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Canadian student recruitment*

University of Canterbury Application Instructions (please print this off)

Please fill in the online application to the University of Canterbury by following the link below. There are also a step by step set of screen shots on how to apply to UC online. Please then scan in your UC application materials to Mike Johnson (mike@canteach.net) after you apply online. UC has gone to an e based application and no materials need to be mailed when you apply. There are a variety of documents (Police check original, final transcript original, verified copy of passport) that are required to be submitted to UC in paper original copy. An outline of that process is available in the guide and comes in the text of the email with your offer. This can be confirmed and discussed with Mike and UC at the Pre-departure meeting.

When filling out the University of Canterbury on-line application, please follow these instructions and tips. Before you start your on-line application, I would suggest you scan in copies of your list of supporting documents (4.) Police check (5.) official/unofficial transcripts (6.) copy of your passport (7.) resume and (8.) personal statement (or answers within the UC online form) ready to upload onto the on-line application.

After you have completed the on-line application please email me (mike@canteach.net) all of your supporting documents on attachments and informing me you have submitted your application on-line to UC.

University of Canterbury - Christchurch; Primary and Secondary (Jan/Feb starts)

1. [CANTEACH Application Form](#) - along with the CANTEACH \$50 application fee paid via E-Transfer (to mike@canteach.net. No code required.). Could you please do this when you complete the UC on-line application form.

2. Please click this link to start your on-line application process:

<http://www.canterbury.ac.nz/education/student-advice-and-forms/guide-to-applying/>

It will look like the below picture where you will then click on the red tile “APPLY NOW for New Student”

You will need to create a user name based on email & password from myUC. Please click on create an account ‘[here](#)’. Once that has been completed, a confirmation email link will be sent to your email and you simply click that link to confirm. You can then start your on-line application process via the ‘Start a teacher education program’. You are doing 1 of 2 programs in Education, the Graduate Diploma in Teaching & Learning - PRIMARY OR SECONDARY. Your referee’s need

to know the program you are applying for. You can do the upload as you go through each section. You do not need to upload High school information. Each section has a completion barometer on the left hand side ie. 80% or 100%. Please list CANTEACH (agent) and Mike Johnson (contact).

3. Two (2) copies of the UC Referee Form - PLEASE USE THE E COPY LINK BELOW FOR YOUR REFEREES TO FILL OUT ON-LINE

The link is https://canterbury.qualtrics.com/jfe/form/SV_b4vKdrzJVWn4RBX

(Referees need to list your name and phone number and are prompted through the process)

I will send you a separate email with this link that you can just forward your referees on email. This is a lot easier than the paper copies that were done previously. I will send you a separate email you can forward your two referees.

4. Original Police Check (e copy to upload)
5. Original Transcripts (e copy to upload)
6. Photocopy of your passport (e copy to upload)
7. Resume (e copy to upload)
8. Personal Statement*important (e copy to upload/answers)
9. Additional reference letters (e copies only) (optional)

Referee Reports

Please have your 2 referees fill out the referee form on-line (link above and email sent that you can simply forward your referee and it goes directly to UC). They will need to tick the box of Graduate Diploma – Primary or Secondary (depending on the program you are interested in applying to). Please have your 2 referees confirm to you that they have completed this. You can send them the link to fill out and can obtain that email from Mike Johnson to forward to your referees.

Personal Statement

Please list all experience – not in bullet form but written form. Describe why you want to go into teaching and why you think you would make good teacher including personal attributes, strengths and experience. 1 page is recommended but it is not limited to that. The UC online application has specific questions to be answered.

Confidential Referee Reports:

Electronic referees (e – referees) Details as appropriate for your two referees

Confidential School report not required for University Graduates – leave blank

If you have any questions on the application for or about applying to the University of Canterbury - College of Education, please let me know.



Thanks

Mike Johnson

Director, CANTEACH Ltd.