

# TERRA NOVA

## ENGLISH LANGUAGE CENTER

### APPLICATION INSTRUCTIONS

Read all the instructions carefully before completing the application form. The form must be completed in the English language. Your completed application for admission as well as all supporting documents, including your personal statement and your essay, must be sent by electronic mail directly to Terra Nova at [terranovamd@yahoo.com](mailto:terranovamd@yahoo.com). After all of your application documents have been received and carefully considered by Terra Nova's TOEFL instructor, you will be invited for an English proficiency evaluation test.

**Application Deadline:** **Complete applications must be submitted at least three days before the beginning of classes. Terra Nova highly encourages you to apply as early as possible. An applicant whose complete application is submitted well in advance of our deadlines will be more likely to be admitted. The school reserves the right to close the application process before the deadline if need be.**

#### General Information

**NAME:** Write your full legal name. Do not translate your name into English. Do not abbreviate or use nicknames. For example, Alexandru should be written as such and not translated to Alexander or reduced to Alex. If you are a Moldovan citizen, your name must match the name that appears on your identification card. For example, Ștefan should be written with Ș (S with a diacritical comma). International students should use the names that appear in their foreign passports.

**PREFERRED NAME:** Write the name you would like your TOEFL instructor to call you in class.

**DATE OF BIRTH:** Write your date of birth in MM-DD-YYYY format. For example, 18 November 1988 should be written as 11/18/1988.

**PLACE OF BIRTH:** Write your place of birth as it is stated in your identification card or your foreign passport. If it is not a city but a village or a small town, it must be followed by the name of the administrative unit (district or region) it is located in. For example, if you were born in the village of Criva, the name of the village should be followed by the name of the district (Briceni).

**HOME ADDRESS:** Write your current mailing address. This address does not have to match the address stated in your identification card or foreign passport. Do not translate street names into English. For example, Moscova or Studentilor should be written as such and not translated as Moscow or Students'. Be sure to include your ZIP code (postal code).

**E-MAIL ADDRESS:** Provide your personal e-mail address, usually of your e-mail account on Internet-based e-mail providers such as Yahoo, Gmail, Hotmail, etc. It is advised that you provide a correct and valid e-mail address that you use regularly.

## **Placement**

Select the academic year and the semester when you would like to enroll and choose the section (group) you would like to study in. Select all the possible time intervals when you are able to attend the TOEFL Preparation course if accepted. This will give us more flexibility in your placement. You may indicate the preferred section(s), if any.

## **Education**

List your secondary (gymnasium or lyceum) and tertiary (college or university) educational institution(s) attended along with dates of attendance (month, year), your current grade level and a brief school profile (for a secondary educational institution), your major and academic degree earned (for a tertiary educational institution), and your GPAs (average grades). If you hold several academic degrees, provide the highest degree earned. For example, if you hold a bachelor's degree from the State University of Moldova and a master's degree from the Academy of Economic Studies, provide details of your education at the Academy of Economic Studies only. Round your GPA (average grade) to the first decimal place. For example, if your average grade is 9.37, round it up to 9.4.

## **Extracurricular Activities**

List your hobbies as well as all volunteer and leadership positions that you have held within the past five years.

## **Employment**

Provide the name of the company (organization) you are currently working for and the field of activity your company is engaged in. Indicate your current job title and briefly list your duties and responsibilities. If you work at two or more places or hold two or more positions, choose only one company and one position. You may leave the employment fields blank if you are unemployed or wish not to report your employment situation.

## **Languages**

State your native language (the language you use at home) and any other languages that you know. For each language that is not your mother tongue, indicate the level of competence (poor, fair, good, or excellent). List the schools (specialized institutions) where you studied English. For each institution, provide the duration of the course and the level achieved. For example, if you studied English at ILTC, write ILTC (3.5 months, level 12), and if you took classes at the American Language Center (American Councils), write ALC (3.5 months, upper-intermediate). If you have already taken the TOEFL, write the date of the test in MM-DD-YYYY format. If you took the TOEFL PBT, provide your score for the Structure and Written Expression section in the Speaking section field.

## **Travel Experience**

If you have been to the United States, please state the date(s) and purpose(s) of your visit(s) and the places (towns, cities, and states) visited. Participants in the United States' Summer Work and Travel program or in any other exchange program must clearly state the name of the program as the purpose of their visiting the U.S.

## **Signature**

You shall sign your application form upon passing the English proficiency evaluation test.