



This packet includes all the forms that are required to apply to the International Teachers College at UPH.

Applications are due by April 1, 2021. Please type, scan and email the following forms to ITCAdmissions@uph.edu as soon as they are completed. After we receive all the required documents, we will contact you to schedule an online interview. Do not wait until the application deadline to submit your forms, or it will be too late to conduct an interview.

Application for Admission. Fill out the *Application for Admission* completely and sign at the bottom of the page.

Personal Essay. Please type a 300-word (minimum) testimony, in English, that answers all of the prompts on the essay instruction sheet.

University-to-work Application. Please complete the university-to-work application in as much detail as possible. **You must have a parent or witness sign the form to indicate that you understand your responsibility to serve for three years as a teacher at a school to which we assign you.** If you do not intend to apply for a university-to-work program, you must email ITCAdmissions@uph.edu for details about submitting proof of your ability to pay for tuition, room, board, uniforms, books, and other assigned fees.

Academic Reference and Church Reference Forms. Please have a teacher or guidance counselor complete and submit the *Academic Reference Form* and a pastor or church leader complete and submit the *Church Reference Form*. The referrer should know you well enough to give an honest and thoughtful reference but should not be a family member.

High School and University Transcripts. All applicants must submit evidence of high school graduation.

- Indonesian applicants must submit legalized SKHUN/transcript, STTB and copy of National Personal Identity card.
- International applicants must submit official high school transcripts (with a certified English translation) and a copy of the high school diploma, including a statement of verification from the Department of Education in the country in which the school is located. All transcripts should include grades and the total number of units completed. You may initially submit unofficial documents if final copies are not yet available prior to exams or graduation.
- If you are unable to submit an official high school transcript or diploma please contact ITCAdmissions@uph.edu.
- If you have completed any university course work, please submit official transcripts from each university you have attended (with an English translation). Again, unofficial documents are acceptable until final copies are available.

Proof of English Proficiency and Academic Readiness. All applicants are required to demonstrate official proof of English proficiency and academic readiness sufficient to be successful in a rigorous academic environment. The ITC prefers TOEFL scores, but will also accept SAT, ACT, or IELTS scores. When requesting official scores, please use the Corban University submission code. Acceptable forms of evidence include one of the following:

- TOEFL Internet-based test (iBT) score of at least 70 or TOEFL Paper-based test (PBT) score of at least 520
- IELTS Academic Test score of at least 6.0 band
- SAT Critical Reading Score of at least 450 or ACT English Score of at least 19
- Duolingo Full-test of at least 95

Birth Certificate. Please send an English-language color copy of your birth certificate.

Health Information Form. You must have a medical doctor complete this form.

Photographs.

- All applicants should submit a digital copy of a passport-quality photograph of you in collared shirt in front of a blue background.
- International applicants should also submit a passport-quality photograph of you in front of a red background.

Passport. International applicants must submit a color copy of their passports. **The passport must be valid until at least March 2024.** Please renew your passport early if it does not have enough validity.

ITC Community Standards of Conduct. Please read this document carefully prior to submitting the application. By signing the application, you indicate that you understand and agree to follow the *ITC Community Standards of Conduct*.



International Teachers College Application

Personal Information

Name as it appears on your passport _____ Date of Birth _____ English Name/Nickname _____

Home Address for mail delivery _____ City _____ Country/Postal Code _____

Email Address _____ Phone Number _____ Citizenship _____

Name of Parent or Guardian _____ Parent Email _____ Parent Phone Number _____

Gender Female Male Marital Status Single Married

Is Jesus Christ your Lord and Savior? Yes No

Have you been baptized? Yes No

Home Church Name _____ City _____ Denomination _____

Pastor's Name _____ Email Address _____ Hand Phone Number _____

Educational Background

Are you a High School graduate? Yes No Year of graduation: _____

High School Name _____ City/Province/Country _____

Have you ever attended university? Yes No Did you graduate? Yes No

University Name _____ City/Province/Country _____ Year of graduation _____

"I hereby submit my application for admission to the International Teachers College at Universitas Pelita Harapan. I have read and understand the *ITC Community Standards of Conduct* and my signature serves as my contract to abide by these rules if I am selected to be a student at Universitas Pelita Harapan. I also give UPH permission to contact my academic and church references, as well as to process the high school records, test scores, and health records that I submit."

Signature _____ Printed Name _____ Date _____

Parent/Witness Signature _____ Witness Name _____ Date _____



Personal Essay

Please use the space below (or another document) to type a personal essay of at least 300 words that describes:

- your personal acceptance of Christianity and your assurance of salvation,
- evidence of how you live out your faith in Jesus Christ,
- your calling and desire to be a teacher, as well as examples of how you have tested or practiced this calling, and
- why you wish to attend the ITC and how you plan to be successful in your studies.

You must personally write your testimony **in English** and submit it to ITCAdmissions@uph.edu



Academic Reference Form (continued)

Please rate the applicant for each characteristic on a scale of 1 to 4. **Four indicates that the student excels at the characteristic and one indicates that the student does not demonstrate the characteristic.**

Communication	1	2	3	4	Humility	1	2	3	4
Creativity	1	2	3	4	Leadership	1	2	3	4
English Reading	1	2	3	4	Organization	1	2	3	4
English Speaking	1	2	3	4	Responsibility	1	2	3	4
English Writing	1	2	3	4	Self-Discipline	1	2	3	4
English Writing	1	2	3	4	Sensitivity to Others	1	2	3	4
Integrity	1	2	3	4	Time Management	1	2	3	4

Do you believe this applicant is capable of doing international-quality university work? (Circle One) Yes No

Please list any circumstances, behaviors, or qualities of the Applicant about which the ITC should be aware before deciding on the applicant's admission.

Academically, where would this applicant stand compared to the other students in his/her graduating class? (Circle one)

Top 10% Top 25% Top 50% Lower 50% Lower 25%

What is your recommendation in respect to this applicant's admission? (Circle One)

Strongly Recommend Recommend Recommend with Reservations Do Not Recommend

What reservations (if any) do you have regarding this student attending the International Teachers College?

Signature _____

Date _____

The ITC @ UPH provides equal opportunity in education without regard to race, color, national or ethnic origin, gender, age, or handicap.



Church Reference Form

We greatly appreciate your help in the admission process. Your thoughtful evaluation and recommendation will be valuable to the admissions committee in our appraisal of this applicant. You may scan this completed form and email it to ITCAdmissions@uph.edu. If you have any additional comments, please include a separate sheet with your reference form.

Please note that the applicant cannot be considered for acceptance until we have received this completed form.

Pastor's Name

Date

Personal Email Address

Church Name

Church City

Church Phone or Email Address

How long, and in what capacity do you know the Applicant? (Reference should not be related to the applicant.)

Please comment on the Applicant's Christian commitment and involvement in your local church.

Please comment on the Applicant's character.

What do you believe to be the Applicant's greatest strength?

What do you believe to be the Applicant's greatest weakness?



Church Reference Form (continued)

Please rate the applicant for each characteristic on a scale of 1 to 4. **Four indicates that the student excels at the characteristic and one indicates that the student does not demonstrate the characteristic.**

Communication	1	2	3	4	Humility	1	2	3	4
Creativity	1	2	3	4	Leadership	1	2	3	4
English Reading	1	2	3	4	Organization	1	2	3	4
English Speaking	1	2	3	4	Responsibility	1	2	3	4
English Writing	1	2	3	4	Self-Discipline	1	2	3	4
English Writing	1	2	3	4	Sensitivity to Others	1	2	3	4
Integrity	1	2	3	4	Time Management	1	2	3	4

Do you believe this applicant is capable of doing international-quality university work? (Circle One) Yes No

How would you describe the applicant’s level of awareness of his or her calling as a Christian and response to that calling? (Circle one)

Mature/Thriving Strong/Evident Average/Growing Probable/Vague Not Apparent

Please list any circumstances, behaviors, or qualities of the Applicant about which the ITC should be aware before deciding on the applicant’s admission.

What is your recommendation in respect to this applicant’s admission? (Circle One)

Strongly Recommend Recommend Recommend with Reservations Do Not Recommend

What reservations (if any) do you have regarding this student attending the International Teachers College?

Signature _____

Date _____

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Transcript Request Form

Greetings from the International Teachers College at Universitas Pelita Harapan in Jakarta, Indonesia.

Now in its 25th year, and with nearly 20,000 students, Universitas Pelita Harapan (UPH) is one of the leading private Christian universities in Indonesia. The International Teachers College (ITC) is the English-language teacher-training program within the larger university. Our students come from over 15 different countries, and are exposed to different cultures and educational systems, while studying in English, and living in a safe and comfortable environment.

The ITC's unique educational partnership with Corban University in Salem, Oregon (USA) allows our students to receive not only a bachelor of education (B.Ed.) from Universitas Pelita Harapan, but also an accredited B.Ed from Corban University. Students have the opportunity to choose between programs in primary education or secondary English education.

Due to the generosity of the Pelita Harapan Foundation, nearly all ITC students receive a full university-to-work, covering the cost of tuition, fees, lodging, food, uniforms, and books for qualified students. In exchange, students agree to a term of paid service at a Christian school assigned by the Foundation.

Name of Principal or School Counselor

Date

_____ has applied for admission to the ITC. As part of the application process we require that students submit official English transcripts of all high school and university coursework. Transcripts should include courses, grades, credit hours, and course duration. Any documentation regarding grading scales and assessments is also appreciated.

Please accept this letter as our formal request for this documentation. The documents may initially be submitted electronically to ITCAdmissions@uph.edu as scanned email attachments, but to complete the process either the school or the student will also need to submit an official hard copy of the records.

Please feel free to contact me if you have any questions, and thank you in advance for your kind assistance.

With warmest regards,

Dr. Curtis J. Taylor
Vice President for Student Development and Spiritual Formation, Universitas Pelita Harapan
Dean and Director of Admissions, International Teachers College at Universitas Pelita Harapan



Health Information Form

To: Health Care Professional
From: Dr. Curtis J. Taylor, Vice President for Student Development
RE: Health Certificate for Student Visa Process

Greetings from Jakarta, Indonesia. _____ (Student Name) has been accepted for admission to the International Teachers College at Universitas Pelita Harapan. As part of the student visa process we require a certificate from a health care professional that indicates that this student does not have any serious communicable diseases and is healthy enough to travel to Indonesia and commit to the rigor of university study.

Please accept this form as our formal request for this information. You may attach other notes or documentation, but at a minimum, please complete this form thoroughly. After completing and signing this form, you may either return it to the student/parent or scan it and email to ITCAdmissions@uph.edu.

Name of Student:	
Date of Birth:	
Current Health and Medications:	
Medical and Immunization History: <ul style="list-style-type: none">• Illnesses/Hospitalizations• Accidents/Injuries• MMR, MenB, Tdap, HepA, HepB, Meningococcal	
Test Results or Diagnoses: <ul style="list-style-type: none">• HIV/AIDS• Hepatitis A/B/C• Tuberculosis	
Are there any medical conditions of which we should be aware:	
Is this student healthy enough to travel to Indonesia and complete a four-year university program?	____ Yes ____ No (Why?)
Signature of Physician:	
Date of Examination:	
Location (City and Country):	

Please contact us if you have any questions, and thank you in advance for your kind assistance.



ITC Community Standards of Conduct

The International Teachers College (ITC) at Universitas Pelita Harapan (UPH) is a residential learning community in which students pledge to conduct themselves in a way that reflects a personal and communal commitment to holy living. This commitment involves doing what the Bible requires, abstaining from what the Bible forbids, and carefully discerning the will of God in every area of life. It is the goal of the ITC to follow the exhortation of the apostle Paul in Philippians 4 to think upon, and put into practice, those things that are excellent and praiseworthy, as we live communally in service to God.

Students are expected to abide by the *ITC Community Standards of Conduct* and all Mission Youth for Christ (MYC) Dormitory policies as long as they attend the ITC. The following is a list of expectations for ITC students. The list is not intended to be exhaustive, but it does stipulate the types of behaviors that are expected, and some specific behaviors that are unacceptable in our community:

- Students at ITC are to practice all the virtues taught in the Scriptures such as: self-discipline, modesty, patience, and honesty and are to worship in a local church regularly. Students must also strive to put off all sinful attitudes such as greed, jealousy, pride, or lust and should love others without regard to ethnicity, gender, socio-economic status, or struggles with sin.
- Students are required to abstain from all activities which violate biblical teachings such as: theft, drunkenness, slanderous or profane language, all forms of dishonesty (including cheating), the use or possession of any form of pornography, and any violation of the Statement on Sexual Conduct. Students are also expected to encourage each other to live according to these standards. Students who are present when behavior occurs that violates the standards may be found responsible for supporting the behavior.
- Students are to use wisdom and Christ-like discretion in the application of biblical principles to decisions regarding all areas of life such as: the involvement with various forms of media, all non-college organizations, social interaction, and the physical expression of intimacy in relationships. When students are off campus, they should select places of business, organizations, or events that would promote and support the ITC Community Standards of Conduct and MYC Dormitory policies. Students are expected to use discretion by avoiding events that are not primarily for Christ-like edification and social interaction. Students should avoid, and encourage one another to avoid, dancing in places of business, events or organizations that primarily exist to serve alcohol, encourage lewd behavior or inappropriate physical intimacy and/or sexual behavior.
- The Scriptures call us to obey the authorities that have been placed over us in the civil government. All students are required to uphold the law except on the rare occasions when compliance with the civil authority may be in conflict with the Scriptures. Students violating any civil law such as: possession of illegal substances, underage drinking, illegal possession of firearms, physical or verbal harassment, gambling, copyright violations, illegal entry, the possession, sale and use of fireworks, etc., may be referred to the civil authorities for prosecution and may also be subject to disciplinary action by the ITC or MYC.
- The ITC recognizes that there are some practices that, though they may not necessarily violate specific biblical teachings, are not in the best interest of themselves or others in the community. For this reason, students are prohibited at all times—whether they are on or off the campus—from the possession and use of alcohol and/or tobacco.

The *ITC Community Standards of Conduct* and all MYC Dormitory policies apply from the first day of residency or moving personal belongings into residence, and/or the first day of classes, whichever comes first, until the last day of residency, the last class and/or the last academic function for the term, whichever comes last. Students found in violation of the UPH policies, the *ITC Community Standards of Conduct* or the MYC Dormitory policies will receive disciplinary action from the ITC or MYC. Both the ITC and MYC recognize that some breaches of policy are best handled through punitive discipline, some by extended counseling or involvement with an outside agency or church and others by informal admonishment. The ITC and MYC each reserve the right to handle each situation in the manner which it deems most effective for the correction and development of the individual(s) involved, as well as in the best interest of the UPH community.