Department of Curriculum and Instruction
Application Checklist: Undergraduate Minor/Certificate in Teaching English as a Second Language

Required Documents for application

Currently enrolled at the University of Minnesota

☐ 2.0 GPA is minimum required for admission.
☐ Submit this application to the TESL certificate/minor to declare your intent to enroll in the ESL Minor/TESL Certificate.
☐ The program coordinator for the ESL Minor/TESL Certificate will contact you.

NOT currently enrolled at the University of Minnesota

☐ Official college transcripts
  • Official transcript from all colleges or universities attended (even if no credit was earned)
  • An official transcript is in a sealed envelope and has an official signature or seal, or is on security paper. Transcripts not sent in this way are unacceptable and must be resent.
  • Send to address below directly from institution:
  • University of Minnesota transcripts do not need to be submitted by applicant.
  • Each transcript must have been issued within the last year.

☐ Official high school transcripts (if needed)
  • If you have earned fewer than 26 semester (or 39 quarter) college credits that are transferable to the University of MN, you must arrange to have an official high school transcript submitted directly from institution to [address]
  • If you have not graduated from high school, but have taken the GED, submit your GED test scores.
  • If you attended or graduated from a secondary school in another country, please submit official transcripts and any test results required to enter a university in that country.

International Students Additional Information

☐ TOEFL Score
  • Nonnative speakers of English must attain a score of 79 or better on the Test of English as a Foreign Language (TOEFL) as a prerequisite for the minor/certificate.
  • You may qualify for an exception if you have completed 16 semester or 24 quarter credits within the past 24 months in residence as a full-time student at an accredited institution of higher learning in the United States.
Transfer Credits

Transfer credit is only allowed for LING 3001/5001, with approval from the program director. CI 3611W, CI 3612, and CI 3613 must be taken through the ESL minor program at the University of Minnesota - Twin Cities.