



APPLICATION INFORMATION

Teaching English as a Second Language Graduate Certificate Program

We are pleased that you have made the decision to apply for admission to the Teaching English as a Second Language (TESL) Graduate Certificate Program at the International Graduate School of Leadership (IGSL). The following information will help you properly complete the application process.

PURPOSE/OBJECTIVES

The TESL Graduate Certificate Program is designed to equip participants with intensive and graduate-level training in the biblical perspectives, practical skills, and cultural insights needed to effectively teach English as a second language in a cross-cultural setting. The purpose of this program is to augment a bachelor's or masters degree with specialized training for effective gospel ministry.

TARGET GROUP

This program offers training appropriate for tent making missionaries who desire to work in certain countries; church planters or pastors who are reaching out to non-English speakers; or Christian workers seeking an effective ministry tool to use at home or abroad. It is designed to augment previous ministry training and experience. This program can stand alone or be combined with an IGSL degree program to form a TESL major/emphasis: MATL-TESL; MATL-ICS/TESL; or MDiv-ICS/TESL.

PROGRAM FORMAT

This 24-credit program blends masters level classes in English, teaching methods, cross-cultural adaptation, ministry, and world missions. The program incorporates classroom time, library research, teaching laboratory evaluation, and supervised teaching experience. The TESL curriculum is composed of 12 credits of TESL classes and 12 credits of Cross-cultural ministry classes.

ADMISSION REQUIREMENTS

All applicants to the TESL program must complete the following requirements:

1. The *Application for Admission form* including a most recent 5 cm x 5 cm (2 in x 2 in) photograph. A close-up of head and shoulders is preferred.
2. Official *Transcripts of Academic Records* and clear photocopies of *diplomas, certificates, and/or professional licenses* from all schools attended at the college/university level or beyond. The academic requirement is a Bachelor of Arts degree or its equivalent with a 2.5 grade point average or better 2.(on a 1-4 scale, 4.0 highest). Exceptions are weighed carefully. **Note:** Filipino applicants must provide original copies of their official transcript of records. International applicants must provide an official translation for transcripts or mark sheets not written in English. All transcripts submitted must include the school's grading system.
3. *Biographical Questionnaire*
4. *Spiritual Life Essay*
5. Signed *IGSL Statement of Faith*
6. *Doctrinal Survey*
7. For current Campus Crusade for Christ Staff: *CCC Staff Agreement Form* signed by the applicant, the national director, and Director of Affairs (DOA) for his or her area.
8. For international applicants who are already in the Philippines: *9(g) Visa and Alien Certificate of Registration*.



9. A minimum of two (2) *Reference forms*, including one person from each category below.
- Pastor or ministry leader from applicant's home church
 - Most recent employer or immediate supervisor (ministry or secular)

Except for reference (a), you should select individuals who know you well enough (i.e., at least two years) to effectively answer the questions on the reference forms and who will return the required forms without delay. **Do not use a relative as a reference unless he/she is the current pastor or ministry leader of your church, or is an IGSL graduate.**

Before giving the forms to your references, be sure to complete the top portion of each form. Print your name, check (✓) or shade the box that corresponds to the program for which you are applying, then sign and date the waiver option if you agree with it. Your references should mail the forms directly to the Office of Admissions at IGSL. Please provide a postage-ready envelope addressed to the Office of Admissions for each reference to send the completed form directly to IGSL. On your application form, be sure to give the names and complete contact information for all references so we can verify receiving all reference forms.

Once an application has been received, an applicant will be notified regarding the date of the English Proficiency Test (EPT) and, if requested by the Admissions Committee, the date of a personal interview.

All non-native speakers of English are required to pass the EPT (score of 85 or higher overall, 80 or higher for each section) administered by IGSL, unless they have passed the TOEFL exam with a score of 600 or higher on the paper version (score of 250 or higher for computer version) or the IELTS exam with an overall band score of 6.5 or above.

Once all admission requirements and application procedures have been fulfilled, the Admissions Committee will review your application and make a final decision. You will then be notified of the result of your application for admission.

BASIC COURSE FEES AND EXPENSES

Total tuition and fees: depend upon the number of credits the student will be taking. Tuition is P990 per credit* plus an additional amount of miscellaneous fees.

Note: If you are from a developing country, have legitimate financial needs, and are not receiving institutional scholarships or grants, you may apply for a tuition fee subsidy that covers more than half of tuition costs.