

Application for the International Teachers College at Universitas Pelita Harapan

While it is preferable to apply to the International Teachers College by using the UPH website at <https://one.uph.edu/>, this document contains all the forms that are required to apply. After completing the forms, please email the completed document to ITCAdmissions@uph.edu. Early applicants will be given priority in the acceptance and scholarship selection process.

Complete Applications are due by May 1, 2026. Late applications will not be considered until after all on-time applications have been processed.

Page 1: Instruction Page (this sheet).

Page 2: ITC Applicant Information. Your signature indicates your willingness to abide by all policies of the ITC.

Page 3: Personal Essay. 250-word (minimum) essay, in English, that answers all the prompts on the essay instruction sheet.

Pages 4-5: Academic Reference. Please have a teacher or guidance counselor fill complete this form. The referrer should know you well enough to give an honest and thoughtful reference but should not be a family member.

Page 6-7: Church Reference Forms. Please a pastor or a church leader complete this form. The referrer should know you well enough to give an honest and thoughtful reference but should not be a family member.

Page 8: High School and University Transcripts. 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 a copy of an official high school transcript and a copy of the high school diploma, (both with certified English translation), including a statement or stamp 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. 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). You may initially submit unofficial documents if final copies are not yet available prior to exams or graduation.

Page 9: Health Information Form. A medical doctor must fill out this form during your **visa process (for International applicants) and before your arrival to UPH (for Indonesian applicants)**. Alternate or incomplete forms are not acceptable, and the student visa cannot be issued until the Health Information Form is received.

Page 10: University-to-Work Application. **Fee-Paying students do not need to complete this form**. Students who intend to apply for the *University-to-Work* Program should complete this page. You must have a parent and/or sponsor 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. **Scholarship availability may be limited for those who apply after the application deadline.**

Instructions for Other Items:

- Proof of English Proficiency. 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, IELTS, or Duolingo scores, but will also accept SAT or ACT 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
 - IELTS Academic Test score of at least 6.0 band
 - Duolingo Full test of at least 110
- Birth Certificate. Please send an English-language color copy of your birth certificate.
- Photographs. All applicants should submit digital copies of passport-quality photographs of you in a white collared shirt in front of a blue background and red background
- Passport. International applicants must submit a color copy of their passports. The passport must be valid until at least March 2029. Please renew your passport early if it does not have enough validity.
- ITC Community Standards of Conduct and YPPH Statement of Faith. Please read these documents 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 and the YPPH Statement of Faith.

ITC Applicant Information

Name as it appears on your passport	English Name/Nickname	Date of Birth
Home Address (for mail delivery)	City	Country/Postal Code
Student's Email Address	Student's Phone Number	Student's Citizenship
Student's Gender _____ Female _____ Male	Student's Marital Status _____ Single _____ Married	
Do you have a passport _____ Yes _____ No	When does your passport expire? _____	
Have you taken an official English test? _____ Yes _____ No	Date of Test _____	
What test did you take and what was your score? _____		

Name of Parent or Guardian	Parent's Email	Parent's Phone Number
Is Jesus Christ your Lord and Savior? _____ Yes _____ No	Have you been baptized? _____ Yes _____ No	

Home Church Name	Denomination	City
------------------	--------------	------

Pastor's Name	Pastor's Email Address	Pastor's Phone Number
---------------	------------------------	-----------------------

Are you a high school graduate? _____ Yes _____ No Do you have a diploma/transcript? _____ Yes _____ No

High School Name	City/Province/Country	Year of Graduation
------------------	-----------------------	--------------------

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

University Name	City/Province/Country	Year of Graduation
-----------------	-----------------------	--------------------

Do you intend to apply for the University-to-Work Scholarship? _____ Yes _____ No
(If yes, please complete the last form in this packet.)

What major do you want to apply for? _____ International Primary Education _____ Secondary English Education

How did you hear about the ITC? _____

By signing this form, I hereby submit my application for admission to the International Teachers College at Universitas Pelita Harapan. I have read and understand the YPPH Statement of Faith and the ITC Community Standards of Conduct, and my signature serves as my contract to abide by these policies 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.

Student Signature	Printed Name	Date
-------------------	--------------	------

Parent/Guardian Signature	Printed Name	Date
---------------------------	--------------	------

Personal Essay

Please type a personal essay of at least 250 words that describes:

1. What does it mean to be a Christian, and how do you know you are a Christian? When did you accept Jesus as your Savior?
2. Provide examples of how you live out your faith in Jesus Christ. What is the external fruit of your internal faith and growth?
3. Why do you want to be a teacher? How long have you felt called to be a teacher?
4. What experiences have you had that help you understand the calling to be a teacher?
5. Why you wish to attend the ITC? What strategies will you use to be successful in your studies?
6. Is there anything we need to know about your history or character that may impact your success at the ITC?

You must personally write your essay in English. Because you are applying to a university program that will train you to be an English teacher, you may not use any form of Artificial Intelligence, language translation or grammar software in the preparation of your essay. Type your response below and use additional pages if necessary:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

By signing my name below, I certify that the words above are solely my own work, and I did not use any form of artificial intelligence (AI), language translation, or grammar correction software in the preparation of my essay.

Student's Signature

Student's Printed Name _____

Date _____



Academic Reference Form

The student listed below has applied for admission to the ITC. As part of the application process, we require that each student obtains an academic reference from a teacher or counselor who knows the student well. We hope you will honestly and thoroughly complete this form as part of the student's application packet. Thank you for your assistance!

Student Name	Student Email	Date
--------------	---------------	------

Reference Name	Reference Email	Date
----------------	-----------------	------

School Name	School City	School Website/Email
-------------	-------------	----------------------

How long, and in what capacity have you known the applicant?

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

How does this applicant compare to other students in his/her class?

Please comment on the applicant's character. What do you consider to be the applicant's greatest strength?

Academic Reference Form (continued)

What do you consider to be the applicant's most significant weakness?

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

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

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

Do you believe the applicant is capable of doing international-quality academic work in English? Yes No

Do you recommend that this applicant should be admitted to the ITC to become a teacher? Yes No

Name	Signature	Date
------	-----------	------

Church Reference Form

The student listed below has applied for admission to the ITC. As part of the application process, we require that each student obtains a reference from a pastor, elder, or church school teacher who knows the student well. We hope you will honestly and thoroughly complete this form as part of the student's application packet. Thank you for your assistance!

Student Name	Student Email	Date
--------------	---------------	------

Reference Name	Reference Email	Date
----------------	-----------------	------

Church Name	Church City	Denomination
-------------	-------------	--------------

How long, and in what capacity have you known the applicant?

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

Please comment on the applicant's faith and character development.

What do you consider to be the applicant's greatest strength?

Church Reference Form (continued)

What do you consider to be the applicant's most significant weakness?

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

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

Christian Commitment	1	2	3	4	Church Involvement	1	2	3	4
English Listening	1	2	3	4	English Reading	1	2	3	4
English Speaking	1	2	3	4	English Writing	1	2	3	4
Humility	1	2	3	4	Integrity	1	2	3	4
Leadership	1	2	3	4	Responsibility	1	2	3	4
Self-Discipline	1	2	3	4	Sensitivity to Others	1	2	3	4
Service to Others	1	2	3	4	Time Management	1	2	3	4

Do you believe the applicant is capable of doing international-quality academic work in English? Yes No

Do you recommend that this applicant should be admitted to the ITC to become a teacher? Yes No

Name

Signature

Date



2026 ITC Transcript and
Diploma Request Form

Greetings from the International Teachers College (ITC) at Universitas Pelita Harapan (UPH) in Jakarta, Indonesia.

Now in its 30th year, and with over 20,000 students, UPH is one of the leading private Christian universities in Indonesia. The ITC is the English-language teacher-training program within the larger university. Our students come from over 30 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.

Date: _____

Student Name: _____

High School or University: _____

The student listed above 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. A signed diploma with school or government seal must also be provided by the student.

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. If the applicant is still a student, please include the latest registered grades. A final transcript indicating graduation may be submitted later.

Please feel free to contact us if you have any questions. Thank you in advance for your kind assistance.

With warmest regards,

Grace Wirawan, M.Sc.
Executive Dean for the College of Nursing and Education

_____ (Student Name) has applied for admission to the International Teachers College at Universitas Pelita Harapan. As part of the visa process, Indonesia requires a complete examination and certification from a health care professional to ensure that the student does not have any communicable diseases and is healthy enough to commit to the rigor of a four-year university curriculum and internship. Included in the examination must be an immunization evaluation, chest x-ray, and blood and urine analysis.

Please attach this completed form to the immunization record and official blood and urine test results. The test results must bear the name and seal of the clinic. Please also attach other notes or documentation. 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 Examination _____	Date of Birth	Gender
	Height	Weight
Current Health <ul style="list-style-type: none"> • Acute illnesses or allergies? If yes, what? • Current medications? If yes, what? • Evidence of Diabetes? • Evidence of Hypertension? • Evidence of Tuberculosis in X-Ray? 	Note any observations here.	
Immunization History <ul style="list-style-type: none"> • MMR (Measles, Mumps, Rubella) • Tdap (Tetanus, Diphtheria, Pertussis) • Hepatitis B • Meningococcal (MCV4) • Meningitis B 	Note any missing immunizations. Attach immunization records.	
Medical History <ul style="list-style-type: none"> • Hospitalizations • Chronic illnesses • Accidents/Injuries 	Note medical history, dates, and complications.	
Test Results or Diagnoses <ul style="list-style-type: none"> • HIV/AIDS/STD's • Hepatitis A/B/C • Tuberculosis • Full Blood Count (Hb, RBC, WBC, Glucose, Protein) • Urine Analysis (Opiates, Cocaine, Methamphetamines) 	Attach blood and urine analysis documentation. Note any anomalies found in the Blood or Urine tests.	
Are there any illnesses, injuries or disabilities that will make it difficult for the student to travel to Indonesia and study for four-years? No _____ Yes _____	If yes, specify the difficulties that the student may have.	
Physician and Clinic Information Clinic wet seal:	Physician Name:	
	Physician Signature:	
	Hospital/Clinic Phone Number:	
	Hospital/Clinic Name and Address:	

ITC University-to-Work Application

If you intend to pay for your own tuition, and living expenses, you do not need to complete this page

The cost for the ITC is approximately \$8,950 (USD) which covers tuition, dormitory, food, uniforms, and book rental. In addition, students are required to pay for their own student visa (if applicable) and health insurance.

The Pelita Harapan Foundation (YPPH) has developed the ITC *University-to-Work Program* to pay the cost of attendance and living expenses, (but not student visa and health insurance), for students who are interested in working for the YPPH in one of our partner schools following graduation. Students who are accepted into this program will be required to serve at a location determined by the YPPH for a term of three years upon completion of the ITC degree program. Students who do not fully complete their time of reciprocation service will not receive their graduation credentials or transcripts unless they re-pay the balance of their tuition and fees to the YPPH. Specific details about the scholarship are included in the University-to-Work Agreement which is signed by the student after being accepted into the ITC. There is no obligation to participate in the University-to-Work Program.

In addition to the signature of the student, the form must be signed by a parent and/or sponsor who agrees to assist the student with costs associated with student visa, health insurance, transportation and personal living expenses. The sponsor may be the student's parent.

Please write a brief explanation as to why you are applying for the ITC University-to-Work Program. Include a description of your family's financial background and an estimate of your average monthly household income in US Dollars. If other than your parents, please indicate the name, email address, and phone number of any sponsor who will assist you in paying for your student visa, health insurance, transportation, and personal living expenses. Please continue on another sheet if necessary:

By signing this application, I certify that all of the information contained in it is true. I also signify my understanding that by applying for the ITC University-to-Work Program from the Universitas Pelita Harapan Foundation, I am agreeing to all of the conditions listed in the ITC University-to-Work Program Agreement, which is available to me by request and signed by me after official admission to the program. The terms include, but are not limited to, a three-year term of compulsory service teaching in a school in Indonesia or another country that has been chosen by the Pelita Harapan Foundation.

Student Name	Student's Signature	Date
--------------	---------------------	------

Parent Name	Parent's Signature	Date
-------------	--------------------	------

Sponsor Name	Sponsor's Signature	Date
--------------	---------------------	------