

UC DAVIS EXTENSION

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 transcript of your bachelor's degree, 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 transcript of your bachelor's degree
- 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 084541-6151 or emailing 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.

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