

Georgetown University Center for Language Education & Development

Application Form

**Teaching English as a Foreign Language (TEFL) Certificate Program
Fall 2009 (Online: Aug 10 – Dec 18; Practicum: Nov 7, 14, 21, Dec 5, 12)**

Please print clearly.

Applicant Name: _____ <i>Family name/surname Given name Middle name</i>			Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth: _____ Place of Birth: _____ Citizenship: _____ <i>month/day/year</i>			
Social Security Number (if available): _____			
Current Mailing Address: (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>	
Permanent Address: _____ <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>	
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: _____ <i>City State Country</i>		Diploma received: _____	
		Date received: _____	
Note: Non-native English speakers must submit a TOEFL score or IELTS score unless you attained your degree in a country where English is the primary language of instruction. Please include an official score report with your application.			
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 _____ <i>Program name and dates</i>		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.

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* _____

If you are not in the U.S., please note that you cannot attend the on-campus practicum on a tourist visa. Foreign students requiring a student visa to attend the practicum should apply for the Spring semester.

Tuition Rate: All applications are charged a non-refundable \$100 application fee. Please check the appropriate box:

- I am not affiliated with Georgetown University. My tuition rate is \$3,700.
 I am a Georgetown University graduate or employee. My tuition rate is \$3,330 (10% discount). If Tuition Assistance Program benefits are used, I will receive reimbursement from TAP.

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

Your Application Packet must include the following:

1. A completed Application form
2. An official TOEFL or IELTS score report (non-native English speakers only)
3. Statement of Purpose
4. Application fee of US\$100 (non-refundable)
5. Tuition payment according to Tuition Rate selected above.

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.

The Application Packet 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.

Application Deadline: July 1, 2009

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

Admission is given on a space available basis. Admission cannot be guaranteed until all documents and fees are received. Notice of admission will be sent to you via email.

Program Cancellation: If insufficient enrollment requires the program to be cancelled, CLED will notify you via email on July 24, 2009. In this case, your full tuition 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 the tuition paid. If you withdraw after the first and second days of class, 75% and 50% respectively of the tuition paid will be refunded.

Practicum: Trainees must attend all five Saturdays of the Practicum (Nov 7, 14, 21 and Dec 5, 12).