Thank you for your interest in applying to the ACE Ambassadors or the ACE Internship program. Please follow the instructions below, which outline the steps for the application:

**Step 1: Create an Application**

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

After you have logged in, click on “Start a New Application.” All ACE application types for this coming year are “2018.”

**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 2018’.

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**

Applicants applying to the ACE Ambassadors or the ACE Internship program **ARE NOT** required to submit a GRE score.

**Step 5: Academic History**

For the sake of the 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 “ACE39.”

**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 Supplement/Program Upload ("ACE Teaching Fellows – M.Ed.") and complete the 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

**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.

**Note: You may submit your portion of the application, even before all Letters of Recommendation have been received. These will be added to your application upon receipt.**