



Washington DC

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inlingua® 140-hour TEFL Certificate Program
Application for Admission

Applicant Name: Family name/Surname Given name Middle initial Sex: Male Female

Current Mailing Address: Street Address City

State Postal Code Country

Permanent/Home Country Address: Street Address City

State Postal Code Country

Contact Information: Cell Phone Home Phone

Fax Number Email Address

Date of Birth: Month/day/year Place of Birth:

Citizenship: Social Security Number (if available):

Emergency Contact: Name Phone Relationship

Applicants must have a minimum of a high school education. Please provide the following information on the highest degree attained, e.g. high school diploma, B.A., B.S., M.A., M.S. Please include an official transcript or diploma for the most recent completed degree program.

College/University: Field of Study: Diploma received:

Location: City State Country Date received: month/day/year

Non-native English speaking applicants must submit a TOEFL or IELTS score, unless you attained your degree in a country where English is the primary language of instruction. Please include an official score report with your application.

Is English your native language? Yes No, my native language is:

Test taken: TOEFL IELTS Date of latest test: month/day/year Latest TOEFL or IELTS score:

Have you ever studied another language (other than English for non-native speakers)? Yes No

Language: Highest level attained:

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Have you ever attended any program at **inlingua** English Center in Washington, D.C.?  Yes  No

If yes, most recent course completed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
month day year

Have you ever taught English as a Foreign Language either in a paid or volunteer position?  Yes  No

If yes, please describe:

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How did you hear about the TEFL certificate program at **inlingua**?

Website/Internet  Advertisement  Walk-in  Family/friend  Other: \_\_\_\_\_

**Statement of Purpose: On a separate sheet please describe in 200-250 words your expectations of this course and your goals for using the knowledge and skills you acquire after you complete the course. Please see the sample provided below if you need additional guidance.**

Sample Statement of Purpose:

### **Biochemistry and Pharmacy**

I have chosen to study biochemistry or pharmacy because I enjoyed studying biology and chemistry in high school and I am eager to learn more. I want to study biochemistry because I like the topics; the study of living things at a molecular level deeply intrigues and appeals to me. I am also interested in studying pharmacy because it is a very challenging and fascinating field.

I recently had the privilege of working in a pharmacy for two weeks. Here, I interacted with various staff and helped both the staff and customers on a regular basis. This experience was very helpful. It improved my learning and understanding of the pharmacy business as well as increased my ability to work with and communicate effectively with other people.

I am a very dedicated learner, and I have the ability to listen to people and understand them. I speak three languages and have had the experience of living in three different countries. During my stay in these countries, I made many friends, adapted to new environments and learned about customs and habits different from my own.

I am certain that my chosen fields of study are right for me because not only have they inspired me from early on, but also because I have relevant experience in both. I look forward to the challenge of studying in a university, and I am confident that this will give me the best chance to prove myself and to achieve my

SIGNATURE: "I certify that the information provided is accurate and complete. I agree that I must complete all of the course requirements successfully in order to receive a certificate."

Signature of Applicant \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
month day year

**Applications must include the following:**

1. Completed Application Form
2. Official University transcript(s) (Certified and/or notarized translations required for non-English transcripts.)
3. Official TOEFL or IELTS score (for non-native speakers)
4. Non-refundable registration fee of \$100
5. Statement of Purpose
6. Copy of Identification
  - For non-F-1 students, any legal photo identification is acceptable (e.g. passport, green card, driver's license).
  - For all F-1 students, a photocopy of a current passport is required.
7. Financial Support Documentation (F-1 students only)

**Application Deadline:** Applications must be received a minimum of two months before each session for all F-1 students and one month before each session for non F-1 students.

**Payment:** Payment must be received a minimum of one month before each session for all F-1 students and two weeks before each session for non F-1 students. Course Tuition: \$1750 and Materials: \$150

**MINIMUM CLASS SIZE:** The school opens a class with a minimum of 4 students, but will attempt to make special arrangements when the minimum enrollment requirement is not met.

**Cancellation and Refund:** There will be no refund or credit issued for any operation and/or transaction older than 180 days under any circumstances. Also, there is no transfer of funds from one student to another. Refunds will be issued ONLY if presenting your payment receipt or proof of payment, or the COMPLETE I-20 Form or Letter of Rejection from the American Consulate. Please keep your receipts for at least 180 days. The refund schedule is as follows:

- A. 1 business day (24 hours) before classes begin: Full refund of the tuition paid.
- B. On the day of classes before classes begin: 50% refund of the tuition paid.
- C. After class begins: see chart below

1 <sup>st</sup> Week	25% refund
2 <sup>nd</sup> Week	10% refund

- In all cases the refund due is based on the full tuition for the entire course, calculated on a weekly basis, not on the partial tuition paid by the student. The refund is calculated from the week that the student starts classes and also will be calculated from the day that the student informs us of his/her cancellation of classes. Having attended even 1 day in any given week represents 1 full week.
- Refund checks will be issued to the order of the person who made the payment. It will be ready for pickup or mailed in 5 to 10 business days after the date the refund was requested. If payment was made by credit card, we will simply credit the amount back to the card within 5 business days.

**Reminder:** All students are expected to report to the **inlingua** to finish the registration process at least 3 working days before a session starts. We can only guarantee a spot in a class if this deadline is met. If a student reports to **inlingua** after the deadline, he/she will only be able to enroll in a class based on availability at the time of arrival.

**Completed Applications should be sent to:**

Regular Mail: **Inlingua** Washington DC  
TEFL Certificate Program  
1901 N. Moore Street  
Suite LL-01  
Arlington, VA 22209 USA

Email: [english@inlinguaenglish.edu](mailto:english@inlinguaenglish.edu)

Fax: (703) 527-9866

**If you have any questions please contact us at:**

Phone: (703) 527-7888

Email: [English@inlinguaEnglish.edu](mailto:English@inlinguaEnglish.edu)