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**ACE Teaching Fellows Application Instructions**

University of Notre Dame

Thank you for your interest in applying to *ACE Teaching Fellows.* Please follow the instructions below, which outline the necessary steps to complete the application.

**Step 1: Create an Application**

To begin your application, click here (<https://gradconnect.nd.edu/apply/>). Follow the instructions on this webpage to create your Notre Dame Graduate School application username and password.

After you have logged in, click “Start a New Application.” All ACE application types for this coming year are “Summer 2022.”

**Step 2: Application Type & Term**

Under “Applicant type,” select ‘Degree.’ ACE Teaching Fellows is a full-time, degree-seeking program.

Please select ‘ACE Teaching Fellows – M.Ed.’ The admission term for this cohort is: ‘Summer 2022’.

Since ACE Teaching Fellows is a cohort-based program, you **DO NOT** need to select a faculty advisor.

If you’re applying to any other programs at Notre Dame, please indicate that in the appropriate section.

**Step 3: Personal Information**

Complete the personal information page.

**Step 4: Test Scores**

The Notre Dame Graduate School does **NOT** require GRE scores for admission. However, per the Indiana Dept. of Education, all applicants to ACE Teaching Fellows must provide proof of basic skills for teacher licensure. You have multiple options to meet this requirement, including the ACT, SAT, or Praxis. You can find minimum score requirements [here](https://ace.nd.edu/sites/default/files/2021-08/basic_skills_requirement_2020-2021_1.pdf).

If your ACT, SAT, or Praxis scores do not meet minimum requirements, we ask you to submit GRE scores. Notre Dame’s institution code is **1841**.

**Step 5: Academic History**

For this application, please upload your unofficial transcript in this section. Your official transcripts will be required upon acceptance into ACE Teaching Fellows.

**Step 6: Additional Information**

Complete the “Rank Preference” section for any other programs in which you are applying.

Under “Additional Questions,” when asked if you will be paying your application fee with a waiver click “Yes.” When prompted, enter the code “ACE72.”

**Step 7: Recommendations**

You are required to have four reference letters: 2 from professors, 1 from a peer, and 1 from a residence hall director, campus minister, or service project leader who can attest to your success in living and working in a community atmosphere.

Please **DO NOT** submit more than 5 letters of recommendation.

**Step 8: Downloadable Forms**

Download the ACE Teaching Fellows supplemental form (program upload) by clicking the ‘ACE Teaching Fellows – M.Ed.’ link and complete the downloaded form.

**Step 9: Uploads**

Please upload the following in this section:

* Program Upload (‘ACE Teaching Fellows – M.Ed.’) in the appropriate section
* Resume/CV in the appropriate section
* A photo of yourself in the “Additional Documents” Section
* Proof of Basic Skills (ACT, SAT, and/or Praxis Scores) in the “Additional Documents” Section

Note: If you need to submit more documents, please email them to Michael Comuniello ([mcomunie@nd.edu](mailto:mcomunie@nd.edu)) with the Subject Line: **LAST NAME, FIRST NAME – Additional App. Documents**).

\*\* You **DO NOT** need to submit a Statement of Intent or a Writing Sample.

**Step 10: Signature**

Input your electronic signature.

**Step 11: Review**

Review and confirm you have completed all parts of the application and submit when complete.