including computers and multimedia, in all aspects of OISE/UT activity.

Users will have access to:

- a specialized collection in the field of education including:
 - over two thousand journal titles
 - Ministry of Education documents
 - school board curriculum materials, textbooks and content resources used in Ontario schools
 - a representative collection of children's literature;
- a collection of over 8 million items located in the numerous libraries of the U of T Library System;
- a wide range of Internet and multimedia resources
- reference assistance in accessing information for their courses, research or practice teaching assignments;

- a variety of computers which support standard productivity tools, specialized research software, and teaching/learning resources;
- face-to-face and mediated learning opportunities, and telephone and in-person user support, for goals including technology operation, software use, and the educational application of technology;
- a variety of multimedia production and viewing resources, including support for telecommunications, interactive video and computer graphics;
- other University resources to meet their information and technology needs.

Family Care

Many students balance family obligations with their studies. The University of Toronto is committed to fostering a "family friendly" learning and working environment. The Family Care Office provides information, guidance and referral services to students who require child care, elder care and assistance with other family matters.

For additional information or assistance, please contact:

Family Care Office
214 College Street
Toronto, Ontario M5T 2Z9

Telephone: 416-978-0951
FAX: 416-946-5466

E-mail: family.care@utoronto.ca

Web Address: www.library.utoronto.ca/familycare

DISABILITY Services for Students

The mandate of *DISABILITY* is to facilitate the integration of students who have disabilities and chronic health considerations into University life. For those eligible, the service provides a wide range of support including alternative test and exam arrangements, note taking services, on-campus transportation, personal counselling, workshops, adaptive equipment and assistive devices. All discussions are confidential.

For additional information or assistance, please contact:

The Koffler Student Services Centre
214 College Street, 3rd Floor
Toronto, Ontario M5T 2Z9.

Telephone: 416-978-8060, (Voice)
T.D.D.: 416-978-1902

FAX: 416-978-8246

E-mail: specialservices@utoronto.ca

Web Address:
www.library.utoronto.ca/equity/ssd.htm

Information for Admitted Applicants

The information in this section is intended to provide an overview of additional information which will be required if you receive an Offer of Admission. Full details will be provided to all candidates who receive an Offer of Admission. Information can also be obtained from the OISE/UT Initial Teacher Education Calendar, which is available via the OISE/UT website [www.oise.utoronto.ca].

Accepting the Offer of Admission

Candidates who receive an Offer of Admission in the first round will have only a limited period of time from the date of the offer to respond (typically 2-3 weeks). In addition to the Offer of Admission, the offer package will include a Fee Deposit Form and Course Selection material. These must also be returned prior to the expiry date on the Offer of Admission.

Applications for Entrance Scholarships

If your selection of division and/or teaching subjects corresponds to the conditions set out for one or more of our entrance scholarships, we will include appropriate application materials with your Offer of Admission.

An exception is the University of Toronto Vari Scholarship which requires that you apply by the December deadline for admission to the teacher education program. For all other entrance scholarships, the deadline for application is July 1.

See page 15 of this Handbook for information about the range of entrance scholarships offered by OISE/UT for students admitted to the initial teacher education program.

Proficiency Tests in French and International Languages

All students who intend to enrol in French or International Languages (German, Italian, Spanish) as teaching subjects must pass a proficiency test administered by OISE/UT. You will receive information about the test of written and spoken proficiency with your Offer of Admission. This information will include a schedule of test dates in the spring.

Students who are unsuccessful in their language proficiency test will not be allowed to automatically change academic divisions. They will be considered for a change of teaching subject provided that they have the required prerequisites, or for a one year deferral of admission, thus allowing time for upgrading of language skills.

Additional Documents Which Will Be Required From All Admitted Applicants

If you accept our Offer of Admission you will be required to submit the following additional personal documentation:

- proof of date and place of birth,
- proof of Canadian citizenship, permanent residency, or other status, and
- proof of freedom from tuberculosis.

If the official transcript which you submitted in support of your application for admission does not show that your degree was conferred then you must order a new transcript which shows that your degree has been conferred.

NOTE: These additional documents are only required of accepted applicants who intend to register in the initial teacher education program. Candidates who do not receive an Offer of Admission should not submit the documents described in this section (unless specific documents are requested from you by the OISE/UT Registrar's Office, Initial Teacher Education Admissions Unit).

Care has been taken to ensure that the information in this Application Handbook is accurate and up-to-date. However, in using this document you should be aware that errors may occur and that changes may be made in the programs or courses offered at OISE/UT. Where any discrepancies exist between this document and the OISE/UT Initial Teacher Education Calendar, the Calendar is to be taken as the final arbiter. OISE/UT reserves the right to change or withdraw courses. If the University or OISE/UT must change the content of programs of study or withdraw them, all reasonably possible advance notice and alternative instruction will be given. The University, however, will not be liable for any loss, damages, or other expenses that such changes might cause.

The deadline for receipt of applications and all supporting documents is Friday December 1, 2000, 4:30 p.m.

Please note the following deadline information:

(You may wish to check off each of these items as you submit them.)

- The TEAS Application** must be received at the Ontario Universities' Application Centre (OUAC) in Guelph.
 - All applicants must submit this form, with all sections completed, with the required application and service fees attached.
 - After December 1, you cannot change divisions or teaching subjects through OUAC.
 - **Contact OUAC if you have not received acknowledgment that they have received your TEAS application form within 6 weeks after it was submitted.**
- All transcripts must be received in the OISE/UT Registrar's Office, Initial Teacher Education, Admissions Unit, OR, if you are ordering your transcripts using the OUAC Transcript Request Form, (OUAC Form 120E), this form must be received at OUAC.
 - The Document Record Form, listing transcripts which you have ordered, should also be received by this date.
 - All applications must include acceptable academic documentation. (See pages 9 - 10).
- The completed **Applicant Profile** must be received in the OISE/UT Registrar's Office, Initial Teacher Education, Admissions Unit.
 - All applicants must submit a complete Profile.
 - Three Verification Forms and the Profile Receipt Form must also be attached to the Profile.
- Evidence of an acceptable level of English Language Proficiency must be received in the OISE/UT Registrar's Office, Initial Teacher Education, Admissions Unit.
 - All applicants must satisfy the English Language Proficiency Requirement. (See pages 13 - 14.)
 - All applicants should submit the **English Language Proficiency Form**. This form is on the reverse side of the Document Record Form.

We also suggest that you..

- Record your OUAC Reference Number and use it on all communications with OISE/UT.
(If you record it on this page then you will always know where it is.) **2 0 0 1** - _ _ _ _ _
- Read very carefully the U of T section of the TEAS application booklet and this Application Handbook. All of this information is important. Keep both the TEAS booklet and this Application Handbook for your records.
- Arrange for the contact person for each of the three experiences which you are recording in **Part A** of your Applicant Profile to complete a Verification Form (included with this Handbook) and return it to you to be included with your Profile when you submit it by the application deadline.
- Make a photocopy of your completed Profile for your records — we will not provide you with one
- Complete the Document Record Form listing, which transcripts you are submitting in support of your application and return it to the OISE/UT Registrar's Office, Initial Teacher Education, Admissions Unit. This should be done as soon as you have ordered all of your transcripts and in enough time for receipt in the OISE/UT Registrar's Office, Initial Teacher Education Admissions Unit, 252 Bloor St. W., Toronto, Ontario, M5S 1V6 by Friday December 1, 2000, 4:30 p.m. **We will not contact you concerning missing documents if they have not been listed on the Document Record Form, nor if the Form is received after the application deadline.**
 - If you have completed and submitted the Document Record Form and have not received acknowledgment that we have received your transcripts by February 15, 2001, then you should contact the OISE/UT Registrar's Office, Initial Teacher Education Admissions Unit.

Any questions? Contact the OISE/UT Registrar's Office, Initial Teacher Education Admissions Unit, by telephone at 416-926-4701 or by e-mail at admissions@oise.utoronto.ca.