



SCHOOL OF TEACHING ESL

CERTIFICATE REQUEST FORM

There is a \$10.00 certificate fee (per certificate) for S-TESL certificates (\$35 for international mailing)
THIS CERTIFICATE WILL BE NOTARIZED.

We highly recommend ordering at least two certificates. There is no maximum amount you may order.
In many cases an employer will require you to submit originals for governmental purposes.

DIRECTIONS:

Complete this form and submit with the following:

- YOUR OFFICIAL AND SEALED SEATTLE UNIVERSITY TRANSCRIPT.**
See www.SCHOOLOFESL.com for instructions. Be sure your grades have posted before requesting transcripts. If transcripts are requested too early (immediately after your courses finish) your grades may not have posted.
- YOUR OFFICIAL AND SEALED PROOF OF HAVING RECEIVED AT LEAST A BACHELOR'S DEGREE FROM A REGIONALLY- ACCREDITED INSTITUTION OF HIGHER EDUCATION OR PROFESSIONAL SCHOOL.**
Do not have your college or university mail your transcripts directly to S-TESL. Your transcript must be submitted along with this form.
ACCEPTABLE FORMS OF PROOF ARE:
 - An **official and sealed** undergraduate transcript which states a bachelor's degree has been conferred or awarded OR
 - An **official and sealed** graduate level transcript which states a master's degree or higher has been conferred or awarded OR
 - An **official and sealed** Seattle University graduate transcript if you are currently enrolled in a Seattle University graduate program.
- A \$10.00 CERTIFICATE FEE PER CERTIFICATE**
INTERNATIONAL MAIL: \$35 FOR THE FIRST CERTIFICATE, \$10 FOR EACH ADDITIONAL CERTIFICATE, UP TO 10)
Cash, check or money order only; payable to "S-TESL". Credit or debit cards are not accepted as payment.
- Field experience documents. (optional) See <http://schoolofesl.com/fexp/> for details.

NUMBER OF CERTIFICATES REQUESTED: _____

Certificate for which you are applying: Certificate (12 credit) Advanced (24 credit)

WRITE YOUR LEGAL NAME AS YOU WISH IT TO APPEAR ON THE CERTIFICATE

→ _____

NOTE: The name on your S-TESL Certificate Application form must match the name on the transcripts you are submitting as your proof of degree and proof of S-TESL grades. If not, submit proof of name change. Acceptable forms of proof of name change are:

- COPY of your marriage certificate
- COPY of your legal name change documentation
- COPY of your divorce certificate if your name change is from married to maiden.

ADDRESS WHERE CERTIFICATE SHOULD BE MAILED. (international requests are encouraged to include a self addressed mailing label to facilitate delivery to the foreign address)

CONTACT INFORMATION: EMAIL: _____ TELEPHONE: _____

PLEASE LIST ALL THE COURSES YOU TOOK WHICH APPLY FOR THIS CERTIFICATE. **ALL FIELDS MUST BE COMPLETED**

Course Name and Number:	Quarter/Year	Grade:	
EPDES: <u>930 TESOL Theory and Application</u>	<u>Spring 2009</u>	<u>B</u>	Example
EPDES: _____	_____	_____	
EPDES: _____	_____	_____	
EPDES: _____	_____	_____	
EPDES: _____	_____	_____	
EPDES: _____	_____	_____	
EPDES: _____	_____	_____	
EPDES: _____	_____	_____	

Student Signature: _____ Date: _____

School of TESL Verification: _____ Date: _____

BE SURE TO INCLUDE ALL REQUIRED DOCUMENTS WITH YOUR CERTIFICATE REQUEST. **INCOMPLETE PACKETS WILL BE RETURNED TO YOU**

MAIL COMPLETED FORM WITH ALL SUPPORTING DOCUMENTS AND FEES TO:

KIM DARCY ATTN: CERTIFICATE REQUESTS, SCHOOL OF TESL, 9620 STONE AVE. NORTH; SUITE #101, SEATTLE, WA 98103

Allow approximately 4-6 weeks to process