



Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Date Accepted to Program: \_\_\_\_\_

**\*Students must be admitted to the Graduate Certificate In Literacy and Learning program**

Course	Hours	Term	Grade
<b>EDUC L500 – Instructional Issues In Language Education</b>	<b>3</b>		
<b>EDUC L502 – Socio-psycholinguistics of Reading</b>	<b>3</b>		
<b>EDUC L504 – Working with Learning Literacy Difficulties</b>	<b>3</b>		
<b>EDUC L559 – Tradebooks In the Classroom</b>	<b>3</b>		
<b>ELECTIVE (select one):</b> EDUC L501 -- Critical Reading in the Content Areas <b>EDUC L524 – Bilingual Education: Introduction</b> EDUC L530 -- Topics Course in Literacy (with advisor's approval) EDUC L535 – Teaching Adolescent/Young Adult Literature EDUC L539 -- Language Foundations for ESL/EFL Teachers EDUC L540 -- ESL/EFL Instruction and Assessment Approaches	<b>3</b>		

\_\_\_\_\_  
**Advisor Signature** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature** \_\_\_\_\_  
**Date**

**Substitutions/ Transferred Courses/ Revalidation**

Substitutions/ Transferred Courses /Revalidation			

**Note: Course substitutions must be approved by the faculty advisor. At the time of program completion, course work can not be over seven years old.**

**Revalidation: Courses over seven years old must be revalidated. Revalidation requires students to demonstrate the current knowledge of course material that was not recently taken. Students will work with their faculty advisor and/or Program Coordinator for an approved revalidation plan.**

**\*Courses over ten years old are expired and can not be used to fulfill the program requirements.**

**Advisor Approval:..... Date: .....**

Graduation:

Submit the Graduate Intent to Graduate Form: <https://education.indianapolis.iu.edu/machform/view.php?id=14290>

Submission Deadlines

May Graduation: January

1<sup>st</sup> June Graduation:

January 1<sup>st</sup> August

Graduation: January 1<sup>st</sup>

December Graduation: November 1<sup>st</sup>

June-December graduates can participate in the May Commencement ceremony. Please check the IU Indianapolis Commencement page, for information about the May graduation ceremony. Here is the website: <https://commencement.indianapolis.iu.edu/>

Note: The certificate is posted to the transcript approximately three weeks following the end of the semester.

## Application Documents (Domestic Students)-All Application documents should be written in English

- **Personal Statement(upload online)- Please use the writing prompts as a guide for your statement.**

Writing prompts:

- Are you an Elementary or Secondary Education licensed teacher in Indiana? If so, what license do you hold?
- What are your personal, academic, and career goals?
- How will this program help you meet your academic and career goals?
- What experiences have prepared you for this program?

This statement should be no more than three double-spaced pages, with a 12-point font.

- **Two Letters of Recommendation(upload online)**

The letters of recommendation must be professional, on letterhead, and signed. Select recommenders who can attest to and describe your character, skillset, experiences, and abilities.

Please note: The application will require you to submit your recommender's email; an email request will automatically be sent to the recommender on your behalf.

- **Transcripts(upload online)**

Submit an unofficial transcript for each institution

- **Proof of License(upload online)**

Please provide a copy of your teaching license

## **Additional Application Documents (International Students only)**

**International Applicants-If you are not a U.S. Citizen, Permanent Resident, or refugee, you will be considered an international applicant.**

### **English Proficiency**

- The IU Indianapolis School of Education will accept a TOEFL score of 79 for the Internet-based version exam; the TOEFL cannot be over (2) years old. Please note: The English for Academic Purposes exam (EAP) is waived with a TOEFL score of 100. Here is information about the TOEFL: <http://www.ets.org/toefl/> . If you complete an online exam (TOEFL iBT Home Edition or TOEFL Essentials), you will be required to complete the English for Academic Purposes(EAP) exam.
- Here is information about the EAP: <https://liberalarts.indianapolis.iu.edu/programs/eap/>
- Here is information about English Proficiency: <https://international.indianapolis.iu.edu/admissions/how-apply/graduate/english.html>
- Here is a list of countries for English Proficiency Exemptions, if you received the equivalent of a U.S. Bachelor's degree from these countries: <https://international.indianapolis.iu.edu/admissions/english-speaking-countries-grad.html>

### **Student Visa**

- *If you are on a Visa status or will need to use a Visa to pursue your education at IU Indianapolis, please contact the Office of International Affairs. Their number is (317) 274-7000.*  
*Here is where to access their Visa information: <https://international.indianapolis.iu.edu/visas/index.html> .*  
*Here is a link to their contact page: <https://international.indianapolis.iu.edu/about/contact.html>*