

Applying for Science Co-op

Thank you for your interest in Science Co-op. We are looking for students who are hard-working, have a great attitude, and are excited about their field! Please read the application information below before applying to the program.

Science Co-op Program Requirements:

- Enrolment as a full-time UBC student (Vancouver campus)
- Minimum cumulative B- average
- Computer Science requires students to have at least 30 credits remaining in their degree after they complete the current academic term they submit their application in
- Good communication skills
- Responsible, mature attitude
- Willingness to work anywhere in Canada or abroad

Before Applying to Science Co-op:

Please visit our website www.sciencecoop.ubc.ca to learn more about Science Co-op. For program specific information and application deadlines, please visit the Prospective Co-op Students link on the main Science Co-op website.

Application Tips:

Resume - Should be no longer than 2 pages. Include information on Education, Technical Experience, Extra-curricular Activities and Work Experience. Your resume should reflect your personal experience, skills and interests in a professional manner. The resume will be evaluated both on content and formatting.

Intake Rationale Questions – Think creatively and be original when answering the Rationale Questions. Don't just tell us what you think we want to hear. Be unique and reveal something intriguing about your motivation, your personality or past experience.

Required Documents for Science Co-op Application:

In order to complete your application, you will need to have the following documents in **ONE FILE** ready for upload:

- **Resume**
- **Other Transcripts** - if applicable, scanned copies of transcripts from any other institutions. Copy and pasted data from other institutions is also acceptable. Create **ONE FILE** that contains both your Resume and Other Transcripts

Application Instructions:

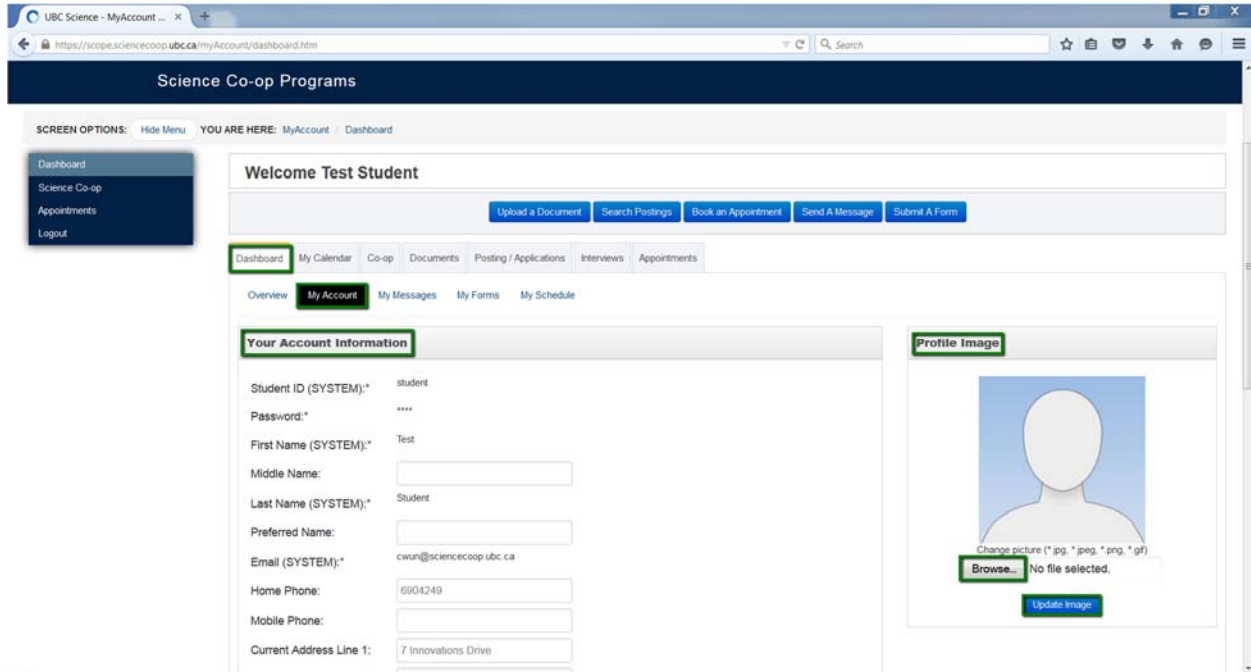
1. Go to <https://scope.sciencecoop.ubc.ca>
2. Click on **Students**
3. Login to Scope (UBC Science Co-op Information System) using your CWL login
4. Click on **“Science Co-op”** from the menu on the left
5. Select Program Name
***Important Note re Double/Combined majors: “CMS - Combined Major in Science” is only for students enrolled in CMS, not to be confused with students who are enrolled in a combined/double major programs. If you are a combined/double major student, please select only one major. For example, student in a double major in Biology and Computer Science, can select to apply to either Biology or Computer Science Co-op. Once you are admitted, you will have access to ALL Science Co-op jobs.**
6. Review the Application Requirements
7. Complete the **Intake Admission Form**
8. **Email Address** - Please ensure you have provided an up-to-date email address and check your emails periodically. Science Co-op Coordinators will use email as their main method of communicating with you
9. Answer the **Rationale Questions**
10. **Upload** a copy of your resume. If you are a transfer student from another institution please create **ONE FILE** that contains both your resume and your transcripts from all other institutions
11. Click on Blue Button **“Proceed”**
12. Select Blue Button **“Upload and Apply”**
13. You will receive a confirmation email after you submit your application

Made a Mistake on your Application?

Please send an email to science.coop@ubc.ca regarding your error.

General Profile Set Up

Complete your personal information on the system.



1. From your Dashboard view
2. Click on **“My Account”** on the Dashboard Menu
3. Update all fields with your contact information and Co-op information
4. Upload your picture
 - Click **“Browse”** and search for a picture of yourself
 - Click **“Update Image”**

View your Application Status:

1. Go to: <https://scope.sciencecoop.ubc.ca>
2. Login to Scope (using your CWL login)
3. Click on **“Co-op”** Tab
4. Click on Blue Button **“View Record”**
5. Your **Application Status** will appear at the top of the screen

NEXT STEPS:

One of the Science Co-op Coordinators will send you an email invitation when they are ready to start scheduling Intake Interviews. Please check your emails regularly.