

## INDIANA UNIVERSITY GLOBAL GATEWAY FOR TEACHERS

### Instructions for the Registration Set

**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](mailto:stachows@indiana.edu); [astuehli@indiana.edu](mailto:astuehli@indiana.edu); 812-856-8507.

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