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 abovementioned degree through the ETEEAP via online or modular distance learning will be granted.

Sincerely yours,

Your name and signature

Designation or title