



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.

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# 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>



## How to Apply

We're excited you're planning to apply to StFX University! Before you submit your application, please take a moment to review the following details:

**Application Type** +

**Supplemental Application Requirements** +

**Program Start Dates** +

1. **Choose your program.** We have incredible academic programs across four outstanding faculties. Find

Admission Requirements

Apply Now

Scholarships

Tuition and Fees

Key Dates and Deadlines

Admissions C

For Guidance

Secure your seat! Provide your confirmation deposit today!

Need help?  
Chat with us!



# Admissions

## Step 1: Select “Bachelor of Education application”



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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

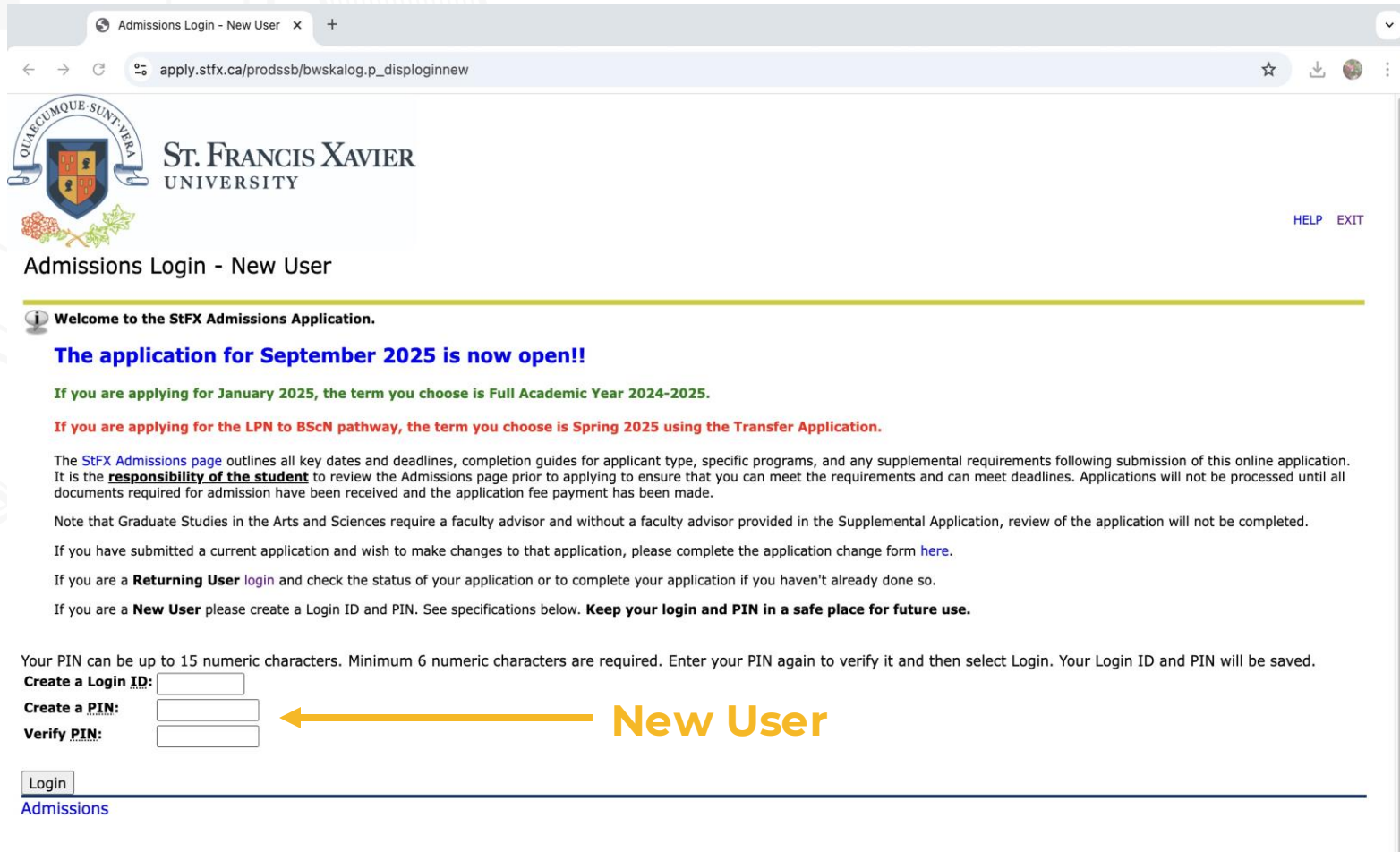
### CONTACT

-  Admissions Information
-  [\(902\) 867-2219](tel:(902)867-2219) or toll-free [1 \(844\) 299-2527](tel:18442992527)
-  [admissions@stfx.ca](mailto:admissions@stfx.ca)
-  2nd Floor Nicholson



# Admissions

## Step 1: Admission Login – New User



The screenshot shows a web browser window with the URL `apply.stfx.ca/prodssb/bwskalog.p_disploginnew`. The page header includes the St. Francis Xavier University logo and the text "ST. FRANCIS XAVIER UNIVERSITY". The main heading is "Admissions Login - New User". A yellow banner contains the following text:

**Welcome to the StFX Admissions Application.**

**The application for September 2025 is now open!!**

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

If you are applying for the LPN to BScN pathway, the term you choose is Spring 2025 using the Transfer 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 Admissions page prior to applying to ensure that you can meet the requirements and can meet deadlines. Applications will not be processed until all documents required for admission have been received and the application fee payment has been made.

Note that Graduate Studies in the Arts and Sciences require a faculty advisor and without a faculty advisor provided in the Supplemental Application, review of the application will not be completed.

If you have submitted a current application and wish to make changes to that application, please complete the application change form [here](#).

If you are a **Returning User** [login](#) and check the status of your application or to complete your application if you haven't already done so.

If you are a **New User** please create a Login ID and PIN. See specifications below. **Keep your login and PIN in a safe place for future use.**

Your PIN can be up to 15 numeric characters. Minimum 6 numeric characters are required. Enter your PIN again to verify it and then select Login. Your Login ID and PIN will be saved.

**Create a Login ID:**

**Create a PIN:**

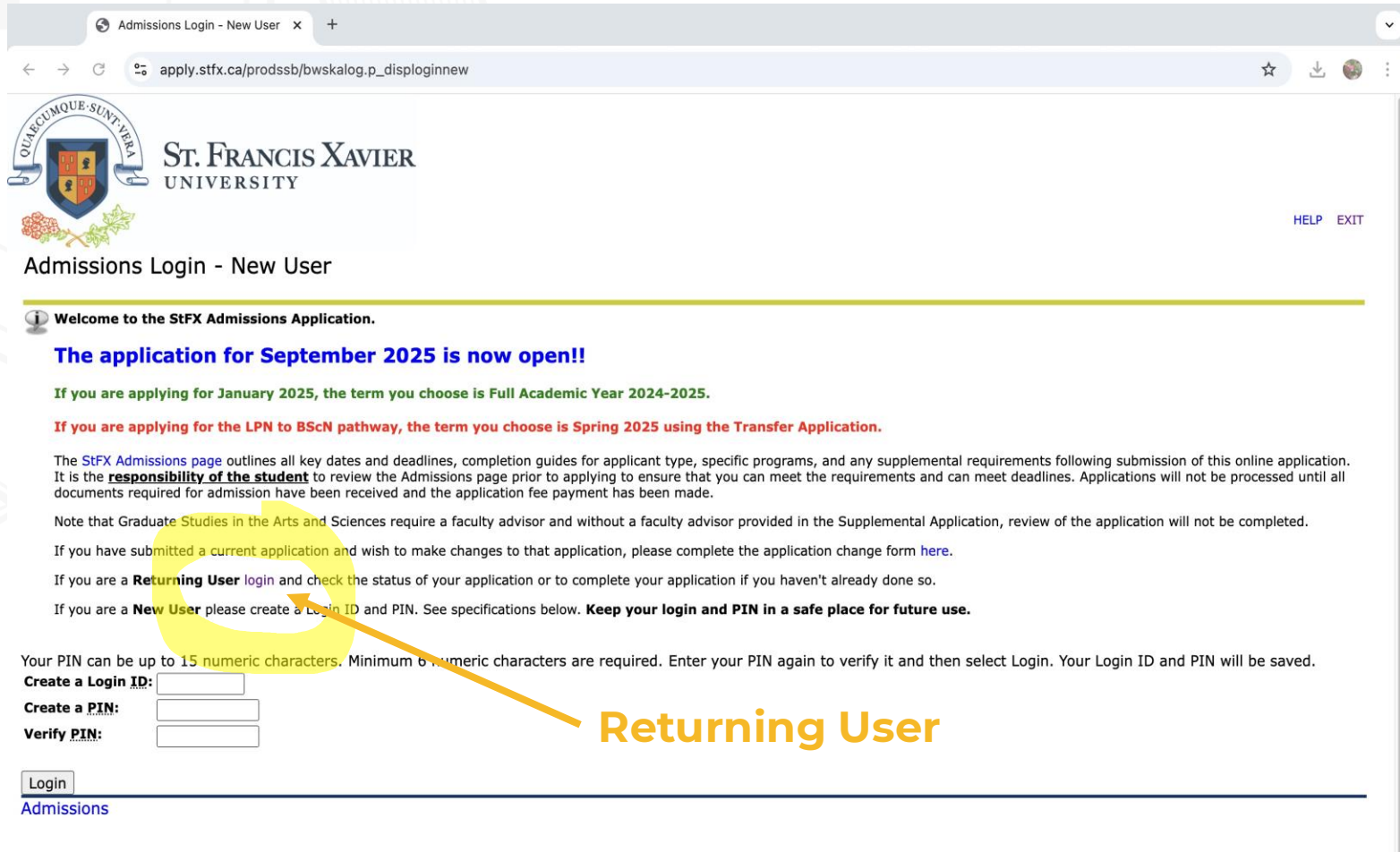
**Verify PIN:**

[Admissions](#)

A yellow arrow points from the text "New User" to the "Create a PIN" input field.

# Admissions

## Step 1: Admission Login – Returning User



Admissions Login - New User

apply.stfx.ca/prodssb/bwskalog.p\_disloginnew

ST. FRANCIS XAVIER UNIVERSITY

HELP EXIT

### Admissions Login - New User

Welcome to the StFX Admissions Application.

**The application for September 2025 is now open!!**

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Create a Login ID:

Create a PIN:

Verify PIN:

Login

Admissions

**Returning User**

UNIVERSITY AS IT'S MEANT TO BE



# 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](mailto: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

[Return to Homepage](#)



# Admissions


## Step 1: Admission Term



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[HELP](#) [EXIT](#)

### Apply for Admissions

 Please visit the [Admission Information](#) page to review which Admission Term to apply to. The terms are different depending on when the program begins. Enter the required information and then click **Fill Out Application** to continue.

\* - indicates a required field.

**Application Type:** Bachelor of Education App

**Admission Term:** \*

▼ Select...

- Full Academic Year 2024-2025
- Full Academic Year 2025-2026**

**First Name:** \*

**Middle Name:**

**Last Name:** \*

**Select Full Academic Year 2025-2026**

[Fill Out Application](#)

[Return to Application Menu](#)

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# Admissions


## Step 1: Application Checklist



**A checkmark will appear when a section is complete.**

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

[Do you have questions about your application?](#)

**RELEASE: 8.7.2.10**



# Admissions


## Step 1: Application Checklist



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[HELP](#) [EXIT](#)

### Application Checklist

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

**← Previous University/College - special note on next page**

[Do you have questions about your application?](#)

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# 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:**  [Lookup College Code](#)

#### If College not found:

**College Name:**\*

**Street1:**

**Sreet2:**

**City:**

**College Province or State:**

**Postal or Zip Code:**

**College Nation:**\*

**College Attend From Date:**\* Month  Day  Year (YYYY)

**College Attend To Date:**\* Month  Day  Year (YYYY)

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

[Return to Checklist without saving changes](#)



# Admissions


## Step 1: Application Checklist



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[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

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

[Do you have questions about your application?](#)

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# Admissions

## Step 1: Application Checklist



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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

[Return to Checklist v](#)

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Choose from options listed.







# Admissions

## Step 1: Application Checklist



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[HELP](#) [EXIT](#)

### Application Checklist

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

Application is Complete

**When all sections are complete, click here.**

[Do you have questions about your application?](#)

RELEASE: 8.7.2.10





# Admissions

## Step 1: Admissions Agreement



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UNIVERSITY

[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.**

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# Admissions

## Step 1: Application Payment



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[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	<a href="#">Undergraduate Fee</a>
International Undergraduate, Mature, and Transfer Application	\$100	<a href="#">International Undergraduate Fee</a>
Bachelor of Education	\$40	<a href="#">Bachelor of Education Fee</a>
Graduate Studies Application	\$100	<a href="#">Graduate Studies Fee</a>
International Educated Nursing Application	\$125	<a href="#">International Educated Nurse Fee</a>
Post-Baccalaureate Diploma Application	\$100	<a href="#">Post-Baccalaureate Diploma Fee</a>

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](mailto: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.

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[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](mailto: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 \*

Email address used on admissions application: \*

Non Refundable Application Fee \*

Promotion Code

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 your 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](mailto: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>



## How to Apply

We're excited you're planning to apply to StFX University! Before you submit your application, please take a moment to review the following details:

<b>Application Type</b>	+
<b>Supplemental Application Requirements</b>	+
<b>Program Start Dates</b>	+

1. **Choose your program.** We have incredible academic programs across four outstanding faculties. Find

Admission Requirements

Apply Now

Scholarships

Tuition and Fees

Key Dates and Deadlines

Admissions C

For Guidance

Secure your seat! Provide your confirmation deposit today!

Need help?  
Chat with us!





# 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.

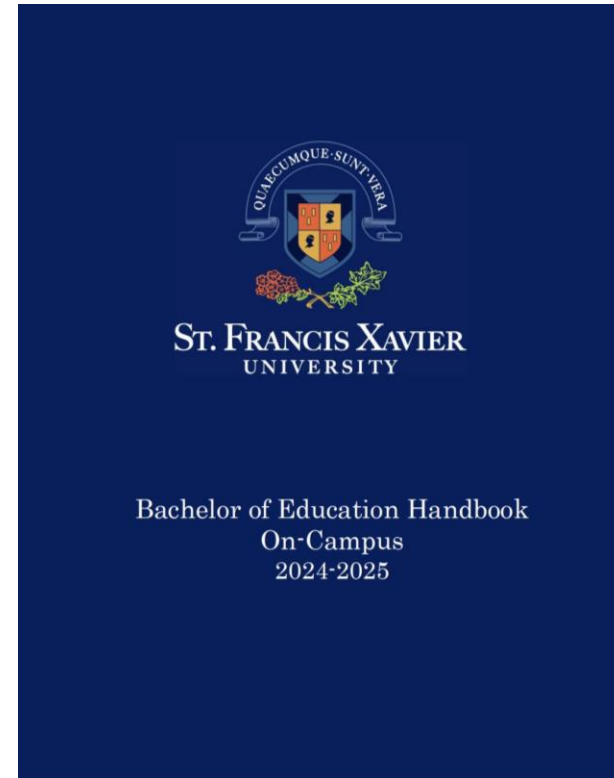






# Questions & Contacts

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



[On-Campus BEd Handbook](#)

