Instructions for submitting your Trinity CertTESOL Application

Please submit your application documents within 14 days of purchasing your course.

Failure to do so will result in your course fees been non-refundable even if you are not accepted on to the course.

1 When you log into your account you need to select your course using the two arrows at the top of the screen, or the red 'Continue Studying' button.

2 You'll then come to the units of your course (you only have access to Units 1 to 3 before the course starts.

Click on the arrow under Unit 1 – Application, it will say "Go to my Course" when you hover over it:
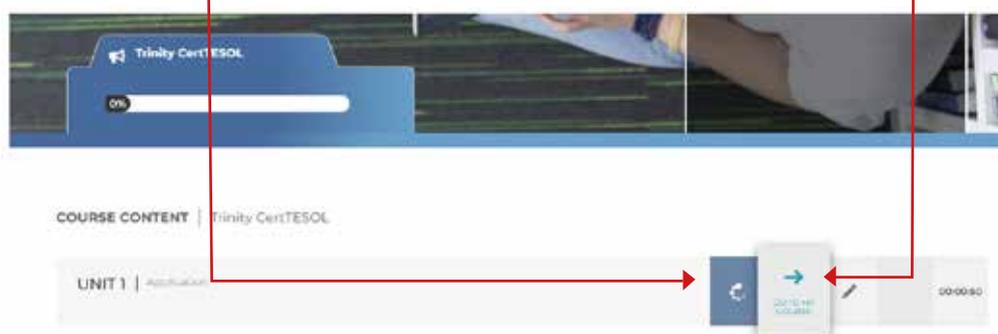
3 You'll then see the screen below. Click on "Your Application" to read the instructions about how to complete your application details.

4 It should look like this:
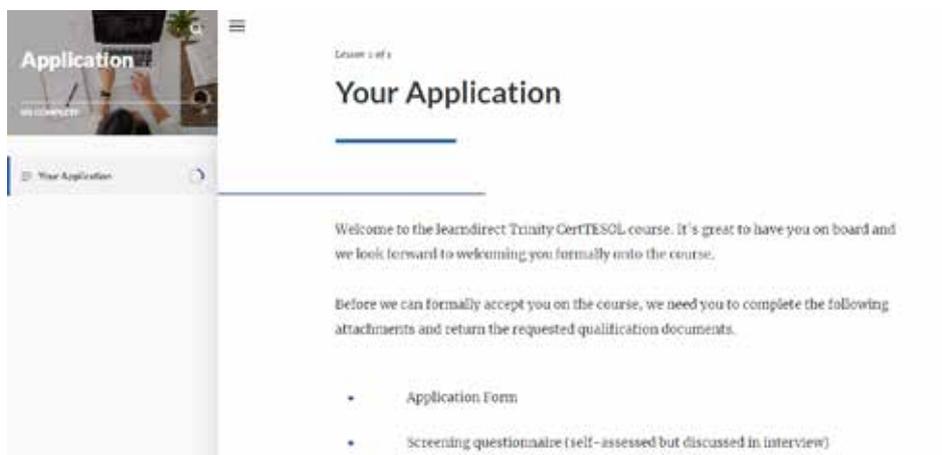
5 At the bottom there are forms to download and complete:
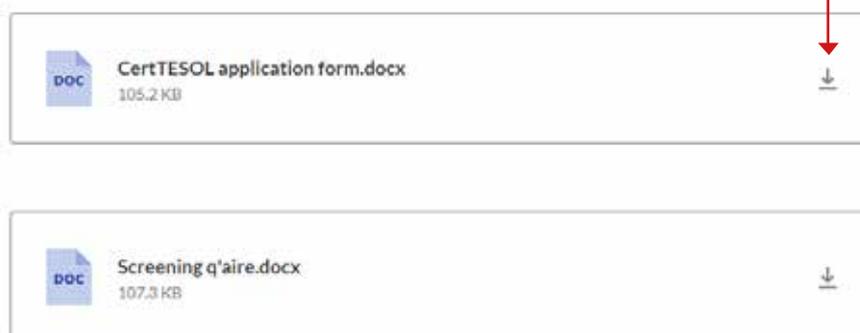
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6   When you have read all the instructions, go back to the top of the screen and click the yellow "Back to Course" button. → `< Back to Course`

7   You then need to click on the pencil icon to submit your application. When you hover over it you will see "Got to my Assignment"

8   You will then see the screen below where you can upload your documents. You'll need to put some text in the blank box, upload your files and click the green SAVE button.

Then sign the learner declaration to complete the submission. When the application has been submitted you will see it shows "Awaiting Moderation" in the menu on Unit 1.