

Chicago Center

Application Check List

In order to have a complete application, the following items must be completed and returned to Chicago Center. All forms are available at www.chicagocenter.org/application_process.

1. **Application Cover Sheet**

2. **Application for the term you are applying to:**

Academic Semester, Student Teaching TeachChicago! Semester, BSW Practicum Semester, May Post Term, Summer Session, January Term

3. **Personal Recommendation Form**

4. **Faculty Recommendation Form**

5. **One to two page (double-spaced) essay** "What are your personal and academic reasons for attending a term at the Chicago Center?"

6. **Resume** (to be used for your Internship interview or Placement process)

7. **Language Proficiency Form** (only if you want to use a language other than English at your Internship or Placement)

8. **Transcript** (for those applying for student teaching)

9. **Chicago Public Schools (CPS)** [background and health forms packet](#) (for those applying for student teaching) – return to Chicago Center

10. **\$30 Application Fee** (check or money order with your name on it)

- Use a paper clip only to attach forms.
- Keep a copy of the entire application for your records.
- All forms requiring signature(s) may be sent by mail or fax. All other forms may be sent by email, fax or mail.
- Applications are accepted on a first-come, first served basis. It's best to get your applications in at least 3 months for the term you are applying for. EXCEPTIONS: TeachChicago Student Teaching and BSW Practicum applications need to arrive, complete, by Jan. 20 for the following Fall Semester and Sept. 20 for the following Spring Semester.
- Allow 2 weeks for processing of your completed application once it has been received.
- Feel free to contact Valerie Wallace, Administrative Director about your application status or questions filling out the application, at valeriew@chicagocenter.org or 1.800.747.6059.

Return all forms to:

Valerie Wallace, Administrative Director, Chicago Center for Urban Life & Culture
Mail: 1515 East 52nd Place, 2nd Floor, Chicago, IL 60615
Fax 773.363.1150 Email: valeriew@chicagocenter.org