

## Flexible Admission

### KPU Post-Baccalaureate Programs

For applicants applying based on work experience & prior learning. Our flexible admission stream values the knowledge & skills you've gained through your career, professional development, & life experience. Below is a breakdown of what to submit—along with examples—to help you put together a strong application.

#### 1. Résumé or CV

Your professional story at a glance.

Highlight:

- Your job titles, employers, & dates
- Key responsibilities, accomplishments, & leadership roles
- Your top skills
- Volunteer/entrepreneurial experience
- Awards, certifications, or training highlights

#### 2. LinkedIn Profile (Optional but Recommended)

A current LinkedIn profile gives us a broader picture of your professional experience.

**Tip:** Make sure your profile is up to date & aligns with your résumé.

**3. Work Samples or Published Work (2 Pieces or Summaries)** Show us (or tell us with a written summary) what you've created, led, or contributed. Examples:

- Reports, presentations, marketing, accounting or HR materials, etc.
- Prepared financial statements or financial reports
- Policy drafts or training guides
- Articles, blogs, or case studies
- Screenshots/summaries of digital projects

**Tip:** Only share work that you have permission to disclose.

#### 4. Employer Verification Letters (Minimum 1)

These letters confirm your role & responsibilities.

What to include:

- Your job title, department, & time in the role
- A brief summary of your key duties
- Signature & contact details of a manager or HR representative

#### 5. Certificates, Credentials, Transcripts, Course or Workshop Descriptions

Show us how you've built your skills & knowledge outside of a degree. Examples:

- Certificates from workplace training
- Micro-credentials or badges
- Unofficial transcripts from college/university
- Course or workshop descriptions

#### 6. Job Descriptions (Minimum 1)

These help us see the scope & focus of your work.

**Tip:** If you no longer have official documents, write a short summary of your role.

#### 7. References (Minimum 2)

Two professional references who can speak to your strengths & potential.

Ideal referees:

- Supervisors, team leads, or clients
- Mentors or community leaders
- Educators or instructors (if recent)

**Tip:** Check out the reference letter template and fillable form on the next page that highlights the competencies which support success.

#### 8. Personal Essay (500 - 750 Words)

Your story, your purpose, your next step. Guiding Questions to Help You Write Your Essay:

- What motivates you to apply?
- How has your past work & life experience prepared you for this program? We know there are many ways of learning & knowing & we'd like to understand your path.
- What specific skills or knowledge do you hope to gain through your studies?
- Finally, ethics are important to us – tell us how they are important to you.

**Tip:** Be authentic, reflective, & future focused. Tell us who you are—not just what you've done!



# Post-Baccalaureate Flexible Admission Reference Guideline

## Instructions to Referee

You have been asked to provide a reference for the applicant seeking admission to a Melville School of Post-Baccalaureate program through the flexible admission pathway. This application stream values professional & life experience as well as formal learning.

Please share a reference that rates the key program competencies & provide any comments based on your experience with the applicant.

## Begin by sharing

A few details about you & the applicant:

Applicant Name:

Referee Name:

Relationship:

Length of Time Known:

Referee's Position/Title:

Referee's Email:

## Rating Scale

Using the rating scale below, please share insight on the following competencies.

- 5 – Exceptional: consistently excels
- 4 – Strong: often demonstrates strength
- 3 – Competent: meets expectations
- 2 – Developing: shows some ability
- 1 – Limited: rarely demonstrated
- N/A – Not observed

## Competency Ratings

Competency	Rating	Share Comments or Examples
Communication (Written & Verbal)		
Critical Thinking & Problem Solving		
Emotional Intelligence		
Collaboration & Teamwork		
Adaptability & Learning Mindset		
Technology Use		
Ethics		
Numeracy		

## Open-Ended Questions

- In your experience, what strengths does the applicant bring to a learning or professional environment?
- Can you describe an example of how the applicant demonstrated leadership, problem-solving, or innovation?
- Do you believe the applicant is prepared for graduate-level study? Why or why not?

## Referee Signature

Please finish your reference with a date & signature.