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/](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

ACE ambassador and internship applicants **DO NOT** need to take the GRE. Depending on the Notre Dame Graduate School’s policies for the 2021-22 application cycle, accepted applicants may need to take the test in Spring 2022.

*In lieu of the GRE, applicants **MUST** submit SAT and/or ACT scores.* These scores can be uploaded as a **PDF** under the ‘Uploads’ section of the application (see below). SAT and/or ACT scores should not be officially sent to the University of Notre Dame.

In other words, please leave this section of the application blank.

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.

Step 8: Downloadable Forms

Download the ACE Teaching Fellows Supplement/Program Upload (“ACE Teaching Fellows – M.Ed.”) and complete the form.

*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 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  
- SAT and/or ACT scores in the “Additional Documents” Section

**You DO NOT need to submit a Statement of Intent or a Writing Sample. Additionally, the COVID-19 Statement is optional.**

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

**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 and GRE (or equivalent graduate school qualification exam) score have been received. These will be added to your application automatically upon receipt.*