



**CHECKLIST FOR APPLICANTS**

**LANGUAGE AND CULTURE ASSISTANTS PROGRAM FOR SCHOOL YEAR 2018-19**

**IMPORTANT: PRINT THIS DOCUMENT AND E MAIL IT ALONG WITH THE REST OF DOCUMENTS TO THE REGIONAL EDUCATION ADVISOR**

*DO NOT SEND DOCUMENTS SEPARATELY OR UNTIL YOU HAVE OBTAINED AND UPLOADED ALL OF THEM.*

Last name, First name, MI:  State/Province of origin:

Please, initialize after each applicable category. Once you have completed all these sections, your application will be considered.

**DOCUMENTS ON PAPER, SIGNED AND DATED**

*I am including the following documents in this envelope to my Regional Education Advisor:*

**INITIALS**

- |                                                                                                  |                      |
|--------------------------------------------------------------------------------------------------|----------------------|
| <input type="checkbox"/> PDF printout form generated by PROFEX, dated and signed                 | <input type="text"/> |
| <input type="checkbox"/> This CHECKLIST, as all the steps in the application have been completed | <input type="text"/> |

**UPLOADED DOCUMENTS**

*I have uploaded all the following documents in the appropriate places in Profex as indicated in the manual:*

- |                                                                                               |                      |
|-----------------------------------------------------------------------------------------------|----------------------|
| <input type="checkbox"/> Main page of my US or Canadian passport                              | <input type="text"/> |
| <input type="checkbox"/> Copy of my official College transcripts or College degree            | <input type="text"/> |
| <input type="checkbox"/> Signed and dated letter of intent or statement of purpose            | <input type="text"/> |
| <input type="checkbox"/> Letter of recommendation                                             | <input type="text"/> |
| <input type="checkbox"/> <i>Check only if you are a European citizen.</i> Medical Certificate | <input type="text"/> |

Please, write **N/A** instead of initializing if it is not your case.

Please check one:

- English is my first language or I am a balanced bilingual and have a native-like command of English.
- Le Français est ma langue maternelle ou je possède un niveau de compétence linguistique en Français identique à celui dont la langue maternelle est le Français.

I declare that I am in good physical and mental condition and have no limitations that would impair my ability to teach.

Signed and dated: