

Application Instructions: Iowa English Language Learner (ELL) Courses

Application Instructions and Checklist

The application for the Graduate programs at Viterbo University can be found online at the top of their website.



Create your Application Account

1. Select the **Graduate Programs Application**
2. Create your **Applicant Account** *(or log in if already have an account – skip to Step 3)*:
 - Entry Term: *(select entry term)*
 - Academic Area: **Graduate Education – Iowa/National**
 - Academic Program: **Iowa English Language Learner (ELL) Non-Degree Courses**
 - Admit Type: **Graduate Non-Degree Program**
3. Create your **Password**

Complete your Application:

Welcome to the graduate application process! Please plan for about 30 minutes to complete your application without the required supplemental items. Once you submit the application form you will be directed to log back in to submit the additional required (supplemental) application documents (e.g. transcripts, proof of licensure, etc). These required supplemental items may be submitted later. They need not be completed at the time of application.

Section 1: Student Information

Section 2: Demographics

Section 3: Enrollment Information

- Entry Term: *(select entry term)*
- Academic Area: **Graduate Education – Iowa/National**
- Academic Program: **Iowa English Language Learner (ELL) Non-Degree Courses**
- Location: *(select appropriate location)*
- Admit Type: **Graduate Non-Degree Program**
- Teaching Experience
- Certifications

Section 4: Academics

- Must list *all* degree granting institution(s)
(Do not include institutions where you did NOT earn a degree, unless you are transferring in credits from these schools. Type in the school name then select “search” to find each College/University)

Section 5: Employment Information: *List only Teaching experience(s)*

Section 6: Signature

- Sign and date

FINAL STEP

- **Submit Application**
- If an error pops up, simply click on the error item and correct, then SUBMIT again.
- Log Out

After you submit your application, you will be able to see and submit the required supplemental required documents *(list found on next page)*.

Submit your Supplemental Documents:

Log back into your **Application Account** and submit the following supplemental items: *(Details found below the list)*

	Official Transcripts (All Degree Granting)	Educational Loan Agreement	Teacher/ Educator License
English Language Learner (ELL) Courses	X	X	X

1. Transcripts

Official transcript(s) evidencing baccalaureate and master's degree (if applicable) from an accredited, degree-granting institution. Faxed, emailed, or hand delivered transcripts are not accepted.

Transcripts **must be requested and sent directly from the institution** electronically (transcripts@viterbo.edu) or via mail:

Enrollment Operations
Viterbo University
900 Viterbo Dr.
La Crosse, WI 54601

[Viterbo University](#) also accepts electronic transcripts from Parchment, National Student Clearinghouse, and Credentials Solutions. Please select "Office of Admission – Traditional Programs" as your destination, if given more than one option when ordering electronic transcripts.

2. Student Financial Responsibility Agreement and Disclosure Statement

Please **carefully read, and sign**, the Viterbo University disclosure statement regarding billing, late fees, refund policy and electronic signature approval.

3. Teacher/Educator License(s)

The Iowa Center will upload your teaching license, as shown on the BoEE website. If none is listed, the applicant will need to upload this document (teacher license).

Notice of Decision:

Once the program application for admission is complete and all supplemental items have been submitted, your application will be reviewed for admission to the program. Notification of the admission decision letter will be sent via email from the Admissions Office or the Education Advisor for the Graduate Education programs.

Registration:

You will be registered for your first semester classes automatically by the Graduate Education Advisor. You will register yourself for all subsequent terms through Viterbo University's online registration system.

For assistance with any of the above, please contact the Viterbo University Iowa Center Office listed below:

Iowa and States other than Wisconsin:

Michael Gonzalez
Off-Campus Coordinator
mrgonzalez@viterbo.edu
515-224-4811
888-235-2200