



UBC STUDENTS ONLY

Exam Application for UBC Distance Education and Technology Course

Most UBC students will be automatically scheduled to write the final exam. This form is for UBC students who wish to write the final exam early or who reside outside of the province. Please send this application to the UBC Distance Education and Technology office by the date indicated on the course schedule. Students who plan to write outside of B.C. must include a \$40 fee, payable to UBC.

I have completed a sufficient amount of course work and apply for permission to write exam.

COURSE: _____ INSTRUCTOR NAME: _____

*I will write the exam as scheduled in: February April June August October December
(Please circle the appropriate month.)*

Name: _____ Student Number: _____

Address (for exam confirmation only): _____
This will not update your permanent address file.

Phone: _____ Email: _____

Your exam will be scheduled at the exam centre closest to your home address. If you are writing outside B.C. please complete the section below.

NOTE: This application must be received by the UBC Enrolment Services Office **at least eight weeks before** the examination.

Please check your course schedule for the examination application due date. **If your examination application form is received after the due date and we are unable to process it, you will be required to pay a \$55.00* late fee.** You will be notified by the Enrolment Services Office of the exact time and place of the examination at least two weeks before it is to be written. There is a \$40.00* fee for writing at locations outside B.C. Attach your cheque or money order made payable to *The University of British Columbia* to this form, and send to: **Enrolment Services—UBC, #2016-1874 East Mall, Vancouver, BC. V6T 1Z1.** *Fees subject to change without notice.

Special arrangements to be made at: _____

(Special arrangements are made only for those students living in isolated areas, out of province or with special needs. Please note the *extra* fee for special arrangements.)

Name of Invigilator: _____

Institution: _____

Full Mailing Address _____

Email: _____

Note: An exam invigilator must be an individual who is not related to you, and should be a senior administrator in a Canadian Embassy or an educational institution.

I understand that I must have completed all the course assignments before being eligible to write the examination.

Signed: _____ Date: _____