

Name of Applicant

Address: _____
Email: xxx@xxx.com | FB: xxxxxxxxxxx | Phone: 888-888-8888

Date: _____

Dr. _____

Vice President for Administration

Dean of Graduate School

([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. _____:

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