

# UC DAVIS EXTENSION

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## STUDENT SERVICES

UC Davis Extension certificate programs are open to anyone who can benefit from university-level study. To earn the *Teaching English to Speakers of Other Languages (TESOL) Certificate*, however, you must meet special requirements.

The TESOL Certificate is earned upon successful completion of five required courses with at least a "B" average in program coursework. Nonnative speakers of English are also required to meet the English Language Proficiency Requirements. To establish candidacy for the certificate, you must submit a completed application, official transcripts prior to UC Davis Extension coursework, TOEFL score (if required) and nonrefundable \$45 application fee. The information requested on the application regarding education and work experience is confidential and for official use only.

### Procedure

**It is not necessary to send your transcript, application, TOEFL score (if required) and application fee before enrolling in your first course. It is strongly advised that you apply for candidacy before you complete the second course of the program.**

To establish candidacy for the certificate, please submit:

- Completed *TESOL Certificate Program Application*
- Official transcripts prior to UC Davis Extension coursework
- TOEFL score (if required; see guidelines below)
- Nonrefundable \$45 application fee

To:

UC Davis Extension/Student Services  
University of California  
1333 Research Park Drive  
Davis, CA 95618-4852

## *Teaching English to Speakers of Other Languages (TESOL) Certificate Program Application*

Date \_\_\_\_\_

Name \_\_\_\_\_

Student ID \_\_\_\_\_

### English Language Proficiency Requirements

Nonnative speakers of English applying for the TESOL certificate are required to submit an official international or UC Institutional Test of English as a Foreign Language (TOEFL) report. You must receive a minimum score of 230 for the computer-based exam, 570 for the paper-based exam or a minimum score of 22 on each of the four sections of the internet-based test. The TOEFL must be taken within two years of the application date to this program. Registration forms for the TOEFL may be obtained by contacting Test of English as a Foreign Language, Educational Testing Service, PO Box 6151, Princeton, NJ 08454-6151 or emailing [toefl@ets.org](mailto:toefl@ets.org). For more information about the TOEFL, visit the ETS website at <http://www.ets.org>.

### If you have questions

Please call our Student Services office at (800) 752-0881. From Davis or Woodland, call (530) 757-8777. Or send an email to [extension@ucdavis.edu](mailto:extension@ucdavis.edu).

**Please note:** For security purposes, we can no longer accept credit card payments via fax.

## General information

Please complete this form online and print it out.

\_\_\_\_\_  
Name (as it should appear on your certificate)

\_\_\_\_\_  
Home address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Home phone number Extension student ID number

\_\_\_\_\_  
Email address

## Professional information

\_\_\_\_\_  
Current title or position

\_\_\_\_\_  
Company name

\_\_\_\_\_  
Company address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Business phone number

\_\_\_\_\_  
Organization's primary activity

Is your employer covering  all  part  none of your course fees?

Please provide a brief description of your current responsibilities. (Attach additional pages if needed.)

Do you belong to any professional trade organizations? (Please specify. No acronyms please.)

How do you plan to utilize the skills you will acquire through this Certificate Program? (Attach additional pages if needed.)

## Education

\_\_\_\_\_  
High school City/State

\_\_\_\_\_  
Degree and date of degree

\_\_\_\_\_  
College

\_\_\_\_\_  
Area of study

\_\_\_\_\_  
Degree and date of degree

\_\_\_\_\_  
Graduate school

\_\_\_\_\_  
Degree and date of degree

\_\_\_\_\_  
Other relevant education:

## Application fee

My \$45 check, payable to UC Regents, is enclosed.

Please bill my:

Visa

MasterCard

Discover

American Express

\_\_\_\_\_  
Account number

\_\_\_\_\_  
Name of cardholder

\_\_\_\_\_  
Expiration date (mm/dd/year)

Credit card verification number \_\_\_\_\_. The CCV is the last three digits of the number printed on the back of your credit card (for American Express it is the last four digits of the number printed on the front).

\_\_\_\_\_  
Signature Date