

GUIDE FOR COMPLETING THE KLINGENSTEIN SUMMER INSTITUTE APPLICATION

The direct link to the Teachers College Application: <https://apply.tc.edu/apply/>

- Create an account with your email address, name and date of birth.
- Retrieve the temporary PIN emailed to you and log in.
- Create a password.

Link to the Non-Degree Programs online application:

<http://www.tc.columbia.edu/admissions/admission/instructions/non-degree-programs/>

Start the **2018 NON-DEGREE** application for **2018 Summer Non-Degree**

Enter your **PERSONAL INFORMATION**

In the **PROGRAM INFORMATION** section:

Under: “Area of Interest”, select the following options: (see screenshot below)

- **Applying for which of the following options:**
 - Select: **Cohort/Institute** (NOT Non-Degree)
- **Cohort or Institute you are interested in applying to:**
 - Select: **Klingenstein Summer Institute**

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TEACHERS COLLEGE
COLUMBIA UNIVERSITY

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Program Information For Non-Degree

To find the program/area of interest you are seeking you will find the following options under these headings below:

Cohorts/Institutes:

- Klingenstein Heads of School (Spring only - closed for 2018)
- Klingenstein Summer Institute (Summer only)
- School Law Institute (Summer only)

Non-Degree:

- General areas of interest you can apply for as a non-degree student

Area of Interest:

Applying for which of the following options:
Cohort/Institute

Cohort or Institute you are interested in applying to:
Klingenstein Summer Institute

Only *after* completing this step will you be able to see the sections “Letters of Recommendation”, “Klingenstein Summer Institute,” “Klingenstein Summer Institute Essays,” etc. in the left column.

Under “Previous Application”:

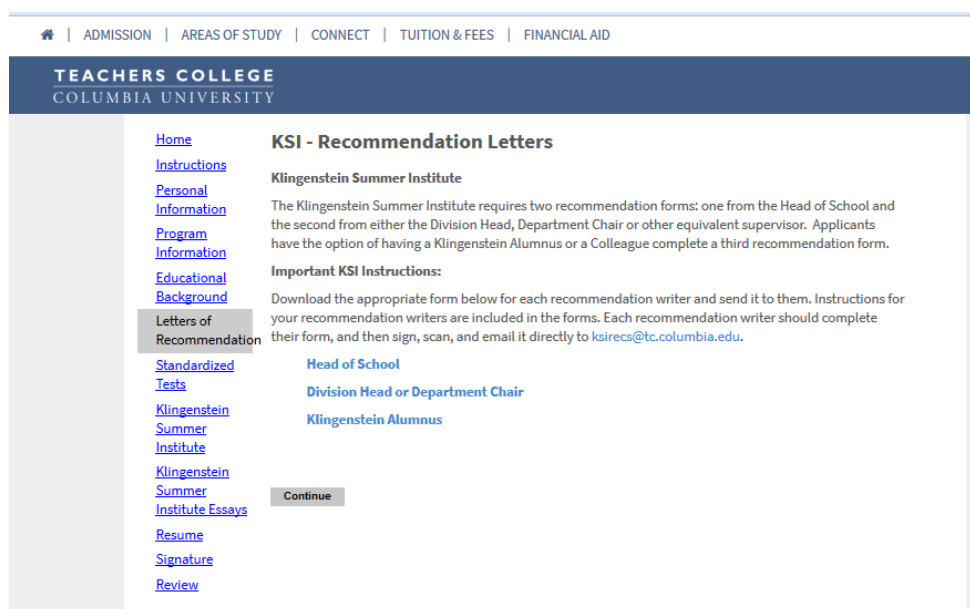
- If you applied previously to any TC program, enter the semester and year and your TC ID number.
- If you enrolled previously, enter the enrollment status and dates of attendance.
- If you are currently enrolled, enter the program and degree.

EDUCATIONAL BACKGROUND: Here you can upload unofficial transcripts. We require ALL undergraduate and graduate transcripts for the Summer Institute, except TC transcripts.

If you received a degree, or are in the process of receiving a degree, from an institution outside the United States or Canada, we require a course-by-course evaluation of these degrees. Teachers College will accept evaluations from the following organizations:

- [World Education Services \(WES\)](#)
- [Educational Credential Evaluators \(ECE\)](#)

LETTERS OF RECOMMENDATION: (Scroll down to the Letters of Recommendation section)



The screenshot shows the Teachers College website navigation menu and the 'KSI - Recommendation Letters' page. The navigation menu includes: Home, Instructions, Personal Information, Program Information, Educational Background, Letters of Recommendation (highlighted), Standardized Tests, Klingenstein Summer Institute, Klingenstein Summer Institute Essays, Resume, Signature, and Review. The main content area is titled 'KSI - Recommendation Letters' and includes the following text: 'Klingenstein Summer Institute', 'The Klingenstein Summer Institute requires two recommendation forms: one from the Head of School and the second from either the Division Head, Department Chair or other equivalent supervisor. Applicants have the option of having a Klingenstein Alumnus or a Colleague complete a third recommendation form.', 'Important KSI Instructions:', 'Download the appropriate form below for each recommendation writer and send it to them. Instructions for your recommendation writers are included in the forms. Each recommendation writer should complete their form, and then sign, scan, and email it directly to ksirecs@tc.columbia.edu.', and a list of recommendation writer roles: 'Head of School', 'Division Head or Department Chair', and 'Klingenstein Alumnus'. A 'Continue' button is visible at the bottom of the page.

The letters of recommendation from your Head and Division Director are required. An additional letter from a colleague or Klingenstein alumnus is optional. **Please download and email the appropriate recommendation form to each evaluator.** The recommender will be able to complete the recommendation electronically, sign, and email it to the email address on the form.

STANDARDIZED TESTS: Applies **ONLY** if you received your baccalaureate (undergraduate) degree from an institution where English is **not the sole official language of instruction.**

KLINGENSTEIN SUMMER INSTITUTE: This section contains additional questions regarding your school, teaching background, etc.

KLINGENSTEIN SUMMER INSTITUTE ESSAYS: You will upload your essays here.

RESUME: Upload your resume here.

SIGNATURE

REVIEW

REGARDING THE APPLICATION FEE:

The Klingenstein Center will **cover the cost of your application fee**. This fee will be waived when you submit your application.

Should you have any questions regarding the Summer Institute program or application, please contact Cindy [Uejo](#) at the Klingenstein Center by email or phone at 212-678-3449.