

**Online Course: January 4, 2012--May 11, 2012**  
**Practicum Option: 5 Saturdays or Weeklong**

Please print clearly.

<b>Applicant Name:</b> _____ <i>Family name/surname                      Given name                      Middle name</i>			<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>Date of Birth:</b> _____ <b>Place of Birth:</b> _____ <b>Citizenship:</b> _____ <i>month/day/year</i>				
<b>Social Security Number</b> (if available): _____				
<b>Current Mailing Address:</b> (this address will be effective until: _____) <i>month/day/year</i>				
_____ <i>Street Address</i>				
_____ <i>City</i>		_____ <i>State</i>	_____ <i>Postal Code</i>	_____ <i>Country</i>
_____ <i>Telephone Number</i>		_____ <i>Fax number</i>	_____ <i>Email address</i>	
<b>Permanent Address:</b> _____ <i>(if different from above) Street Address</i>				
_____ <i>City</i>		_____ <i>State</i>	_____ <i>Postal Code</i>	_____ <i>Country</i>
_____ <i>Telephone Number</i>		_____ <i>Fax number</i>	_____ <i>Email address</i>	
<b>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.</b>				
<b>College/University:</b> _____			<b>Field of Study:</b> _____	
<b>Location:</b> _____ <i>City                      State                      Country</i>			<b>Diploma received:</b> _____	
			<b>Date received:</b> _____	
<b>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.</b>				
<b>Is English your native language?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No, my native language is: _____			<b>Latest TOEFL or IELTS score:</b> _____	
			<b>Date of Test:</b> _____	
<b>Have you ever studied a second language?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes. Language: _____			<b>Number of years of study:</b> _____	
			<b>Highest level attained:</b> _____	
<b>Have you ever attended any program at Georgetown?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes _____ <i>Program name and dates</i>			<b>How did you find out about the TEFL certificate course at Georgetown?</b>	
			<input type="checkbox"/> Email from CLED	
			<input type="checkbox"/> Embassy _____ <input type="checkbox"/> Library _____	
			<input type="checkbox"/> Family/friend _____	
			<input type="checkbox"/> Other _____	



**Application Deadline:** December 1, 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 [clcd@georgetown.edu](mailto:clcd@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:**

Practicum dates will be assigned to students no later than February 1, 2012. Students should plan to make travel arrangements as soon as possible AFTER receiving their practicum assignment. Trainees must attend all five days of the Practicum.

**International Students:**

Students applying from overseas will receive an Immigration Questionnaire February 1, 2012 to be completed by March 1, 2012. International students must submit financial documentation WITH the Immigration Questionnaire showing that they have the required funds to attend the practicum in the US.

On February 1, 2012 specific instructions on completing these documents will be provided to students enrolled in the course. Financial documents submitted before February 1, 2012 will NOT be accepted.

All overseas students are required to purchase the Georgetown University International Student Insurance Policy at a cost of approx. US \$39. This insurance is mandatory for international students.

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

**Admissions:**

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

**Program Cancellation:**

If insufficient enrollment requires the program to be cancelled, CLED will notify you via email on December 19, 2011. In this case, your full tuition will be refunded.

**Withdrawals:**

To withdraw an application, send an email to [clcd@georgetown.edu](mailto: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, 80% and 50% of the tuition respectively will be refunded. Following the second day of class no refund will be awarded.