

Step by Step Procedures on How to Complete Graduate eTEACH Admission Forms

Application for Graduate eTEACH Courses

- Print off and complete Graduate eTEACH Application. Be sure to complete with thorough information in each section.

Problems we usually experience on incorrect information includes:

- Improper selection of Enrollment status (Be SURE to include semester and year you plan to attend.
- Incomplete names (Be SURE to include all names in which you may be formally registered on transcripts, etc. It is almost impossible to find Jane Brown if she is really Janie Brown Smith listed on a transcript or in our database.
- Under Educational Data: (Be SURE to include ALL universities that you have attended including ULM.)

****Please double check and make sure that you have completed ALL sections properly on both graduate application forms. Sign and date the form at the bottom.**

Proof of Immunization Compliance Form

- Print off and complete ONLY the areas indicated below:
 - Last, First and Middle Name and Semester of Enrollment
 - Address
 - Date of Birth, Gender, and CWID (If you have been issued one).
 - Home Phone, Mobile Phone, Current Email Address
- Immunization Requirements for ULM Students (You will SKIP this part.)
- Request for Immunization Exemption (Be sure and complete this part.) You may check Personal on the form to be exempt from providing immunization information. On the line marked REASON...please write(online courses only).
- Sign and date the form at the bottom.

****This form should be faxed to (318) 342-1915 or mailed to:**

ULM Office of Admissions

ATTN: Robyn Jordan

700 University Avenue

Monroe, LA 71209

Advising Flag Removal

- Print off and complete ONLY the areas indicated below:
 - Name and Social Security Number
 - Date and Catalog (Catalog will be the year you are admitting- ex. (Spring 2016)
- Under....Please check one of the following: This part has already been done for you. If not...check the second square (I am working on eTCH).
- Sign and date the form at the bottom.

Request for Official Transcript Forms

**** If you are a Louisiana certified teacher and are NOT seeking a degree you may simply provide us with a copy of your Louisiana Teaching Certificate in lieu of transcripts. If you are a certified teacher in another state you must provide transcripts.**

****If you are required to provide transcripts.....please make sure that you send a Request for Official Transcript Form to EVERY university that you have attended. You cannot just send to the last one that you attended. We must receive one from all universities attended. Mail a transcript request form to ALL universities that you have attended. Each university will then send official transcripts to the address listed on the form.**

Typical Error: Please do NOT send Transcript Request Forms to ULM....send one to ALL universities in which you have attended (even you only attended for one course).

What to Do Once you Have Completed All Forms Above

-First make sure that all forms above are completed correctly to include correct information.

-Include all necessary forms (plus teaching certificate copy) if applicable along with a check or money order for \$40 graduate application fee (Fee price is subject to change).

Checklist to Mail

- Application for Graduate eTEACH Courses (Be sure front and back are completed).
- Advising Flag Removal Form
- Copy of Louisiana Teaching Certificate
- \$40 check or money order payable to ULM (No cash accepted).
(Your application will NOT be processed without all of the above items and payment.)

Mail the items listed above to:

**ULM Teacher Initiatives
700 University Avenue
Walker Hall #2-33
Monroe, LA 71209**

- Proof of Immunization Compliance Form
**This form should be faxed to (318) 342-1915 or mailed to:
ULM Office of Admissions *Attn: Robyn Jordan *700 University Ave.
Monroe, LA 71209

Reminder: If you do NOT hold a Louisiana Teaching Certificate OR if you are from another state...you must send off the transcript request form attached to ALL universities that you have previously attended.