ST. FRANCIS XAVIER UNIVERSITY

BACHELOR OF EDUCATION APPLICATION GUIDE

Welcome

Thank you for your interest in our program. We have prepared this guide to support your application process. If you have questions, please don't hesitate to reach out to our office.

Complete applications for next September are due by December 1st. Delayed applications will be reviewed based on program availability.

International applications will not be accepted past January 30th.

Admissions Process

There are currently **two steps** to the application process. Follow this guide to navigate the process & ensure your application is complete.

Step 1 - Create an account

- How to Apply/Admission Type
- When finished, Admissions will send you a StFX student number. This may take 2-4 days.

Step 2 – Supplemental application

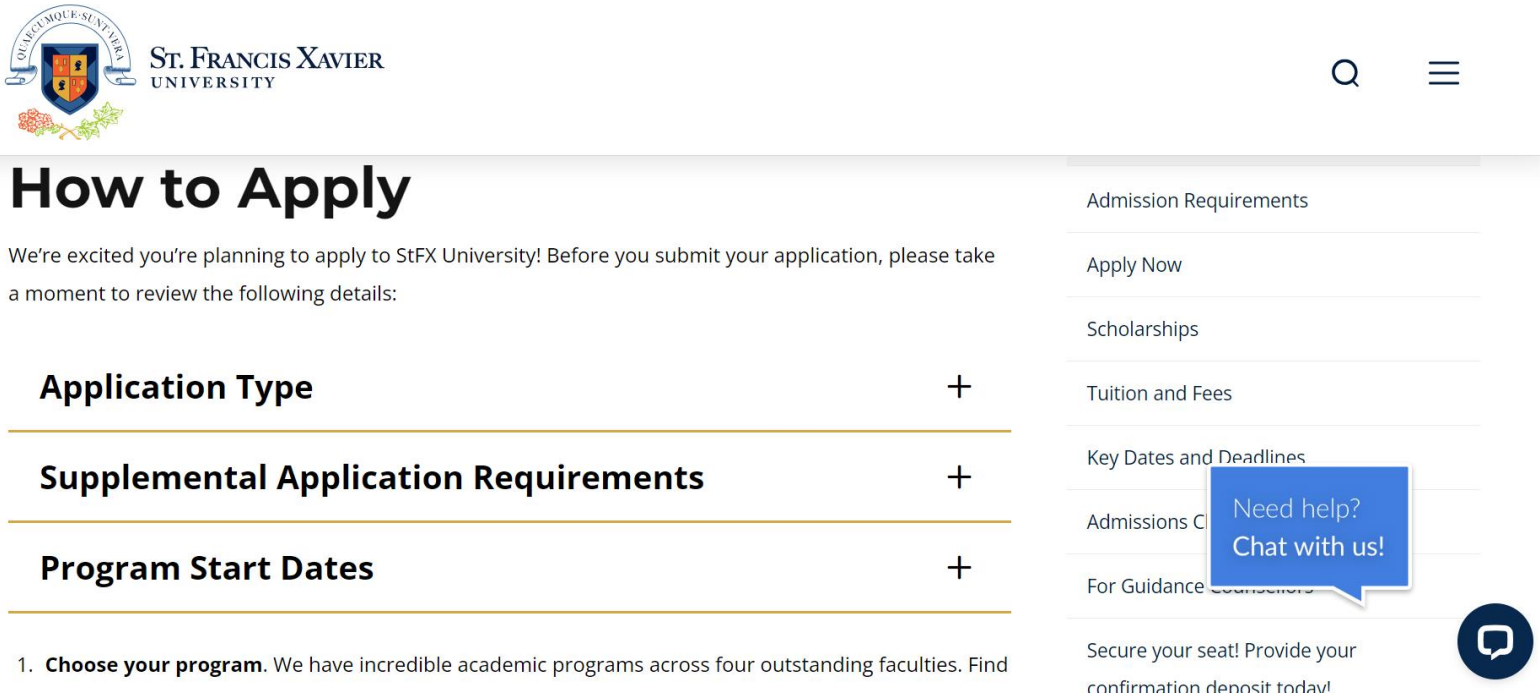
- You will have to finish the first step before you can start step two because you will need your student number.

Admissions

Step 1: Click on “Application Type”

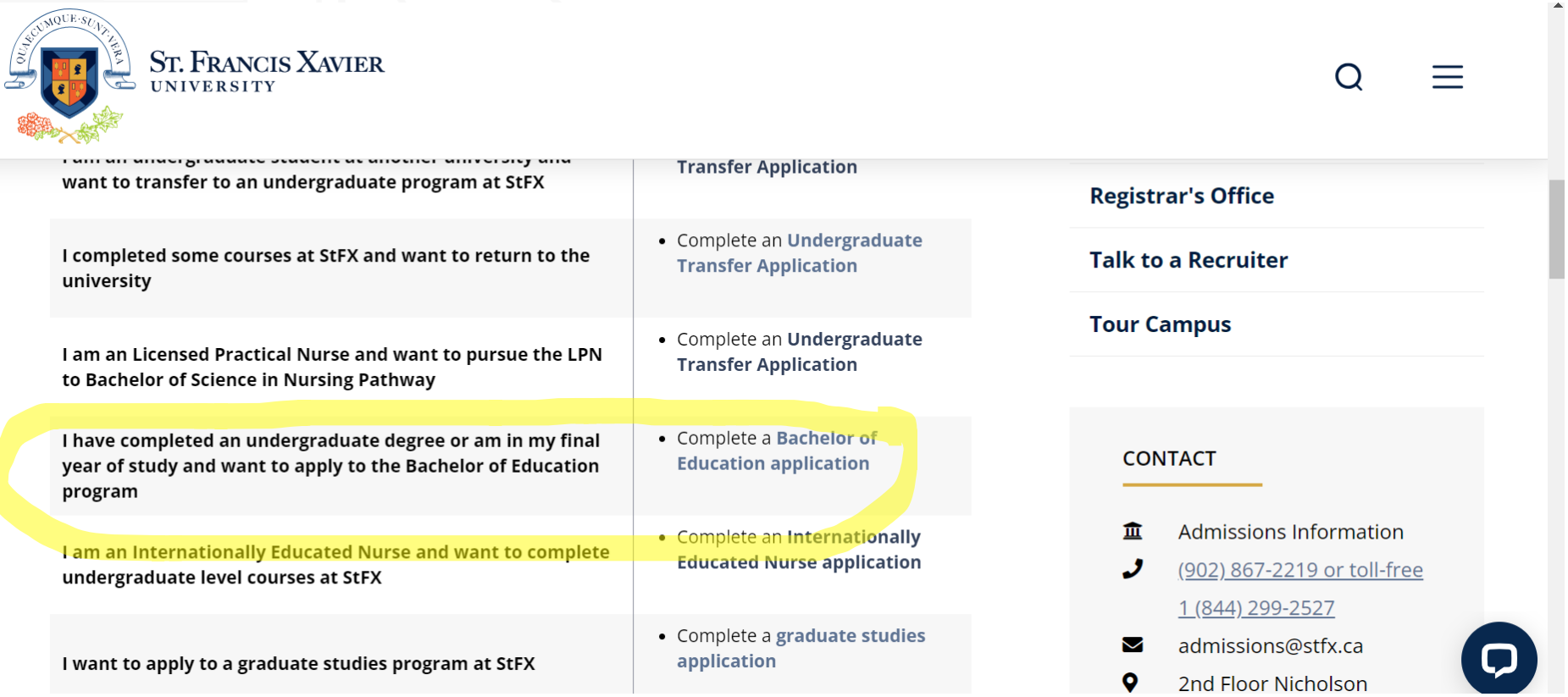
I'm a link!

Go to: https://www.stfx.ca/applications-admissions/admissions-information



Admissions

Step 1: Select “Bachelor of Education application”



St. Francis Xavier University

I am an undergraduate student at another university and want to transfer to an undergraduate program at StFX	Transfer Application
I completed some courses at StFX and want to return to the university	• Complete an Undergraduate Transfer Application
I am an Licensed Practical Nurse and want to pursue the LPN to Bachelor of Science in Nursing Pathway	• Complete an Undergraduate Transfer Application
I have completed an undergraduate degree or am in my final year of study and want to apply to the Bachelor of Education program	• Complete a Bachelor of Education application
I am an Internationally Educated Nurse and want to complete undergraduate level courses at StFX	• Complete an Internationally Educated Nurse application
I want to apply to a graduate studies program at StFX	• Complete a graduate studies application

Registrar's Office

Talk to a Recruiter

Tour Campus

CONTACT

Admissions Information

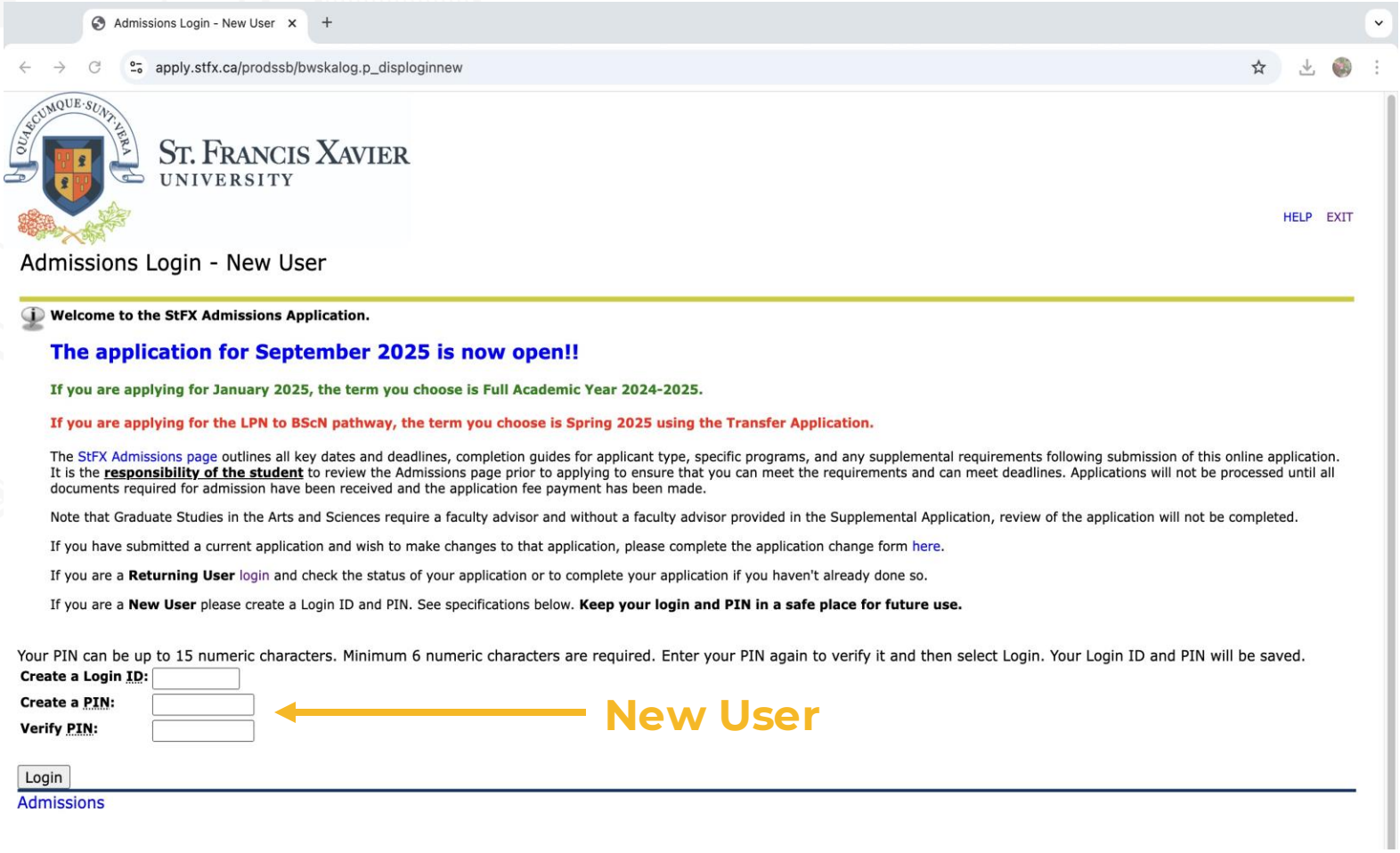
(902) 867-2219 or toll-free 1 (844) 299-2527

admissions@stfx.ca

2nd Floor Nicholson

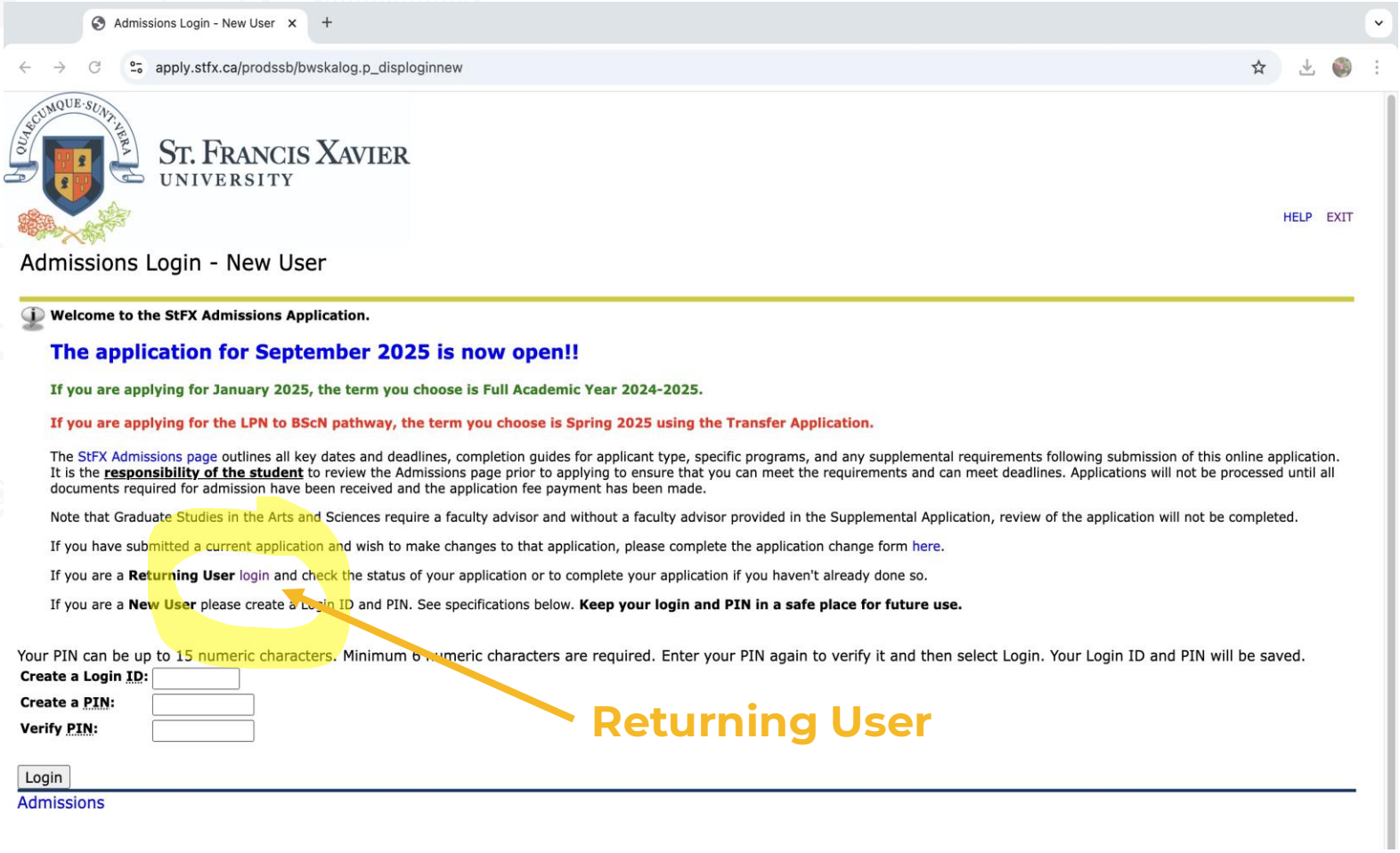
Admissions

Step 1: Admission Login – New User



Admissions

Step 1: Admission Login – Returning User



Admissions

Step 1: Select an Application Type

Select an Application Type

Completion Guide

Please submit only one application. Only the first application will be processed. To submit any changes, please click here.

Please Note: Applications are still being processed for the 2024-2025 Academic Year where classes would commence in January 2025. The application for September 2025 will open later this month. Please, check back for updates to the exact date.

If you are applying for January 2025, the term you choose is Full Academic Year 2024-2025.

Note: If you have an "accent" in your name, please use it in this application.

The StFX Admissions page outlines all key dates and deadlines, completion guides for applicant type, specific programs, and any supplemental requirements following submission of this online application.

It is the responsibility of the student to review the StFX Admissions page prior to applying to ensure that you can meet the requirements and can meet deadlines.

Applications will not be processed until the application fee payment has been made and all documents required for admission have been received. Application fees are non-refundable.

Transcripts and supporting documents must be sent to admissions@stfx.ca.

If you wish to change the program to which you have applied following submission of this online application, please click here.

Select an Application Type

Applicant Category	Application Type
If you are a High School student (Canadian or International)	Undergraduate Application
If you are a Mature student (you have been out of high school at least three years and not completed any post-secondary study)	Undergraduate Application
If you are transferring from or have completed courses at another post-secondary institution to complete an undergraduate degree	Undergraduate Transfer Application
If you have completed studies at StFX and wish to return to StFX	Undergraduate Transfer Application
If you are an LPN and wish to complete the LPN to BScN pathway	Undergraduate Transfer Application
If you wish to complete a Bachelor of Education degree at StFX (must have completed undergraduate degree or in your final year of study)	Bachelor of Education Application
If you are an Internationally Educated Nurse and wish to complete baccalaureate level courses at StFX	International Educated Nurse Application
If you wish to apply to Graduate Studies at StFX	Graduate Studies Application
If you wish to apply to a Post-Baccalaureate Diploma at StFX	Post Baccalaureate Diploma Application

Application Type: Bachelor of Education App

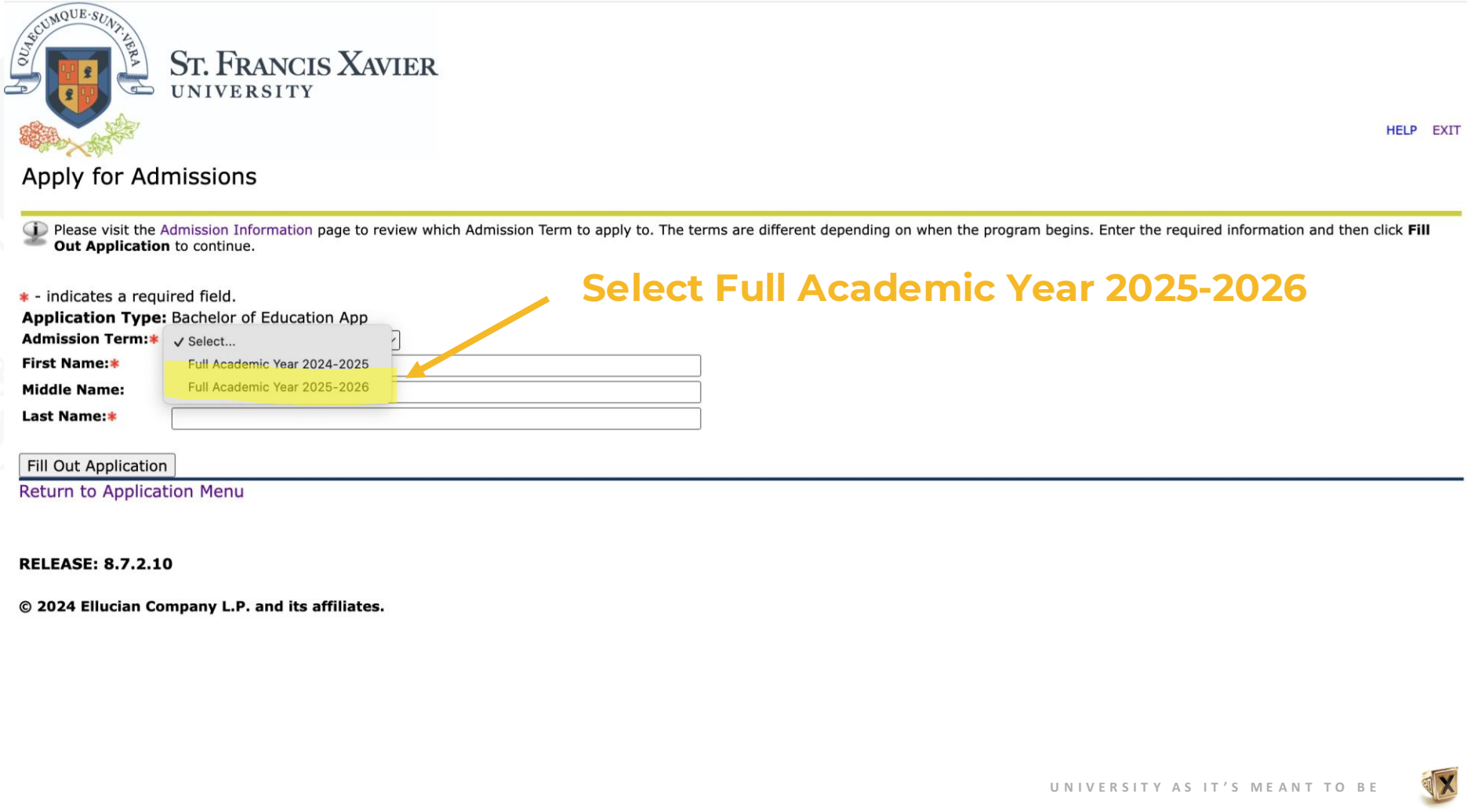
Bachelor of Education App

Continue

Return to Homepage

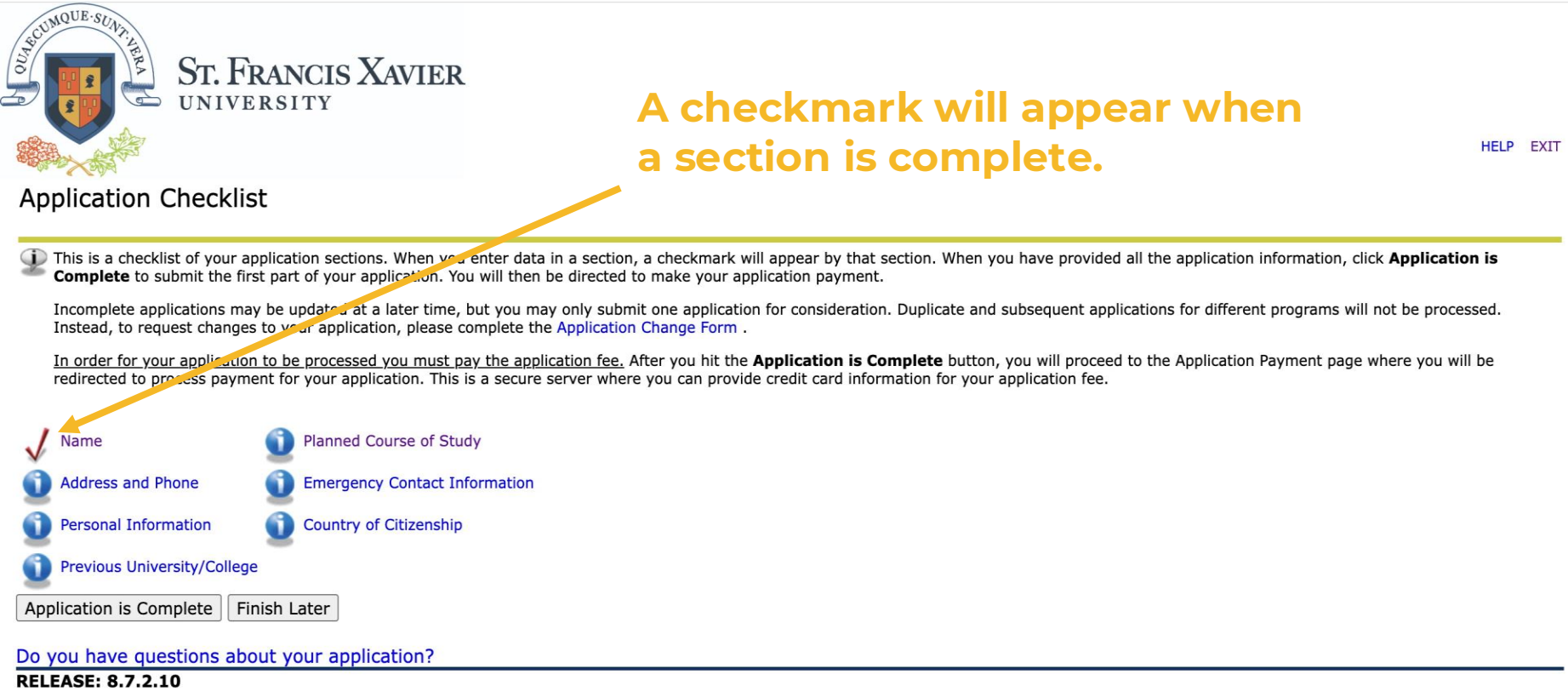
Admissions

Step 1: Admission Term



Admissions

Step 1: Application Checklist



Admissions

Step 1: Application Checklist

HELP EXIT

Application Checklist

This is a checklist of your application sections. When you enter data in a section, a checkmark will appear by that section. When you have provided all the application information, click **Application is Complete** to submit the first part of your application. You will then be directed to make your application payment.

Incomplete applications may be updated at a later time, but you may only submit one application for consideration. Duplicate and subsequent applications for different programs will not be processed. Instead, to request changes to your application, please complete the Application Change Form .

In order for your application to be processed you must pay the application fee. After you hit the **Application is Complete** button, you will proceed to the Application Payment page where you will be redirected to process payment for your application. This is a secure server where you can provide credit card information for your application fee.

- Name
- Address and Phone
- Personal Information
- Previous University/College
- Planned Course of Study
- Emergency Contact Information
- Country of Citizenship

Application is Complete | Finish Later

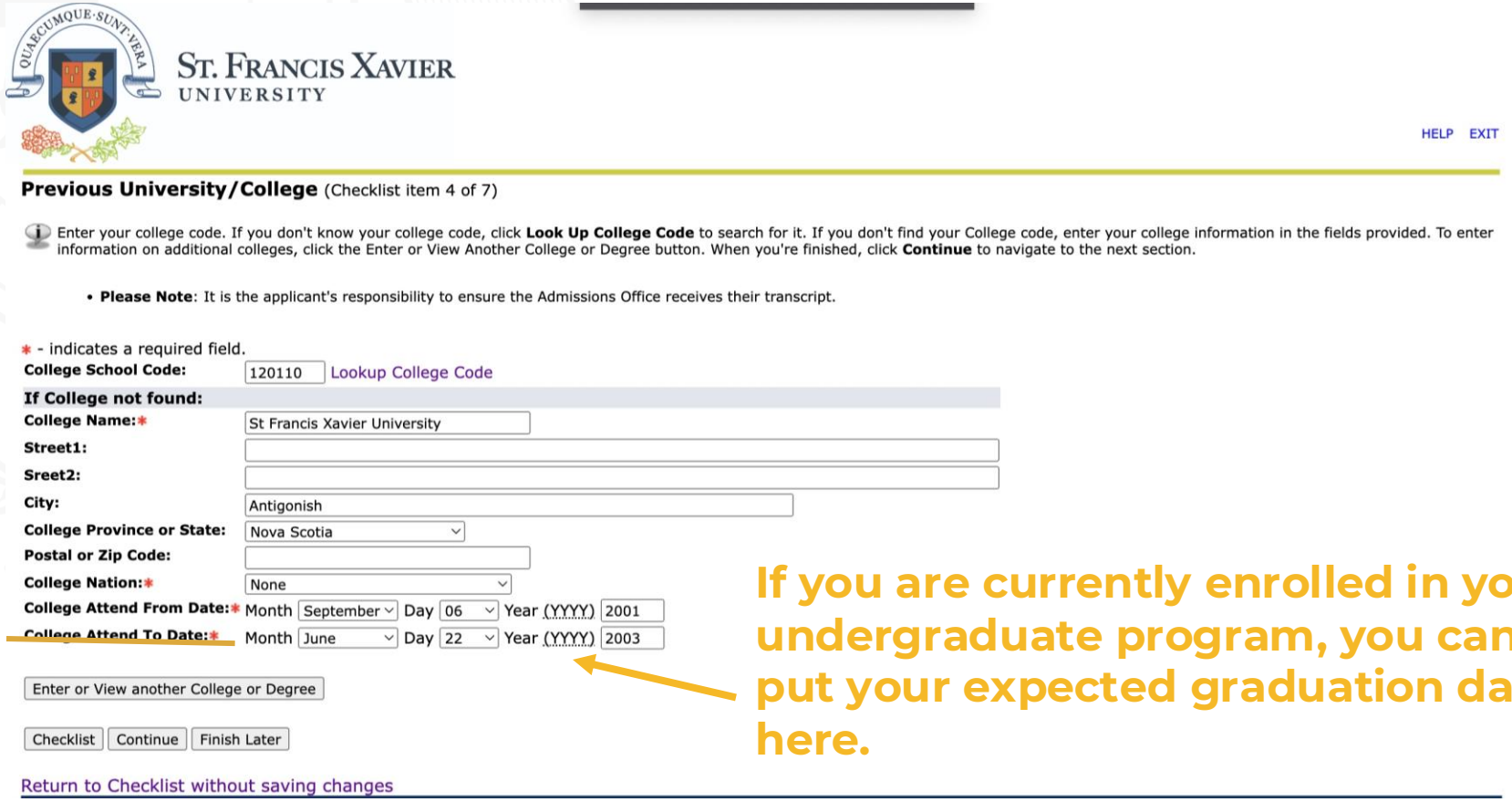
Do you have questions about your application?

RELEASE: 8.7.2.10

Previous University/College - special note on next page

Admissions

Step 1: Application Checklist



St. Francis Xavier University

HELP EXIT

Previous University/College (Checklist item 4 of 7)

Enter your college code. If you don't know your college code, click **Look Up College Code** to search for it. If you don't find your College code, enter your college information in the fields provided. To enter information on additional colleges, click the Enter or View Another College or Degree button. When you're finished, click **Continue** to navigate to the next section.

- **Please Note**: It is the applicant's responsibility to ensure the Admissions Office receives their transcript.

* - indicates a required field.

College School Code: 120110 Lookup College Code

If College not found:

College Name:* St Francis Xavier University

Street1:

Sreet2:

City: Antigonish

College Province or State: Nova Scotia

Postal or Zip Code:

College Nation:* None

College Attend From Date:* Month September Day 06 Year (YYYY) 2001

College Attend To Date:* Month June Day 22 Year (YYYY) 2003

Enter or View another College or Degree

Checklist Continue Finish Later

Return to Checklist without saving changes

If you are currently enrolled in your undergraduate program, you can put your expected graduation date here.

Admissions

Step 1: Application Checklist

HELP EXIT

Application Checklist

This is a checklist of your application sections. When you enter data in a section, a checkmark will appear by that section. When you have provided all the application information, click **Application is Complete** to submit the first part of your application. You will then be directed to make your application payment.

Incomplete applications may be updated at a later time, but you may only submit one application for consideration. Duplicate and subsequent applications for different programs will not be processed. Instead, to request changes to your application, please complete the Application Change Form .

In order for your application to be processed you must pay the application fee. After you hit the **Application is Complete** button, you will proceed to the Application Payment page where you will be redirected to process payment for your application. This is a secure server where you can provide credit card information for your application fee.

- ✓ Name
- Address and Phone
- Personal Information
- Previous University/College
- Planned Course of Study
- Emergency Contact Information
- Country of Citizenship

Application is Complete | Finish Later

Do you have questions about your application?

RELEASE: 8.7.2.10

Read the options carefully when selecting your planned course of study. (See next slide)

Admissions

Step 1: Application Checklist

ST. FRANCIS XAVIER UNIVERSITY

HELP E

Planned Course of Study (Checklist item 5 of 7)

Select your Planned Course of Study.

For undergraduate programs, we recommend you make a first priority choice and a second. To choose a second priority choice, click on the **Next Program** button. The screen will look similar to the first one, but you see the priority level change to '2'. Making a second choice aids us in being able to assess your application for a second program of study if we cannot admit you to your first choice.

The following programs are only available to **current third year StFX Human Kinetics students**: StFX HKIN students 2-Year BEd On-Campus Elementary AND the StFX HKIN students 2-Year BEd On-Campus Secondary.

Please note that some programs have additional requirements or supplemental applications. Please review our Admissions Requirements page to review.

NOTE

Bachelor of Education requires a Supplemental Application

Applied Forensic Psychology requires a Supplemental Application

Accelerated Nursing and the LPN Pathway program require Supplemental Applications

PBD programs require a Supplemental Application

All graduate programs require

* - indicates a required field.

First Choice of Study:*

- ✓ None
- Non-Degree BED
- StFX HKIN students 2-Year BEd On-Campus Elementary
- StFX HKIN students 2-Year BEd On-Campus Secondary
- Three-year BEd Off Campus Elementary – Tri County
- Two Year Bachelor of Education on Campus Elementary
- Two Year Bachelor of Education on Campus Secondary

Checklist | Continue

Return to Checklist

RELEASE: 8.7.1

Choose from options listed.

Admissions

Step 1: Application Checklist

HELP EXIT

Application Checklist

This is a checklist of your application sections. When you enter data in a section, a checkmark will appear by that section. When you have provided all the application information, click **Application is Complete** to submit the first part of your application. You will then be directed to make your application payment.

Incomplete applications may be updated at a later time, but you may only submit one application for consideration. Duplicate and subsequent applications for different programs will not be processed. Instead, to request changes to your application, please complete the Application Change Form .

In order for your application to be processed you must pay the application fee. After you hit the **Application is Complete** button, you will proceed to the Application Payment page where you will be redirected to process payment for your application. This is a secure server where you can provide credit card information for your application fee.

- ✓ Name
- Address and Phone
- Personal Information
- Previous University/College
- Planned Course of Study
- Emergency Contact Information
- Country of Citizenship

Application is Complete | Finish Later

When all sections are complete, click here.

Do you have questions about your application?

RELEASE: 8.7.2.10

Admissions

Step 1: Admissions Agreement

HELP EXIT

Admissions Agreement

You must agree to the terms below, or you will be directed back to the Application Menu page and your application will not be submitted. If you have questions, contact information can be found in the HELP link above.

I hereby agree to abide by all the rules and regulations which apply to students of StFX University and acknowledge that my right to remain at StFX is subject to them. The information in this application is complete and correct to the best of my knowledge. I acknowledge that StFX adheres to the Freedom of Information and Protection of Privacy legislation as it applies to university.

St. Francis Xavier University gathers and maintains records of personal information, including but not limited to the information in this form, for the purposes of admission, registration, provision of educational services, ongoing contact with students and alumni, and soliciting support for these and other university activities. The collection, use and disclosure of personal by the university is governed by the Nova Scotia Freedom of Information and Protection of Privacy Act, S.N.S. 1993, c5. The information provided by applicants in this form, and other information provided to the university from time to time, will be maintained in the university's records. The personal information provided may be used by university personnel and disclosed to third parties as required or permitted by applicable legislation or in accordance with the purposes for which it was collected. By submitting this Application for Admission, you indicate your consent, pursuant to the Freedom of Information and Protection of Privacy Act, to the collection, use and disclosure of your personal information as described above.

I agree to the terms
I do not agree

If you agree to the terms, click here.

RELEASE: 8.7.2.10

© 2024 Ellucian Company L.P. and its affiliates.

Admissions

Step 1: Application Payment

ST. FRANCIS XAVIER UNIVERSITY

HELP EXIT

Application Payment

Important

Thank you for submitting the details of your application. Once you complete your application payment via the appropriate fee type (based on your application type) from the table below, this will update and prompt review of your application for admission assessment. Your application will not be reviewed without the proper payment being submitted so please choose carefully.

Application Fee Guidelines

Application Type	Application Fee	Required Application Payment Page
Domestic Undergraduate, Mature, and Transfer Application	$40	Undergraduate Fee
International Undergraduate, Mature, and Transfer Application	$100	International Undergraduate Fee
Bachelor of Education	$40	Bachelor of Education Fee
Graduate Studies Application	$100	Graduate Studies Fee
International Educated Nursing Application	$125	International Educated Nurse Fee
Post-Baccalaureate Diploma Application	$100	Post-Baccalaureate Diploma Fee

Select “Bachelor of Education Fee”

For students outside of Nova Scotia or for all other student types, please have your official transcripts sent to admissions@stfx.ca or mailed to:

St. Francis Xavier University –Admissions
2329 Notre Dame Avenue
Antigonish, Nova Scotia B2G 2W5

Please print or save this page for your own records.

rennaekg/2

Return to Application Menu

Admissions

Step 1:Payment

If you are African Nova Scotian, or Mi'kmaw, please contact Rennae Kletzel-Gilham at rkletzel@stfx.ca before proceeding with this step.

2025-2026 Bachelor of Education Application Fee

MORE IN ALUMNI

2025-2026 Bachelor of Education Application Fee -> Billing -> Review -> Finish

2025-2026 Bachelor of Education Application Fee

Please note it is the applicant's responsibility to ensure prior to application that they can meet Admission deadlines for the desired program and that the application fee **payment is non-refundable**.

First Name: *

Preferred Name *

Last Name: *

Date of Birth - Please, enter in MM/DD/YYYY format *

Program Applied for: *

Study Term of Application * Please Choose

Email address used on admissions application: *

Non Refundable Application Fee * Please Choose...

Promotion Code APPLY

Event Center NEXT>>

Go to: https://www.stfx.ca/payment.
Select "Bachelor of Education application fee"

Admissions

Congratulations!

This completes step one of the application process.

What's next?

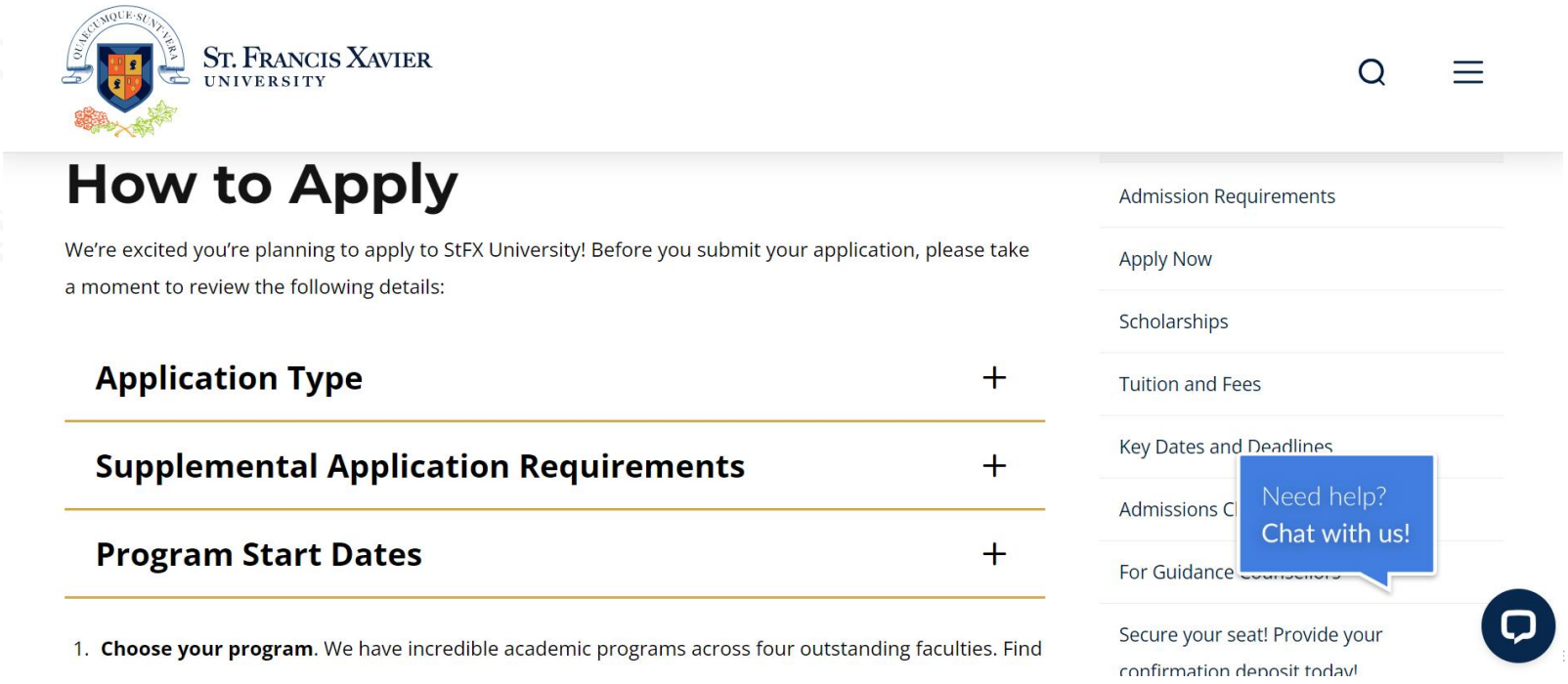
- Once you have completed all parts of step one, you will receive an email from Admissions. The email will include at StFX student ID number. Please allow 2-4 days.
- Once you have your student ID number, you can proceed to **step two**, the supplemental application.
- You will be required to submit official transcripts from any post-secondary institute you attended (for a degree or for courses). While you are waiting for your student ID, you can work on having any/all **official** transcripts sent from your university directly to admissions@stfx.ca. (St FX transcripts are not required.)
- You can also contact 3 references. Talk to your references now and ensure you have up-to-date email addresses to provide once you begin step two, the supplemental application.

Admissions

Step 2
Supplemental Application

- Click on “Supplemental Application Requirements” & select the BEd form.
- Complete all sections and submit.

https://www.stfx.ca/applications-admissions/admissions-information



Admissions

Congratulations!
This completes the application process.

What's next?

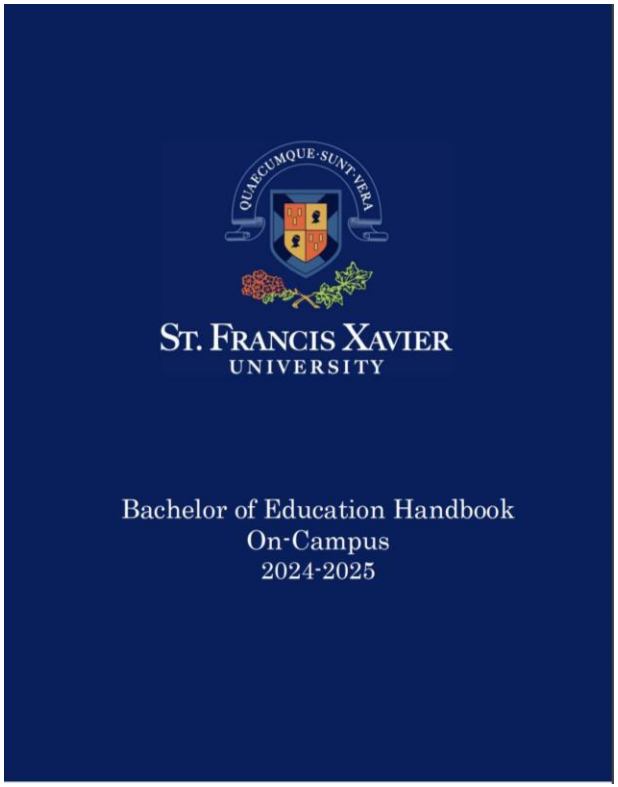
- Once your application is complete and all supporting documents have been received (including all official transcripts and references) our office will review your file.
- Successful applicants will be invited to a virtual group conversation and can expect to hear from our office in January. During the conversation, applicants will be asked questions, have the opportunity to ask questions, and learn more about the program.
- Successful applicants will be sent Letters of Acceptance from the Registrar's office with further details about what happens next.

Complete applications for a September Start are due by December 1st.
Delayed applications will be reviewed based on program availability.

International applications will not be accepted past January 30th.

Questions & Contacts

- Admissions (admissions@stfx.ca)
  Document submission and general questions about your application
- Rennae Kletzel-Gilham (rkletzel@stfx.ca)
  General BEd supplemental application questions
- Becky Powers (bpowers@stfx.ca)
  General BEd admission & field questions
- Rachel Power (rpower@stfx.ca)
  Transcript & course-related questions



On-Campus BEd Handbook