



Academic Year 2016-17

Greetings from the International Teachers College at Universitas Pelita Harapan in Jakarta, Indonesia.

Now in its 23rd year, and with nearly 15,000 students, Universitas Pelita Harapan (UPH) is one of the leading private Christian universities in Indonesia. The International Teachers College (ITC) is the English-language teacher-training program within the larger university. Our students come from over 15 different countries, and are exposed to different cultures and educational systems, while studying in English, and living in a safe and comfortable environment.

The ITC's unique educational partnership with Corban University in Salem, Oregon (USA) allows our students to receive not only a bachelor of education (B.Ed.) from Universitas Pelita Harapan, but also an accredited B.Ed from Corban University. Students have the opportunity to choose between programs in primary education or secondary English education.

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\_\_\_\_\_ has applied for admission to the ITC. As part of the application process we require that students submit official English transcripts of all high school and university coursework. Transcripts should include courses, grades, credit hours, and course duration. Any documentation regarding grading scales and assessments is also appreciated.

Please accept this letter as our formal request for this documentation. The documents may initially be submitted electronically to [ITCAdmissions@uph.edu](mailto:ITCAdmissions@uph.edu) as scanned email attachments, but to complete the process either the school or the student will also need to submit an official hard copy of the records.

Please feel free to contact me if you have any questions, and thank you in advance for your kind assistance.

With warmest regards,

Dr. Curtis J. Taylor  
Director of Admissions  
International Teachers College at Universitas Pelita Harapan