



# CERTIFICATE REQUEST CHECK LIST

**Directions:** Use this sheet as a checklist for your documents when applying for the TESOL Certificate and the Field Experience Verification\*.

**Submit all documents in a single packet. Incomplete packets will not be accepted.**

**You must include:**

- Certificate Request form
- Fees (see form for details)
- An official (unopened) *Seattle Pacific University and/or Seattle University transcript* of your School of TESL coursework.  
*Your transcript showing proof of at least a BA (which must have been submitted to S-TESL by the end of your first quarter of study) is on file at S-TESL.*
- Documents for Field Experience verification:
  - \* starting Fall Quarter 2013, field experience is required for all students applying for a 12 credit TESOL certificate.
  - Teacher Verification form from an ESOL teacher
  - Reflection Sheet

**Mail your completed document packet to:**

The School of TESL  
Certificate Requests  
9620 Stone Ave. N., Ste. 101  
Seattle, WA 98103

*The document packet may also be delivered in person. Please call 206-781-8607 to schedule an appointment.*

***Allow four - six weeks for processing.***



# REQUEST FOR A SEATTLE PACIFIC UNIVERSITY POST BACHELOR'S CERTIFICATE IN TESOL

## APPLYING FOR THE A SEATTLE PACIFIC UNIVERSITY POST-BACHELOR'S CERTIFICATE IN TESOL

You must apply for your first certificate no later than six years from the completion date of your program. This certificate will be notarized.

1. Certificate:     12-credit TESOL Certificate OR  24-credit Advanced TESOL certificate
2. Is this a replacement certificate?  Yes     No, this is my first time applying for this certificate.
3. Write your LEGAL name as you wish it to appear on the certificate. This must match your proof of degree.

**Note:** The name on this certificate application form must match the name on the transcripts you submitted as your proof of degree. If names do not match, submit proof of name change. Passports are not sufficient proof of name change. Acceptable forms of proof of name change include:  
**a)** copy of marriage certificate **b)** copy of legal name change document **c)** copy of your divorce certificate (if returning to your maiden name).

4. List all the courses you completed to meet certificate requirements. All fields must be completed:

	Course #	Course Name	Quarter (check one)	Year	Grade:
<b>12 credits</b>	ELT 5530	Foundations of English Language Teaching	<input type="checkbox"/> WI <input type="checkbox"/> SP <input type="checkbox"/> SU <input type="checkbox"/> FA		
	ELT 5532	Grammar in English Language Teaching	<input type="checkbox"/> WI <input type="checkbox"/> SP <input type="checkbox"/> SU <input type="checkbox"/> FA		
		elective 1	<input type="checkbox"/> WI <input type="checkbox"/> SP <input type="checkbox"/> SU <input type="checkbox"/> FA		
		elective 2	<input type="checkbox"/> WI <input type="checkbox"/> SP <input type="checkbox"/> SU <input type="checkbox"/> FA		
<b>24 credits</b>	ELT 5545	Classroom Issues and Management in Teaching English Language Learners	<input type="checkbox"/> WI <input type="checkbox"/> SP <input type="checkbox"/> SU <input type="checkbox"/> FA		
		elective	<input type="checkbox"/> WI <input type="checkbox"/> SP <input type="checkbox"/> SU <input type="checkbox"/> FA		
		elective	<input type="checkbox"/> WI <input type="checkbox"/> SP <input type="checkbox"/> SU <input type="checkbox"/> FA		
		elective	<input type="checkbox"/> WI <input type="checkbox"/> SP <input type="checkbox"/> SU <input type="checkbox"/> FA		

5. Mailing address where your certificate will be mailed:

\_\_\_\_\_ contact number/email: \_\_\_\_\_

6. First certificate is free. Attach \$10.00 for each additional certificate requested. International addresses must also include an additional \$25 international postage & handling fee. Cash, check or money order (payable to S-TEFL) only. No credit or debit cards. Specify total number of certificates requested (incl. one free): \_\_\_\_\_  
 We recommend ordering at least 3-5 certificates. In many cases international employers require originals.

7. All graduates are subscribed to the S-TEFL alumni listserv for employment and other information from S-TEFL.  
 Check here if you do not wish to be subscribed

8. Sign and date:  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

9. Mail completed form with all supporting documents and fees to:  
 Attn: Certificate Requests, School of TESL, 9620 Stone Ave. North; Suite #101, Seattle, WA 98103

Please allow approximately 4-6 weeks to process.  
*Be sure to include all required documents with your certificate request. Incomplete packets will be returned.*

Administrative Section:     Payment \$\_\_\_\_\_     Verified by: \_\_\_\_\_ Date: \_\_\_\_\_     BB Update: \_\_\_\_\_     Issued: \_\_\_\_\_     Mailed: \_\_\_\_\_     On LS: \_\_\_\_\_

Comments:

S-TEFL Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_