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# UNIVERSITY OF SASKATCHEWAN

The College of Education and the Distance Education Unit (DEU)

## General Application Form for Admission

to the Certificate in Teaching English as a Second Language (**CERTESL**) Program

### Admission

This application is for admission to the CERTESL program. If you wish to enroll in a degree credit program, you must follow the general admission procedures outlined at [explore.usask.ca/admissions/](http://explore.usask.ca/admissions/).

You must apply for admission to CERTESL before you will be able to register for TESL classes, even if you are a previous U of S student. Previous U of S students are not required to pay the \$75.00 application fee, nor submit education transcripts, if course work was completed and a grade obtained at the U of S. There are three intakes of new students per year as stated below.

### Admission Deadlines (date by which complete applications must be received in the CERTESL Program Office)

<b>Term 1, September to December:</b>	August 1
<b>Term 2, January to April:</b>	December 1
<b>Spring and Summer Session, May to August:</b>	April 1

### Admission Categories and Educational Requirements

#### Regular Admission

For applicants who have complete secondary level standing (24 credits) in Saskatchewan or its equivalent, and for applicants who have previously or are currently attending another recognized post-secondary institution. GED, ABE, and ACE subjects are not acceptable for regular admission to CERTESL. Saskatchewan Grade 12 transcripts may be requested from Student Services, Saskatchewan Education at [education.gov.sk.ca/transcripts](http://education.gov.sk.ca/transcripts).

#### Special (Mature) Admission

This category is for those who do not qualify for regular admission. To qualify for special admission, applicants must be at least 21 years of age before the first day of the session to which they are applying. Applicants for special admission must have completed Grade 12 English courses in Literature and Composition. ABE 12 courses will be acceptable for this purpose. To be considered for special admission, applicants must submit the following:

- proof of age
- a written request for Special Admission, including a statement why the applicant has chosen this area of study and a summary of work and personal experience since leaving school
- copies of supporting documents covering any non-credit programs the applicant might have completed
- transcripts for any Saskatchewan Grade 12 or equivalent subjects, or courses at a recognized post-secondary institution
- resumé, if available

#### Probationary Admission

This category is for applicants who lack regular admission requirements and are not admitted under Special Admission. Students may be admitted on a probationary basis and take up to two courses (maximum of one per term). Students who are accepted on a probationary basis and who pass both courses with an average mark of 60% or better will then be deemed to have met the regular admission requirements.

### Required Admission Documentation

In addition to the completed admission form, the following documents and fees are required for admission. Please note that the Admission Fee and Transcripts requirement is for new U of S students only.

- Application Fee** (\$75)
- Transcripts** (high school and post-secondary)
- Entrance Essay**
- Proof of English Proficiency** (for applicants whose first language is not English)<sup>1</sup>
- Copy of Permanent Resident Card** (front and back) **if not a Canadian citizen**

<sup>1</sup> See the English Proficiency Requirement in the CERTESL Program Handbook at [certesl.usask.ca](http://certesl.usask.ca) for more information

**For complete admission and registration information, please see the CERTESL Program Handbook at [certesl.usask.ca](http://certesl.usask.ca) or call 306.966.6488.**



# UNIVERSITY OF SASKATCHEWAN

The College of Education and the Distance Education Unit (DEU)

Dear CERTESL applicant:

Thank you for applying for entry into the CERTESL program. We are pleased that your research into TESL/TEFL training programs has resulted in your decision to join us.

A university degree is not required for CERTESL admission; however, it is required if you hope to do classroom teaching in Canada. Some jurisdictions also require proof of a very high level of English proficiency. We must ensure that all CERTESL students understand the national and regional requirements. Therefore, we require you to sign and return a copy of this letter with your application form. Before signing, visit our website at [certesl.usask.ca](http://certesl.usask.ca) and make sure that you have read two items: 1) the summary of national and provincial certification information in our online program handbook, and 2) the information provided in our online link entitled: **ESL Teacher Accreditation in Canada: Orientation Manual**. If you do not sign and return the form below, we will not be able to complete the processing of your admission.

If you require additional counselling after studying the information, please contact me at [shannon.storey@usask.ca](mailto:shannon.storey@usask.ca) or (306)966-2085, or contact your regional or national TESL certifying or accrediting organization.

Sincerely,

Shannon Storey, Academic Coordinator  
CERTESL/TEFL Programs, University of Saskatchewan

I, \_\_\_\_\_, have read the certification and accreditation information provided by the CERTESL Program.

I understand that in order to qualify for national or provincial ESL certification or accreditation in Canada, I must first complete a university degree. In order to teach children or teens in a public or separate school system, I must have a B.Ed. degree or a post-graduate credential in Education.

I also understand that national and provincial certifying or accrediting bodies may require a higher standard of English Language proficiency than that required for admission into the University of Saskatchewan, and that if I am not a native speaker of English, I may be required to provide proof of such a higher proficiency standard prior to receiving provincial or national certification or accreditation.

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Signature

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Printed Name



# UNIVERSITY OF SASKATCHEWAN

The College of Education and the Distance Education Unit (DEU)

University of Saskatchewan  
Student I.D. Number

## General Application Form for Admission

to the Certificate in Teaching English as a Second Language (CERTESL) Program

Personal Information			
If you have previously applied for admission to the U of S, please state when:		Month	Year
Former Name:			
Last Name	First Name	Middle Name (do not abbreviate)	
Permanent Address - Apt. Number, Street, Box Number			
			Social Insurance Number
City / Town		Province	Postal Code
Home Telephone Number	Work Telephone Number	Cellular Phone	Fax Number
E-mail address			
Date of Birth	Gender	Immigration Status	Country of Citizenship (if not Canada)
Day      Month      Year	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Student Visa	
			Date of Landing:

### Self Declaration (completion of all or any of the questions in this box is voluntary):

Please indicate whether or not you are of Aboriginal ancestry, have a disability, and/or are a member of a visible minority as defined by the University of Saskatchewan at [explore.usask.ca/admissions/applicationguide.php](http://explore.usask.ca/admissions/applicationguide.php)

My ancestry is:

Name of your First Nation community:

I have a disability.

I am a member of a visible minority.

### Session Information

Please check which session you wish to begin your studies:

**Regular Session–Term 1**

(September to December)

**Regular Session–Term 2**

(January to April)

**Spring and Summer Session**

(May to August)

### Admission Category

Regular Admission

Special (Mature Student)

Probationary

### Previous and Current Education (List all institutions attended. Be sure to include any English language teacher training.)

Years (eg: 04-07)

	Name of School	City or Town	Province	Country	Degree or Program	From	To
High School							
College or University 1							
College or University 2							
College or University 3							

Have you requested your transcripts from the last academic institution you've attended.

Yes

No

Date Requested:

**Current Employer Information**

Current Employer:

Address:

Phone:

**If your first language is NOT English, please complete the following:**

If English is not your first language, how many years of full-time formal education have you completed in an institution where the medium of instruction is English?

- 1 year
- 2 years
- 3 years
- 4 years
- 5 years
- more than 5 years

If more than 5 years, please specify:

Test of Language Proficiency (e.g. TOEFL). See our handbook or visit our website for accepted tests

Test Written:  
Date of Writing:  
Score:

\*Official results must be sent to the CERTESL Office.

Teaching Experience (Please check all that apply)

I have the following teaching experience:

- none
- tutoring ESL or EFL
- teaching ESL or EFL
- teaching other subjects (other than ESL or EFL)

Comments (optional):

# Application Essay

I have attached my 250 word application essay that is required for admission, answering the question "Why do I want to enter this program?"

**CERTESL Applicants, please read and check (✓)** I understand that if I do not have a university degree, CERTESL completion will not make me eligible for TESL Canada certification until I have completed such a degree.

**Payment of the Application Fee for New U of S students**

Please indicate how you will be paying the \$75.00 (CDN) non-refundable application fee. Application fee payment is required before your application will be processed and a decision communicated to you. Cheques and money orders should be made payable to the University of Saskatchewan.

- Cheque
- MasterCard
- Money order
- Visa

Card Number:

Expiry Date:   
Month Year

Authorization name on card (please print):

Signature: \_\_\_\_\_

**FOR OFFICE USE ONLY**

- Application Fee Paid
- Previous U of S Student

**Approval**

- Applicant fully accepted
- Applicant conditionally accepted
- Applicant accepted on probation

Signature: \_\_\_\_\_

**Declaration**

I agree, if admitted to the University of Saskatchewan, to comply with the regulations of the University. I certify that the information I have provided on this application is true and complete in all respects and that no relevant information has been withheld. I understand that misrepresentation, falsification of documents and withholding of requested information in regard to this application are serious offenses which may result in prosecution under the University's Regulations on Student Academic Dishonesty and/or the Criminal Code of Canada. I also understand that other institutions may be notified if such information is discovered.

Applicant Signature: \_\_\_\_\_

Date:

**How did you hear about us?**

- U of S website
- Website  (URL)
- Word of Mouth
- Teacher or Classroom
- Employer/workplace
- STF Bulletin
- Newspaper  (Name)
- Other

**Completed application forms must be submitted to:**

Distance Education Unit, University of Saskatchewan, 467 Williams Building, 221 Cumberland Avenue North, Saskatoon, SK Canada S7N 1M3 OR Fax: (306)966-5590