Application Process/ Information

1. Complete Application for Graduate School Admission (front and back pages) (This needs to be completed if participants have not taken ULM courses for the last two years OR if they have graduated and are wanting to return.)
   - Complete and sign application.
   - **On the second page under Graduate Programs be sure and check ETCH eTEACH box.** This is found under the Non-Degree heading.

2. Complete a Request for Official Transcript Form (FOR EACH University, previously attended. Participant should complete Institution name/Street Address and City and State on the form. They should mail each form to the appropriate university requesting their transcripts to be sent to our Graduate Office. The address below is already provided on the form.
   ***NOTE- Please do NOT send the Request for Official Transcript Form back to ULM. Each form(s) needs to be sent to other universities attended. The universities will forward transcript(s) to ULM.

   The University of Louisiana at Monroe
   Graduate School
   700 University Avenue
   Monroe, LA 71209-1160

   **REMEMBER:**
   - Transcript request forms should be forwarded to the appropriate universities.
   - Applications will not be processed without Official Transcripts.

3. Complete Proof of Immunization Compliance Form.
   ***NOTE- Immunization records do NOT have to be provided because all courses are online. Just complete the first and third sections of the first page only. Leave the middle section blank.
   In the 3rd section just check Personal and on the line below marked Reason: Write online courses only. Then sign and date form at the bottom.

4. Complete and sign Advising Flag Removal Form
   - This allows you to register without seeing an advisor.

5. Return completed Admissions Application Packet that should include the following forms: Application for Graduate School Admission, Proof of Immunization Compliance Form, and Advising flag Removal Form along with a $20.00 (check or money order—No Cash) made out to ULM Graduate School. Mail forms and check to:
   The University of Louisiana at Monroe
   CEHD-eTEACH
   Strauss Hall # 216
   500 Bayou Drive
   Monroe, LA 71209

   - Do not send transcripts or Transcript Requests to this address.
   - Faxes will not be accepted.
Forms may be downloaded from the following link:

http://www.ulm.edu/eteach/application_process.html

Questions and concerns should be directed to:

Rhonda Mann, Director of eTEACH

318 342-1250 (phone)

318 342-1248 (fax)