



**CHECKLIST FOR APPLICANTS**  
**LANGUAGE AND CULTURE ASSISTANTS PROGRAM FOR SCHOOL YEAR 2016-17**  
**IMPORTANT: PRINT THIS DOCUMENT AND 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:*

- PDF printout form generated by PROFEX, dated and signed
- This CHECKLIST, as all the steps in the application have been completed
- New York State applicants:* MOU with New York signed and dated, Annex 2  
Please, write **N/A** instead of initializing if you are not a New York applicant.

**INITIALS**


**UPLOADED DOCUMENTS**

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

- Main page of my US or Canadian passport
- Copy of my official College transcripts or College degree
- Signed and dated letter of intent or statement of purpose
- Letter of recommendation
- Check only if you are a European citizen.* Medical Certificate  
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.
- French is my first language or I am a balanced bilingual and have a native-like command of French.

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

Signed:  Date: