PROGRAM CHECKLIST

TEACHING ENGLISH LANGUAGE LEARNING (TELL) GRADUATE CERTIFICATE

This 15-credit program is a non-licensure program. 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.

<table>
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<tr>
<th>TERM</th>
<th>GRADUATE APPLICATION DEADLINE</th>
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<tr>
<td>Fall Start</td>
<td>March 15</td>
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☐ 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 Graduate Certificate)
    - Applicant Information - Personal Background, Emergency Contact, Residency
    - Campus and Program
      - Campus: Select “West Lafayette”
      - Proposed Graduate Major: Select “Curriculum and Instruction”
      - Area of Interest: “English Language Learning”
      - Degree Objective: Select “Teaching English Language Learning K-12 Graduate Certificate”
        - Course Delivery: Select only one “Distance (online or off-campus location)”
    - Education Background
    - Supplemental Form (not required)
    - Employment & Other History
    - Statement of Purpose
    - Resume Upload (not required)
    - Fellowship Applicant Essay Upload (not required)
    - Recommendations (not required)
    - Acknowledgments
    - Faculty Selections (not required)

☐ 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).
Teaching English Language Learning (TELL) Graduate Certificate

☐ Contact the admissions representative at Anne G if you need assistance.

☐ **Statement of Purpose** Essay is required for all applicants. Your statement is an opportunity to show the Admissions Committee who you truly are and explain why the program is an ideal fit for you and your interests. Typically, 300-500 words concerning your purpose for undertaking or continuing graduate study, your reasons for wanting to study at Purdue, and your research interests, professional plans, and career goals. Consider addressing any major deficiencies in your application (such as a low GPA) and how you plan to overcome those experiences and achieve success as a graduate student.

☐ **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. 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.
Additional options:

English Language Learning Licensure Program (ELL) – This additional license program is the same 15 credits as TELL but is for those that already have an Indiana Initial Instructional license.  [Website](#)

Dual Language Bilingual Education Graduate Certificate (DLBE) – By taking two additional classes, the DLBE Graduate Certificate Program provides teachers with the professional preparation to assist dual bilingual learners in developing their English language and academic skills in K through grade 12.  [Website](#)

MS in Curriculum and Instruction, Concentration in English Language Learning – If you have completed the ELL or TELL, you are 50% of the way done with your master’s degree. If you would like to complete your masters program, this may be an option to finish.  [Website](#)