

## PROGRAM CHECKLIST

# TEACHING ENGLISH LANGUAGE LEARNING K-12 GRADUATE CERTIFICATE (TELL)

This 15-credit program can be taken over three semesters. If you have an initial instructional teaching license, you may want to take the English Language Learning licensure program.

During the process, be sure to reach out to the [Anne G](#) to help you through the process. The following checklist will assist you in completing your Graduate School application.

**Completed applications should be submitted by the deadlines listed below.**

Deadlines: TERM	GRADUATE APPLICATION DEADLINE
Fall Start	March 15

\*Applications are not taken for spring or summer starts.

- \_\_\_\_\_ Make sure this is the right program for you. Check out the [Website](#)
- \_\_\_\_\_ Create an [application account](#) to start your Graduate School application.
- \_\_\_\_\_ [Login](#) to the Graduate School application using your account credentials.
- \_\_\_\_\_ Complete the following sections of the application based upon your enrollment objective:  
Degree Seeking (Teaching English Language Learning K-12 Graduate Certificate) –
  - o Applicant Information - Personal Background, Emergency Contact, Residency
  - o Campus and Program
    - > Campus: Select “West Lafayette”
    - > Proposed Graduate Major: Select “Curriculum and Instruction”
    - > Area of Interest: Select “English Language Learning”
    - > Degree Objective: Select “Teaching English Language Learning Graduate Certificate”
    - > Course Delivery: Select “Distance (online or off-campus location)”
  - o Education Background
  - o Supplemental Form (*not required*)
  - o Employment & Other History
  - o Resume Upload (*not required*)
  - o Personal History Statement (*required*)
  - o Academic Statement of Purpose (*required*)
  - o Fellowship Applicant Essay Upload (*not required*)
  - o Recommendations (*not required*)
  - o Acknowledgments
  - o Faculty Selections (*not required*)

## PROGRAM CHECKLIST

(Continued)

### Teaching English Language Learning K-12 Graduate Certificate (TELL)

\_\_\_\_\_ Pay the nonrefundable **application fee** by credit card. The Graduate School degree application fee is \$60 (U.S. dollars) for domestic applicants and \$75 (U.S. dollars).

\_\_\_\_\_ Contact the admissions representative at [edgrad@purdue.edu](mailto:edgrad@purdue.edu) if you need assistance.

\_\_\_\_\_ The **Personal History Statement (required)** helps reviewers learn more about you as a whole person and as a potential graduate student. This may include relevant details on community service, leadership roles, participation in diverse teams, and significant barriers that you overcame to attend graduate school.

\_\_\_\_\_ The **Academic Statement of Purpose (required)** is an opportunity for you to share information that will help reviewers understand your academic interests and objectives, assess your academic background, preparation, and training, and determine if you are a good match for the program to which you are applying.

\_\_\_\_\_ **Submit an official transcript** for every college or university attended. Official transcripts should be requested to be sent directly from the issuing institution to the Purdue Graduate School or [gradadm@purdue.edu](mailto:gradadm@purdue.edu). If possible, please select Attn: "Grad School."

- Social Security numbers must be marked out before any document is uploaded.
- If degree/date awarded not listed on transcript, a copy of the original diploma must be made and verified by one of the following: the institution that issued the diploma, the employer, an official such as a lawyer (notarized), or an upper-level financial institution employee (notarized). The verifier must write *"This is a true original copy of the diploma for (applicant's full name)"* on the copy, and include their name, title, phone, and email address on the copy. The copy *cannot* be faxed or sent over email; it must be mailed to the graduate program.

\_\_\_\_\_ International degree-seeking applicants whose native language is not English are required to submit proof of English proficiency. The Graduate School accepts the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) scores for admission. View the Graduate School's **[minimum score requirements](#)**.

The Graduate School will routinely waive the English proficiency requirement for applicants who have received a degree within the last 3 years from a school where English is the primary language of instruction in one of the recognized **[English-speaking countries](#)**. Note: If you have not done so already, request that ETS send your scores electronically to the Purdue University West Lafayette campus using code 1631.

You may check the status of your submitted application by logging into your **[online application](#)**. We will keep you updated as any items arrive.