



Dear Prospective TESOL Certificate Participant,

Thank you for your interest in the School for International Training TESOL Certificate courses we offer at our school in Northampton. The enclosed 'Fact Sheet' outlines the focus of these certificate programs and details the type of instruction provided. These courses in Teaching English to Speakers of Other Languages are 130-hour accredited programs developed with World Learning's School for International Training in Brattleboro, Vermont.

Former participants have said the following about our TESOL Certificate programs:

- "I learn by doing, so this was the program for me."
- "These five weeks not only gave me enough input, materials, suggestions in all areas taught (teaching, speaking, listening, reading, writing, culture, etc.) to make me confident that I can actually teach ESL students, but also made me want to teach."
- "I've taught (social science) for twenty years and came away with fresh ideas and techniques to use in an ESL classroom. The teachers were tops, the curriculum complete and well organized."
- "Be prepared to live, breathe and eat TESOL for 4 weeks."

As these participants have stated, the intensive program is designed to offer the skills essential for teaching English to speakers of other languages. It concentrates on both class instruction and practice teaching with ESOL students.

There is a limit of twelve participants; therefore, interested candidates should return the enclosed application form as soon as possible with the application fee and tuition deposit (see enclosed payment information sheet). When we receive your application and deposit, we will contact you to schedule an interview (over the phone or in person) to discuss the reflective questions found on page six in this packet. We cannot accept you into our program until you have sent in your application and have had your interview.

For any further information, please contact me at [danica@ili.edu](mailto:danica@ili.edu) or (413) 586-7569x104.

I look forward to hearing from you.

Sincerely,

Danica Messerli  
TESOL Teacher Trainer



# TESOL Certificate Program Application



The INTERNATIONAL  
Language Institute  
of MASSACHUSETTS  
25 New South St. Northampton, MA 01060  
www.ili.edu

## PERSONAL INFORMATION

FIRST & LAST NAME (as you wish it to appear on your certificate) \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ COUNTRY \_\_\_\_\_

TELEPHONE \_\_\_\_\_ CELL \_\_\_\_\_ E-MAIL \_\_\_\_\_

DATE OF BIRTH (Month/Day/Year) \_\_\_\_\_ MALE \_\_\_\_\_ FEMALE \_\_\_\_\_

COUNTRY OF BIRTH \_\_\_\_\_ CITIZENSHIP \_\_\_\_\_ NATIVE LANGUAGE \_\_\_\_\_

OCCUPATION \_\_\_\_\_

PERMANENT ADDRESS (if different from above) \_\_\_\_\_

I AM APPLYING FOR:

World Learning SIT TESOL Certificate COURSE DATE YOU WISH TO ATTEND: \_\_\_\_\_

Best Practices in TESOL (for non-native English speakers) COURSE DATE YOU WISH TO ATTEND: \_\_\_\_\_

HOW I HEARD ABOUT ILI: \_\_\_\_\_

## GRADUATE CREDIT

Do you want to receive graduate credit?  YES  NO

Five Graduate Credits are available through the World Learning SIT TESOL Certificate for an additional fee. For more information please contact Jonah Gold at the SIT Graduate Institute: [jonah.gold@worldlearning.org](mailto:jonah.gold@worldlearning.org), (202) 464-6495

## EDUCATIONAL BACKGROUND

SCHOOL ATTENDED	DATES	DEGREE/DIPLOMA
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LANGUAGE LEARNING EXPERIENCE: Do you have experience learning other languages?  YES  NO

If yes, which languages and for how long?

TEACHING EXPERIENCE: Do you have any teaching experience?  YES  NO

If yes, what have you taught, to whom and for how long?

ATTACH  
PHOTOGRAPH  
HERE

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## TO SHARE

PLEASE CHECK ALL THAT APPLY: The SIT TESOL Certificate Program has permission to print the following in the course binder to share with other program participants.  Hometown  Email  Phone number  None of the above

PLEASE WRITE a brief 'bio' about yourself to be included in the course binder. \_\_\_\_\_

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## OTHER INFORMATION

Why do you want to take the TESOL Certificate course? \_\_\_\_\_

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What do you plan to do with your certificate, if awarded? \_\_\_\_\_

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## ESSAY QUESTION

On a separate piece of paper, please write a 400-500 word essay on the following topic and send it in with your application:

*John McClelland, Harvard Psychologist, has stated that the three ingredients to successful learning are: wanting to learn, knowing how to learn, and having a chance to learn. Discuss this in an essay using personal examples from your own learning (not limited to language learning).*

## FORM I-20 REQUEST

FOR INTERNATIONAL STUDENTS:

- NO**, I do not need a Form I-20  I am a transfer student
- YES**, I will apply for a student visa and request a Form I-20. If **YES**, you must submit the following in order for us to send a Form I-20
1. Completed and signed Application form including payment of all fees. Please include the \$200 SEVIS fee.
  2. Proof of financial support can be any of the following:
    - a. A letter or statement from your bank showing at least \$5,250 available to cover your expenses, tuition and fees
    - b. A notarized letter of support from the student's sponsor (see sample letter included) along with the sponsor's bank statement or bank letter showing at least \$5,250
  3. Copy of student's passport that includes name and date of birth
- Please send my Form I-20 by Express Mail for an additional fee of **\$75**
- Please send my Form I-20 by regular mail for no additional cost.

## INSURANCE

- YES**, I will purchase medical insurance through ILI (see insurance information sheet, please circle which plan you choose)  
Plan A      Plan B
- NO**, I have my own medical insurance and will provide ILI with proof of insurance upon arrival

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## HOME-STAY REQUEST

- NO**, I do not wish to have ILI arrange a home-stay for me.
- YES**, please arrange a home-stay for me during my studies at ILI. (home-stay with kitchen access \$165/week)

A non-refundable home-stay search fee of \$125 must be included with your application.

Please arrange my home-stay for \_\_\_\_\_ months. Arrival Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Departure Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MONTH DAY YEAR MONTH DAY YEAR

### If you choose a Home-stay, please answer the following:

I smoke.  YES  NO (ILI cannot guarantee accommodations for those who smoke).

I am allergic to: \_\_\_\_\_

I can live in a home with:  CAT  DOG  NO PETS

I can live in a home with young children.  YES  NO

I can ride a bike.  YES  NO

I will have a car.  YES  NO

Special requests: \_\_\_\_\_

## AIRPORT PICK-UP

- Please arrange for a car to meet me at the airport and take me to my home-stay.
- Bradley Int'l., Hartford, CT (\$60)  Logan Int'l., Boston, MA (\$260) Fee must be included with your application.

You must complete and give the following information to ILI at least two weeks prior to your arrival:

Airline: \_\_\_\_\_ Departure Airport: \_\_\_\_\_ Arrival Airport: \_\_\_\_\_

Flight No.: \_\_\_\_\_ Arrival Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Arrival Time: \_\_\_\_\_  AM  PM  
MONTH DAY YEAR

## METHOD OF PAYMENT

I am sending a deposit of \$\_\_\_\_\_ along with my documents and application.

CHECK or MONEY ORDER for: \$\_\_\_\_\_ (Please make checks payable to ILI)

CREDIT CARD Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_  
MONTH YEAR

3 digit security code: \_\_\_\_\_ I authorize ILI to charge my credit card in the amount of US \$ \_\_\_\_\_

\_\_\_\_\_  
Name of card holder

\_\_\_\_\_  
Signature of card holder

By signing this document below I confirm that I understand all the information in this application, including fees and refund policy.

\_\_\_\_\_  
Student's Signature

## ARE YOU READY?

**ALL STUDENTS** have you included...

- your \$300 non-refundable deposit?  
 your completed application?  
 your essay?

**FOR HOME-STAYS** have you included...

- your \$125 Home-stay search fee?  
 your completed Home-stay request form?

**TRANSFER STUDENTS** have you included...

- your transfer form completed by your previous school?  
 your passport copy?  
 your bank statement or letter of support?

**I-20 STUDENTS** have you included...

- your passport copy?  
 the \$200 SEVIS fee?  
 your bank statement or letter of support?  
 your \$75 express mail fee (if requested)?

# TESOL Certificate Program Application

Schedule of Fees	
Tuition	\$2,200
Registration Fee	\$300 (non-refundable)
SEVIS Fee (for I-20 students only)	\$200 (non-refundable)
Home-stay (optional)	Our home-stays have been carefully selected so students have a positive experience. Many families have a dog or cat as a pet. If you have allergies to or do not like animals, please indicate that on your application so we can arrange for a home-stay without pets. We cannot guarantee housing for people who smoke. <u>Home-stay Placement Fee:</u> \$125 (non-refundable) Placement and follow-up. <u>Home-stay Costs:</u> \$165/week (with kitchen access)
Express Mail Fee (optional)	\$75 (non-refundable) Optional rush mail fee for I-20s and other forms
Wire Transfer Fee (optional)	\$20 (non-refundable) Information for bank wire transfer of funds: Florence Savings Bank Account # 1980768297 85 Main St. Routing # 211871688 Florence, MA 01062
Airport Transportation (optional)	\$60 each way to and from Bradley Int'l. Airport, Hartford, CT \$260 each way to and from Logan Int'l. Airport, Boston, MA
Health Insurance	Health insurance is mandatory. Students may purchase insurance through ILI. The cost is \$52 per month. The premium will be added to your final invoice. For more information, go to: <a href="http://www.ili.edu/wp-content/uploads/2013/05/ili-student-insurance-info.pdf">http://www.ili.edu/wp-content/uploads/2013/05/ili-student-insurance-info.pdf</a> Fees may be waived if you have a policy that will cover you while in the U.S. You must bring a copy of your policy with you.

## If You Need a Student Visa:

You must include the following with your application form:

Proof of Financial Support	<ul style="list-style-type: none"> <li>• <b>a letter or statement</b> from your bank or your sponsor's bank showing at least \$3,800 available to cover the cost of your tuition, fees and living expenses during your stay (actual cost may be more or less depending on the number of weeks you plan to study).</li> <li>• <b>if you have a sponsor</b>, please include: a notarized letter from your sponsor saying they agree to cover your expenses during your stay in the U.S. in addition to the bank letter.</li> </ul>
SEVIS Fee: \$200	F-1 students must pay a SEVIS fee before going to the U.S Embassy or Consulate for their visa interview. ILI offers the service of paying the SEVIS Fee. You must include the \$200 SEVIS fee with your deposit. If you would prefer to pay the SEVIS fee yourself, visit <a href="http://www.FMJfee.com">www.FMJfee.com</a> . You can pay the fee by credit card using the on-line form I-901.
Additional Information	Each U.S Embassy is responsible for issuing visas. Please visit <a href="http://usembassy.state.gov">http://usembassy.state.gov</a> and click on your country. Information can be found at the Education USA Centers by visiting their website at <a href="http://educationusa.state.gov">http://educationusa.state.gov</a> . Advisors at Education USA Centers provide support for students in their home countries.

# TESOL Certificate Program Application

## REFLECTIVE QUESTIONS FOR INTERVIEW

The purpose of the interview is to make sure that prospective participants in the program are clear with the requirements of the course and to make sure that this course is appropriate for the participant.

Please take some time to reflect on the following questions that will be addressed during your interview.

1. What do you know about the TESOL Certificate course? What are your goals for your learning during this course? (please make them specific, measurable and attainable)
2. Think of yourself as a learner. What factors contribute to your success? What factors make you less successful? Do you have a preferred way of learning things? What helps you learn most effectively, for example: having someone tell you how to do something; watching someone do it and then trying it yourself; reading about it....?
3. The SIT TESOL Certificate course requires you to participate in a lot of group work, from the workshop sessions, to planning lessons, and to teaching your students. Consider how you work within a group framework. What have some of your past group experiences been like? What made the positive experiences successful, and what made the challenging experiences difficult?
4. The SIT TESOL Certificate course is extremely intensive and rigorous. The days are very long, there are reading and written assignments that you are required to do outside of class, and you will find you have little, if any, free time. Think about how you function when you feel pressured or stressed. How do you react? What are your most effective methods of dealing with stress? What specific strategies do you have to help yourself if you begin to feel pressured, stressed, or overwhelmed?
5. What do you think your strengths as a teacher might be?
6. What do you think might be a challenge for you as a teacher?

## CANCELLATION & REFUND POLICY

If a participant decides not to attend a course to which s/he has been accepted, s/he may apply the \$300 non-refundable deposit to another course within 6 months. If the candidate is not accepted or the course is cancelled due to low enrollment, the \$300 deposit will be returned (along with the \$125 housing search fee, if applicable). If a participant withdraws in the first two days of the program, s/he can receive half of the tuition payment back, minus the non-refundable deposit. Non-native speakers who decide to withdraw from the course in the first two days due to language difficulties will also receive half their tuition back minus the non-refundable deposit. There will be no tuition refunded after the first two full days of the course. If a participant must withdraw mid-course for serious medical reasons or because of a family emergency, and can provide a doctor's certificate confirming the situation, s/he can re-enroll within 6 months without payment of further fees. There will be no refund.

## OBTAINING THE TESOL CERTIFICATE

Acceptance into the course is not a guarantee that a participant will receive the certificate. If a participant has not successfully completed or mastered any segment of the course, or has not completed the written work satisfactorily, the participant will not be awarded the certificate, but rather will be awarded a letter of learning instead. If trainers decide that a non-native English speaker's English skills are inadequate to teach advanced level students, the participant will not be awarded the course certificate, but rather will be awarded a letter of learning instead.