GUIDE TO FILLING OUT A
COHORT APPLICATION
(FOR TRANSFER STUDENTS)

GEORGIA COLLEGE
LAST UPDATED ON OCT 26TH, 2018
COHORT APPLICATION PROCESS TIMELINE

**October**
- Attend cohort application info session.
- Register to take GACE Program Admission assessment (if applicable).
- Work on identifying references.
- Make contact with references.
- Focus on courses to ensure a successful semester.

**November**
- Fill out application paperwork
- Take the Educator Ethics Program Entry Assessment
- Work on application documents

**December**
- Work on application documents
- Make contact with references

**January**
- Turn in completed application and documents
- Prepare for interview

**February**
- Complete interview

**March**
- Cohort Decision letters sent out
- Register for summer/fall classes.
APPLICATION CHECKLIST

- COHORT APPLICATION PACKET CHECKLIST
- INFORMATION SHEET
- TRANQUIGUE PRINTED (WITH CIRCLED EXEMPTION)
- SEALED PROFESSIONAL RECOMMENDATION FORM (3)
- APPLICANT QUESTIONNAIRE
- RECORD OF EXPERIENCE WITH YOUNG CHILDREN
- ETHICS EXAM CERTIFICATE
- GAPSC PRE-SERVICE CERTIFICATE APPLICATION
- PRINTED COPY OF DRIVER’S LICENSE OR PASSPORT
- AFFADAVIT (NOTARIZED)
Cohort Application Checklist Sheet

All documents in the application packet should be returned by the priority date of January 21st, 2019.
Your application packet must contain all the documents.

Incomplete application packets WILL NOT be considered

This checklist is to help you complete the requirements for the admission packet for the College of Education Cohort Program.
If you have questions regarding the cohort application, please contact the Georgia College (GC) pre-education advisor,
David Dingess (david.dingess@paulsg.edu) 478-455-4298.

The following items complete the application packet for the cohort program. All documents in the application packet should be returned to the Department of Teacher Education by the priority date of January 21st, 2019.

1. Cohort Application Checklist (This Document)
2. Information Sheet for Application
3. Official copy of transcript(s) for 2018 semester.
4. GACE Program Admission Application
5. Copy of your GC admission letter
6. Three (3) Professional Reference Letters
7. Applicant Questionnaire
8. Record of Experiences with Early Childhood applicants must be linked to certification
10. PSC Certification Application
11. Verification of Lawful Presence
   The affidavit for Verification of Lawful Presence is available at http://www.gaclearinghouse.org.
   A copy of the identification document taken to the notary is necessary. A list of some campus
notations. Campus notaries do not charge a fee.

Applicant's Signature:  

[Signature]

Date:  
01/10/2019

FOR DEPARTMENT USE ONLY:

Program Application:

Application No.:

Date Received:
CURRENTLY ENROLLED GC APPLICANTS:

A current GC student is a currently enrolled applicant.

A current GC student must:
1. Submit a copy of your GC transcript that includes the current fall semester:
   - Spring
   - Summer
   - (2.75 minimum required)

PROGRAM ADMISSION ASSESSMENT:
A. Provide an official copy of passing scores for the GACE program admission assessment. OR
B. Provide evidence for exemption of the GACE program admission assessment which must be on the official GC Banner Site (Printed copy of transcript in PAWS).
OFFICIAL COPY OF
YOUR TRANSCRIPT

You can request this document from the registrar through
Unify > PAWS >
Student Services >
Student Records
PERSONAL INFORMATION
GCID: 123-45-6789
Home: 555-555-5555
Business:
Birth Date: 09-JAN-1999
Doe, Jane
1234 Fake Place
Notreal, GA 30111

TEST TYPE
STANDARDIZED
SATV: 500
SATM: 590
New SAT: 1090
ACT: 22
ACTM: 21
ACTR: 22
GREV: 400
GREQ: 630
GRE: 1030
GREVR: 560
Spanish: French: German:

PLACEMENT TEST REQUIRED
LEARNING SUPPORT STATUS
TEST TYPE
PLACE SCORE
EXIT SCORE
DATE
TERM COUNT

ACADEMIC INFORMATION
First Term Enrolled:
Second Term Enrolled:
Term Accepted:
Standing:
Major:
Hours Transferred:
Hours earned at GCSU:
Overall GPA: 2.75 or Higher
Current Status: Continuing
Second Major:

IF EXEMPTED PROGRAM Admissions ASSessment
Circle conv. verbal + math scores and write "EXEMPT"

IF LEGISLATIVE REQS NOT COMPLETED:
write how you intend to satisfy the requirements prior to the start of the cohort (August)

LEGISLATIVE/NON-COURSE REQUIREMENTS
STATUS
Regents Reading
Regents Writing
US History
GA History
US Const
GA Const
Senior Exit Exam

EXEMPT

This is NOT an official transcript

This is NOT an official transcript

This is NOT an official transcript

This is NOT an official transcript

This is NOT an official transcript
COPY OF GC
ADMISSION LETTER
(IF TRANSFER STUDENT)

Attach Copy of Admission Letter

Send an email to admissions@gcsu.edu for an additional copy.
Applicant Questionnaire
UNDERGRADUATE TEACHER EDUCATION COHORT PROGRAM

NAME (Please print)
First: Thunder MI I Last: Bobcat

Please provide thoughtful responses to the series of seven questions and statements below. Your responses will provide a sample of your writing and descriptive information on your background and experiences. Please give yourself ample time to complete this form. Submit it as part of your completed application packet, and bring a copy with you to the interview.

1. Individuals aspire to be teachers for a variety of reasons. What are some of your reasons for wanting to be a teacher?

› Respond thoughtfully to each question.
› Handwritten or typed is your choice.

2. Describe one of your most effective teachers or best experiences in school and explain why he/she or it was so.
# Record of Experience with Young Children

(To be completed as a part of the application process for the Early Childhood Field Based Program. Make additional copies as needed.)

<table>
<thead>
<tr>
<th>Position</th>
<th>Start Date/End Date</th>
<th>No. of Days &amp; Hours Per Week</th>
<th>Responsibilities and Duties</th>
<th>Demographics of Children (age, ethnicity, abilities/disabilities, language, socioeconomic level, etc.)</th>
<th>No. of Children</th>
<th>Volunteer, Paid, or Course Requirement</th>
</tr>
</thead>
</table>

*COMPLETE* Recommended for ECE. EDC hours if you would like.

Include EDC hours if you would like.
EXAMPLE
COMPLETED
ETHICS EXAM
CERTIFICATE

REFER TO
"ETHICS EXAM
GUIDE"
INSTRUCTIONS FOR COMPLETING VERIFICATION OF LAWFUL PRESENCE AFFIDAVIT

In order to obtain a certificate/license from the Georgia Professional Standards Commission (GaPSC), Georgia law requires every applicant to complete an affidavit (sworn written statement) before a Notary Public that establishes that the applicant is lawfully present in the United States of America. This affidavit is a material part of your GaPSC certification/license application and must be completed truthfully. Your application may be denied or your certificate may be revoked by the GaPSC if it is determined that you have made a material misstatement of fact in connection with your application. Please follow the instructions listed below.

You must submit the following with your Pre-Service Application and GCIC Consent Form:

1. Notarized Affidavit (page 3 of this document)
2. A copy of an acceptable ID (see below)

1. Select the ONE option that best describes your status:
   • Option 1 is to be used by all citizens of the United States who are U.S. citizens.
   • Option 2 is to be used by all U.S. citizens or lawful permanent residents (LPR) of the United States.
   • Option 3 is to be used by all alien or non-immigrant (but not a U.S. citizen or LPR) who wish to obtain a certificate/license.

2. Select an acceptable form of identification:
   • Acceptable IDs to verify U.S. citizenship:
     o U.S. Passport
     o U.S. Permanent Residency Card
     o Certificate of Citizenship or Naturalization
     o Driver's License or Photographic ID
     o Government IssuedID card, if valid
   • Acceptable IDs to verify legal alien status (LPR or non-immigrant):
     o Alien’s Alien Registration Card (Green Card)
     o U.S. passport
     o Alien’s Alien Registration Card (Green Card)
     o Driver’s License or Photographic ID (if valid)
     o Government Issued ID card, if valid
   • Acceptable IDs to verify non-U.S. status:
     o Alien’s Alien Registration Card (Green Card)
     o U.S. passport
     o Alien’s Alien Registration Card (Green Card)
     o Driver’s License or Photographic ID (if valid)
     o Government Issued ID card, if valid

3. Print out the affidavit (page 4 of this document).
4. Find a local Notary Public. Check the yellow pages, the Internet, or with a local business such as a bank.
5. Bring your affidavit and the ID you selected (from the list in Step 2) to apply before the Notary Public.
6. Show the Notary Public your ID and state under oath in the presence of the Notary Public that you are who you say you are and that you are in the United States lawfully. Then sign your name.
7. Make certain that the Notary Public signs and dates the affidavit and lists when their notary commission expires.
8. Make a copy of the affidavit and the ID that you presented to the Notary Public for your own records.
9. Submit the following with your Pre-Service Application and GCIC Consent Form:
   • A copy of the signed and notarized affidavit
   • A copy of the ID you presented to the Notary Public.
O.C.G.A. § 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a Georgia Educator Certificate/License, as referenced in O.C.G.A. § 50-36-1, from the Georgia Professional Standards Commission, the undersigned applicant verifies one of the following with respect to application for a public benefit:

1) ✔ I am a United States citizen.
2) ______ I am a legal permanent resident of the United States.
3) ______ I am a qualified alien with an alien immigrant visa or status under the Immigration and Nationality Act or any Homeland Security or other federal or state immigration or detention program.

My alien immigrant status can best be classified as:

The undersigned applicant is at least one and a half years of age or older and has provided at least one secure and verifiable identifying document.

The secure and verifiable identifying document is:

In making the above representation, the undersigned applicant who knowingly and willfully makes a false, fictitious, or fraudulent statement shall be guilty of a violation of O.C.G.A. § 16-10-20, a crime punishable by a fine of not less than $100 nor more than $5,000 and imprisonment in the State Prison for a term of one year or less. Under oath, the undersigned applicant attests that the representation made is true and that if any such statement is false, misleading or deceptive, the undersigned applicant is subject to criminal prosecution.

Executed in ______________________ (city), ______________________ (state).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ______ day of ______, 20____

NOTARY PUBLIC
My Commission Expires:
FOR ANY AND ALL QUESTIONS PERTAINING TO COHORT APPLICATIONS, PLEASE CONTACT

DAVID DINGESS

ACADEMIC ADVISOR FOR PRE-EDUCATION

(478)445-6298  DAVID.DINGESS@GCSU.EDU