JUSTICE INSTITUTE
of BRITISH COLUMBIA

Supporting Documentation Required For:

- Graduate Certificate in Intelligence Analysis

- Graduate Certificate in Tactical Criminal Analysis

1. **Bachelor Degree:**

    a. Official Transcripts: Applicants are responsible for submission of official transcripts from all institutions of higher education attended. Transcripts are considered official only if submitted directly by the Registrar or other recognized authority of the providing institution in the sealed original envelope they were issued in. If this envelope has previously been opened, the transcripts are no longer official and are unacceptable.

    b. International Transcript Evaluation: All transcripts and degree/graduation certificates from institutions outside of Canada are subject to a credential evaluation to determine their authenticity and the Canadian equivalency of the credential.

    Applicants who have completed post-secondary studies at an institution outside of Canada will provide an official comprehensive (course-by-course) credential evaluation report from a recognized evaluation service along with an unofficial copy of their credentials (transcripts and diploma/degree certificates if applicable)

    The time required to conduct a comprehensive review of international credentials varies considerably. Therefore, normal processing timelines may be affected. Applicants are encouraged to apply for international transcript evaluation at least 6 months in advance of the program application deadline. Contact the International Credential Evaluation Service for further information at http://www.bcit.ca/ices/ or phone 604-432-8800.

2. **For those who do not possess a Bachelor's Degree proof of the following is required:**

    A minimum of two years of post secondary education plus a minimum of five years of progressive and specialized experience in working with the analysis of data and information. Applicants must also write a 500 - 1000 word essay on a related topic of their choice **OR**

    Applicants who have not completed a minimum of 2 years post-secondary education must have eight to ten years of progressive and specialized experience in working with the analysis of data and information (Dean/Director discretion). Applicants are required to write a 500-1000 word essay on a related topic of their choice.

3. **Two Letters of Recommendation:** To be considered valid, letters of recommendation must be program-specific, dated within six months of application, signed by the author, and include at least one contact number. The author may provide letters of recommendation directly to the applicant in hard copy, by facsimile, or by email (from a valid institutional or corporate email domain only; public domain addresses such as Hotmail, Gmail, Yahoo, etc. cannot be accepted). Applicants must include letters of recommendation with their program application in **hard copy only**. JIBC reserves the right to request and/or confirm any information received.

   The letters of recommendation should consist of either:

   - one Academic and one Personal Reference **or**

   - two Professional References:

   - **Academic Reference:** This letter should attest to your abilities to function at a Post Graduate level and attest to your performance in the context of your current or previous studies. The letter can address such areas as academic achievement, study skills, teamwork, leadership potential, human relations, flexibility, communication, and technical skills.

   - **Professional Reference:** This letter should attest to your current or previous performance in your professional life. The letter can address areas such as communication skills, interpersonal and leadership skills, management potential, work ethic, etc.

   - **Personal Character Reference:** Your personal character reference should consist of a letter from someone who has known you for several years outside of the context of your work. Please ask the writer to indicate the length of time and context in which they have known you, and to consider the following attributes in their letter about you: integrity, responsibility, adaptability, concern and respect for others, sense of self-esteem and confidence, communication skills and work ethic.

4. **Personal Statement/Statement of Intent:** This statement ranges anywhere from one to four pages in length. Typically, the Personal Statement or Statement of Intent indicates the motivation for seeking entrance to the program and should comment upon personal and career goals, expectations in relation to the achievement of goals, and the strengths the applicant feels they can bring to the program.

5. **Detailed Resume:** Your detailed resume should include the following:

   a. Education: List all post secondary education, degrees, diplomas, and certificates you have achieved.

    b. Work Experience: Please include name of organization, length of service and a brief description of duties.

    c. Voluntary / Unpaid Work Experience: List and describe any voluntary/unpaid post-secondary employment and/or community service experience. Please include the name of the organization, length of service, and a brief description of duties. List positions you have held in this service.

    d. Information Technology Training and Experience: Briefly describe your level of training and experience in the use of information technology including computers, software and telecommunications networks as tools for business, education, teaching and personal use.

    e. Professional Memberships/Affiliations: List memberships and positions you hold/have held in professional associations, service clubs, community/volunteer sector.

    f. Other relevant information.

6. **Current Criminal Record Check:** Criminal Record Checks must be current within six months of program application. Forms are available at your local police agency.