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 2023."

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 2023'.

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 does **NOT** require GRE scores for admission. However, per the Indiana Dept. of Education, all applicants to ACE Teaching Fellows must submit either ACT, SAT, Praxis Core, or GRE scores as part of their application.

Please note, if you are submitting ACT, SAT, or Praxis exam scores as part of your application, you will upload them to another portion of the application; in other words, you will leave this section blank.

For those choosing to take the GRE, please submit your scores officially through the Education Testing Service (ETS). The University of 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."

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Step 7: 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 8: 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 9: Signature

Input your electronic signature.

Step 10: Review

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

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