



Alliance for Catholic Education Ambassador & Intern 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

- **Note, you MUST complete this step before requesting letters of recommendation.**

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.

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 no longer requires standardized test scores as part of its application requirements. Therefore, ACE Teaching Fellows will be **test-optional**.

If you would like to upload test scores to your application, you may do so here. Otherwise, please leave this section blank.

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 three reference letters: 2 from professors 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 4 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.

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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

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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