

**Attire: Appropriate attire is business casual.**

**What to bring: You must bring the following items with you to the inlingua New Instructor Screening and Orientation. We will be keeping these items and will not return them to you, so please do not bring original diplomas or certificates that you wish to have returned (bring clear copies instead).**

**Note: All documents must be **SINGLE-SIDED** only and unstapled.**

**Note: Copies of official documents not issued in English are accepted without translations**

- 1. A hard copy of your resume (two-page limit).**
- 2. Official transcripts of all educational qualifications that appear on your resume.** As long as the transcript was official at the time it was given to you, we can accept it. We cannot accept unofficial or advising transcripts.
- 3. Copies of diplomas or certificates (such as a TEFL/TESL certificate or a CELTA) for which there is no transcript.**
- 4. A pen with blue or black ink with which you will complete your inlingua application. Please do not bring a pen with any other color ink.**

**Please do not provide us with any of the following (we do not need and will not accept them):**

- 1. Letters of reference or recommendation**
- 2. State teaching licenses or certifications**
- 3. Copies of passports, driver's licenses or identification cards**
- 4. Evidence of awards or prizes**
- 5. Certificates of completion for professional development workshops or continuing education activities**
- 6. Any other item that was not specifically requested above**