Knox College
Helpful Tips for Preparing your Basic Degree Application

- ✓ Review and understand:
  - o All application requirements and deadlines before you begin
  - o How to submit all application materials
- ✓ Begin your application well before the deadline so you have time to complete the application, application materials, and ensure all transcripts and reference letters are submitted by the application deadline.
- ✓ If you are applying to multiple programs, you must submit an application for each program.
- ✓ Your statement of intent should speak into who you are, your faith journey, your plans/intentions to study in the program, and why Knox College.
- ✓ Your resume should be 1-2 pages in length and submitted in a word document (.doc) or PDF (.pdf). This should provide context to your education and any applicable experience (pastoral, clinical, volunteering, etc.) for your program application.

Academic, Employer and Pastoral References:
- o Who is best to speak into you as a potential student at Knox College and in the program to which you are applying?
- o A pastoral reference should speak into your faith journey, place in a spiritual community, and potential in the program.
- o An academic or employer reference should speak into your academic potential and place in an academic/employment community.
- o If you are unclear about reference writer eligibility, please contact the Admissions Counsellor & Recruitment Coordinator.
- o Once you have decided on your references, be sure to ask them with notice. Share with each reference the context into which they are speaking about you (ex. Academic, Employer, Pastoral) so they can consider this and speak into you from this capacity in the reference letter.
- o A Reference Request Form will be sent to your reference based on the contact information provided in your application so please ensure the information you provide is correct and up to date. **Please make sure your references are aware they will receive a Reference Request Form by email from Knox College for submission.**
- o **Note:** You must provide **one** pastoral reference **AND one** academic **or** employer reference.
- o **Note:** A family member may not provide a reference letter

I'm a BD Transfer or New Program TST Applicant: Remember, references are still required! Your academic reference in this instance should normally be from the BD/Program Director of the current or last TST college you attended.

Transcripts:
- o Request your official transcripts from all post-secondary institutions you attended well in advance. These often can take some time to process and arrive especially from international institutions.
- o Official e-transcripts can be accepted if submitted directly from the issuing institution.
- o Copies of transcripts are not permitted.

For Applicants with Transcripts from International Institutions:
- ✓ Graduates of recognized academic institutions outside Canada should hold an appropriate bachelor's degree or its equivalent as per assessment the University of Toronto's International Credentials Equivalencies.
- ✓ For applicants holding an international degree, it is preferred and encouraged to submit an educational credential assessment and translation directly to Knox from any of the following designated organizations:
  - o World Education Services
  - o Comparative Education Service: University of Toronto School of Continuing Studies
  - o International Credential Assessment Service of Canada
  - o International Qualifications Assessment Service
  - o International Credential Evaluation Service

English-Language Proficiency:
- o Students are required to demonstrate effective communication in English to study at Knox College and the University of Toronto. English-language proficiency must be demonstrated by the application deadline in order for an application to be considered. Please review the Knox College English-Language Proficiency Requirements.
- o The language of instruction and examination must be verified by Knox College. Applicants should provide an official academic transcript with a note confirming the use of English as the language of instruction and examination. If the official transcript does not have this note, applicants should make arrangements for an official statement to be sent from their institution directly to Knox College confirming the use of English as the primary language of instruction and examination. Please consult with Knox College Admissions to determine whether proof of English-language proficiency will still be required.
- o Test results that are older than two years at the time of submitting application cannot be accepted.
- o Though minimum scores are stated for English-language proficiency testing, the fulfillment of these minimum scores does not ensure or guarantee admission.