**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dr./Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(**Designation of School Admin**)

(**Name of College or University – HEI**)

( **School ‘s address – Line 1** )

( **School’s address – Line 2** )

**RE: Application for Enrollment in (Name of Degree) through the ETEEAP and Online Learning**

Dear **Dr./Mr./Ms.** \_\_\_\_\_\_\_\_\_\_\_:

I am writing you to express my intent to enroll in your **(Name of Degree)** through your ETEEAP. I am currently residing in (**Your current location**). I have attached the following relevant documents to support my qualifications:

1) Completed application form (Pages 1 to 4)

2) Detailed CV

3) COE-DFR (**Name of Institution**) - (Service Record-Employment Certificate-Detailed Job Description)-Current Job

4) COE-DFR- (**Name of Institution**) - (Service Record-Employment Certificate-Detailed Job Description)-Former Job

5) Passport (Photo Page)

6) Bachelor’s Degree Certificate or Diploma (**Name of Institution**)

7) Bachelor’s Degree transcript with (**Name of Institution**)

8) TESOL Certificate or Diploma with (**Name of Institution**)

9) TESOL transcript with (**Name of Institution**)

10) Birth Certificate (NSO)

11) Private Schools-Professional Teachers Course (**Name of Institution**)

12) COE and Workshops and Trainings - former employer sponsored (Name of Institution)

13) First Aid Training for school employees

14) IELTS Examinations Result

15) TOEIC Tests Results

16) Teachers’ Training (**Name of Institution**)

In addition to the above, I also have the following projects and publications I have created with the pertinent documents attached with this application.

1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**Brief description**)

2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**Brief description**)

3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**Brief description**)

Thank you and I hope and pray that my application be given consideration and my request to enroll in the above-mentioned degree through the ETEEAP via online or modular distance learning will be granted.

Sincerely yours,

**Your name and signature**

**Designation or title**