

DEPARTMENT OF ENGLISH



DOSSIER SERVICE

May 18, 2007

1. CHARGES

- Initial registration fee is \$50 for FIVE years of service.
- A \$5.00 (international charge = \$10.00) copying and mailing charge for each dossier under 20 pages sent out. Each page over 20 pages will be charged at a rate of .10¢ per page, with additional mailing charges based on the weight of the package.
- Fees are to be submitted to the Graduate Office. All cheques should be made out to the University of British Columbia.

2. DOSSIER CONTENTS

- A one page CV: personal information, education, relevant employment history, a list of scholarly publications and papers presented.
- Thesis abstract, if applicable. Should be limited to one page
- Transcripts – most recent UBC transcript, as well as any others that may be relevant or requested.
- Letters of recommendation. Should be limited to three.
- Teaching Evaluations

3. CONDITIONS

- The Dossier Service is open to all full-time graduate students in good standing and recent graduates up to the maximum of five years.
- **It is the responsibility of the student to provide current, relevant documents and to maintain their dossiers and not that of the Department of English.** The Department will photocopy documents within the dossiers on behalf of the students, bundle and mail upon request in as timely as fashion as possible. Dossier requests must be received a minimum of two weeks prior to the deadline, This in itself does not guarantee deadlines will be met due to the unpredictability of the workload in the Graduate Office. The Department of English is not responsible for late or missing dossiers.
- Each dossier is considered confidential and reference letters held in the dossiers will not be released to students without the written consent of the author.