



# APPLICATION DOCUMENT CHECKLIST

## Master of Education Program

### Teaching for English as a Foreign Language (International Program)

#### Faculty of Education, Chulalongkorn University

Name of Applicant: \_\_\_\_\_  
(First name) (Last name)

- This document checklist is one of the forms required to be submitted together with your application. This checklist will help you to identify which documents you must submit with your application.
- Insufficient information may result in the application being declined and returned to the applicant.
- Submit all documents in PDF format along with this Document Checklist to the Program at [TEFL.Chula@gmail.com](mailto:TEFL.Chula@gmail.com)

For staff only	Check	Documents
		1. Completed Program application form.
		2. Completed Graduate School application.
		3. Application fee proof of payment receipt (34 \$ US or 1,000 Thai baht.)
		4. A 2-inch-colored photo, taken no more than six months in polite attire similar to a visa photo.
		5. Photocopy of identification card or passport (only the page that has your information and photo.)
		6. Transcript of previous degree(s).
		7. A document to equvalate or converse your GPA to the 4.0, which is <u>officially certified</u> . (Only if the official transcript is not in the 4.0 system.)
		8. Official copy of English language test result.
		9. Statement of purpose.
		10. Statement from employer confirming the length of your teaching experiences.
		11. 2 Letters of recommendation. <u>Mail/Email directly from the recommenders to the Program.</u>

\*\*\* Please arrange documents in the above order from 1-10.

\*\*\* All documents must be saved and submitted in one PDF file under your name.

With this signature, I certify all documents submitted to the Program are a true copy of the original.

Signature \_\_\_\_\_

Date (dd-mmm-yyyy) \_\_\_\_\_