

Online Course: August 8 – December 16, 2011
Practicum: 5 Saturdays (November 5, 12, 19 and December 3, 10)

Please print clearly.

Applicant Name: _____ <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> <i>Family name/surname</i> <i>Given name</i> <i>Middle name</i> </div>			Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth: _____ Place of Birth: _____ Citizenship: _____ <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> <i>month/day/year</i> </div>			
Social Security Number (if available): _____			
Current Mailing Address: (this address will be effective until: _____) <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> <i>month/day/year</i> </div>			
_____ <i>Street Address</i>			
_____ <i>City</i>		_____ <i>State</i>	
_____ <i>Telephone Number</i>		_____ <i>Fax number</i>	
_____ <i>Postal Code</i>		_____ <i>Country</i>	
_____ <i>Email address</i>			
Permanent Address: _____ (if different from above) <i>Street Address</i>			
_____ <i>City</i>		_____ <i>State</i>	
_____ <i>Telephone Number</i>		_____ <i>Fax number</i>	
_____ <i>Postal Code</i>		_____ <i>Country</i>	
_____ <i>Email address</i>			
Applicants must provide proof of having completed a college or university education. Please provide the following information on the highest degree attained, e.g. B.A., B.S., M.A., M.S. Please include an official transcript for that degree.			
College/University: _____		Field of Study: _____	
Location: _____ <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> <i>City</i> <i>State</i> <i>Country</i> </div>		Diploma received: _____	
		Date received: _____	
Note: Non-native English speakers must submit an official TOEFL or IELTS score report unless you attained your degree in a country where English is the primary language of instruction. Your English proficiency will be confirmed prior to admission by a locally administered interview and writing exam.			
Is English your native language? <input type="checkbox"/> Yes <input type="checkbox"/> No, my native language is: _____		Latest TOEFL or IELTS score: _____	
		Date of Test: _____	
Have you ever studied a second language? <input type="checkbox"/> No <input type="checkbox"/> Yes. Language: _____		Number of years of study: _____	
		Highest level attained: _____	
Have you ever attended any program at Georgetown? <input type="checkbox"/> No <input type="checkbox"/> Yes _____ <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> <i>Program name and dates</i> </div>		How did you find out about the TEFL certificate course at Georgetown? <input type="checkbox"/> Email from CLED <input type="checkbox"/> Embassy _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Family/friend _____ <input type="checkbox"/> Other _____	

Have you ever taught English as a Foreign Language in a voluntary or professional situation?

- ☐ No
☐ Yes *Please describe your teaching experience on a separate sheet of paper.*

Statement of Purpose: On a separate sheet of paper, please describe in no fewer than 150 words your expectations of this course and your goals for using the knowledge and skills you acquire after you complete the course.

Fees and Tuition Rate: All applications are charged a \$20 Transcript Fee and a \$100 non-refundable Application Fee. The transcript fee is a one-time flat fee for all requested transcripts. Please check the appropriate box:

- ☐ I am a Georgetown University senior, graduate or employee. My tuition rate is \$3,330 (10% discount).
☐ I am a Georgetown University employee using Tuition Assistance Program (TAP) benefits. No tuition due at application.
☐ I am not affiliated with Georgetown University. My tuition rate is \$3,700.

Non-U.S. citizens: If you are currently residing in the U.S., please indicate your immigration status:

- ☐ U.S. Permanent Resident ☐ G visa holder ☐ Other: *please specify:* _____

Foreign students requiring a student visa to attend the practicum should apply in the Spring term and plan to attend a weeklong practicum session.

SIGNATURE: "I certify that the information provided is accurate and complete. I understand that admission to the CLED Teaching English as a Foreign Language Certificate Program does not constitute admission to other programs at Georgetown University. I agree that I must complete all of the course requirements successfully in order to receive a certificate."

Signature of applicant

Date

Application Deadline: July 8, 2011

Applications must include the following:

1. An official University transcript for highest degree attained. Degrees from overseas universities must be accompanied by a letter/email from a University Official, which includes their name, position/title, and contact information OR a transcript evaluation from a NACES approved service (<http://naces.org/members.htm>).
2. Latest official TOEFL or IELTS score report (Non-native English speakers only).
3. Application fee of US \$100 (non-refundable) and \$20 transcript fee.
4. Tuition payment according to Tuition Rate selected above.
5. Statement of Purpose.

Please pay with a U.S. check or money order payable to "Georgetown University". Print your name on the check. For wire transfer information, contact cled@georgetown.edu.

Completed applications should be sent to:

TEFL Certificate Program
Georgetown University CLED
3607 'O' Street NW
Washington, DC 20007.

Please do NOT email your application. Emailed applications will not be accepted.

Additional Information

Practicum:

Trainees must attend all five days of the Practicum.

Admissions:

Admission is given on a space available basis. Admission cannot be guaranteed until all documents and fees are received.

Transcripts and Fee:

Georgetown alumni who paid the transcript fee in the past will receive a refund upon confirmation from the University Registrar. Alumni should list the program of study and dates where requested on Page 1 of the Application Form.

All official student transcripts are stored by the Office of the Registrar. A student may request a copy of her/his transcript by mail, fax, or in person. For more information please visit <http://registrar.georgetown.edu/transcripts/>

Program Cancellation:

If insufficient enrollment requires the program to be cancelled, CLED will notify you via email on July 18, 2011. In this case, your full tuition and transcript fee will be refunded.

Withdrawals:

To withdraw an application, send an email to clcd@georgetown.edu. If you withdraw prior to the first day of class, CLED will refund your tuition. If you withdraw after the first and second days of class, 75% and 50% of the tuition respectively will be refunded. Following the second day of class no refund will be awarded.

If you have questions about the application process, email clcd@georgetown.edu or call (202) 687-7710.