

Name of Applicant

Address: _____
Email: xxxx@xxxx.com | FB: xxxxxxxxxxxx | Phone: 888-888-8888

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