



# TEXAS WOMAN'S UNIVERSITY™

## *ELLevate!* Tier 3 Application Checklist

### I. General Requirements

- Faculty member, administrator or professional support staff in Denton or Braswell High School;
- Recommendation from school Principal or immediate supervisor;
- Admission to Texas Woman's University;
- Commitment to maintain employment in current school at least until completion of the *ELLevate!* program of study; and
- United States citizenship or permanent residence.

### II. Application to Texas Woman's University

- Complete online application as a non-degree seeking student.
  - Go to [www.applytexas.org](http://www.applytexas.org)
  - Create an account by filling out the information requested.
  - When asked to select major, select "Teaching, Learning and Curriculum (M.Ed.)" and continue filling out the form.
  - Under the Educational Background area, line 17 says "Degree you will seek." From the drop down menu, select "Non-degree" and continue with the application.
- Mail to *ELLevate!* office (address below) official transcripts of bachelor's degree and any additional undergraduate and graduate coursework.

*Individuals with degrees from a foreign university must provide certified English translation of transcripts and diploma.*

### III. Application to *ELLevate!* – Mail the following documents to *ELLevate!* office:

- Recommendation form signed by your school Principal or immediate supervisor;
- Completed application for *ELLevate!*;
- One-page letter of interest in which you explain your qualifications and how your participation in *ELLevate!* would help you to better serve English language learners in your school; and
- Signed Letter of Agreement and Promissory Note.

**Application deadline is April 1<sup>st</sup>**

*Please mail, fax or submit these requirements in person by the deadline.*

*ELLevate!* Office

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