



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

Applications are due by April 15, 2022. 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 110
- EnglishScore by British Council (UPH) of at least 500

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 2025.** 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 _____



Academic Reference Form

International Teacher College /

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. Prospective students can collect the required documents through their respective UPH online registration account. 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.

Teacher or Counselor Name

Date

Personal E-mail Address

School Name

School City

School Phone or E-mail Address

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

How well does the student interact with you and others in the classroom? Please describe the level of enthusiasm and participation in discussion and other interactions.

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?

Academic Reference Form (continued)

International Teacher College /

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

International Teacher College /

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. Prospective students can collect the required documents through their respective UPH online registration account. 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 E-mail 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)

International Teacher College /

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

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

Personal Essay

International Teacher College /

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 Prospective students can collect the required documents through their respective UPH online registration account.