IMPORTANT NOTE: In order for these pages to stay correctly formatted, please open the
document using Adobe Acrobat on a PC. Using different types of devices (including Apple
products) may change the formatting so much that you will have to revise and resubmit the
Registration Set.

• Read the Global Gateway for Teachers PROGRAM BOOKLET from cover to cover before
you begin! Pay special attention to the section on “Preparation of the Registration Set” for
important details about this important step in the process.

• The Registration Set pages are in “protected” mode. You will not be able make any format
changes using the toolbar commands. Because it is in “protected” mode, the grammar and
spell check functions have been disabled. It is extremely important to **proofread your
responses** before submitting your Registration Set! Otherwise, you will be required to retype
your responses.

• Please limit the information you provide to the space in the text boxes, and keep all
information on the one page of each form (with the exception of the Course Listing page –
see below).

• Move the cursor from field to field by pressing the “tab” key or clicking the mouse.

• Two pages have been provided for your Course Listing, which most students typically need.
Be sure to list only your professional education courses (e.g., methods, educational
psychology, etc.) and content courses (e.g., secondary education content courses, areas of
concentration, license addition courses, etc.).

• **Do not use abbreviations!** Spell out names of states, months, etc. (e.g., Indiana, Illinois,
October, February, etc.).

• **REMEMBER:** Proofread your responses before submitting your Registration Set!

• Refer to the Global Gateway for Teachers PROGRAM BOOKLET for more information on
the application process.

• Questions? Contact Dr. Stachowski and Dr. Stuehling at: stachows@indiana.edu;
astuehli@indiana.edu; 812-856-8507.

November 2020