



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 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 “Summer 2021.”

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 2021’.

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.

Note: You may submit your portion of the application, even before all Letters of Recommendation and GRE (or equivalent graduate school qualification exam) score have been received. These will be added to your application automatically upon receipt.

Step 4: Test Scores

The Notre Dame Graduate School has announced the GRE (or equivalent graduate school qualification exam) is **NOT required** 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](#).

If your ACT, SAT, or Praxis scores do not meet minimum requirements, we ask you to submit GRE (or equivalent graduate school qualification exam scores). Notre Dame's institution code is, "**1841**." ACE also accepts the MCAT, LSAT, and GMAT as a valid graduate school qualification exam if basic skills are not met via the SAT, ACT, or Praxis.

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 "ACE43."

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.

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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
- 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) 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.

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