



# FORT HAYS STATE UNIVERSITY

*Forward thinking. World ready.*

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OFFICE OF STRATEGIC PARTNERSHIPS

Dear TEFL International Student:

Congratulations on your first step toward a career in Teaching English as a Foreign Language. Fort Hays State University (FHSU), located in Hays, Kansas, is pleased to be partnering with TEFL International to offer you the opportunity to gain three Fort Hays State University (FHSU) undergraduate credits that will be placed on a FHSU transcript.

If you are interested in earning these three credits, here are the steps you need to take:

- (1) Contact your TEFL Center Director to express interest in this opportunity.
- (2) Successfully pass the TEFL International course and the related comprehensive course exam. The TEFL International Director will pass along your score results to FHSU.
- (3) After fulfilling the course requirements for TEFL International, complete the very simple FHSU online application for this workshop credit as a non-degree seeking student. Here is the link <https://www.fhsu.edu/kcie/TEFL-International>
- (4) The application fee and credit by exam fee for FHSU's three credits are \$100 US total. The fee must be paid with a credit card. Passing your comprehensive exam with TEFL International is the same as passing the FHSU Credit by Exam.
- (5) After payment has been received, FHSU will send a Certificate of Completion from the Kansas Center for Innovative Education (KCIE), an outreach center in FHSU's College of Education and Technology.
- (6) You may request a copy of your FHSU transcript at any time. The first three transcripts are free; the subsequent charge is \$5.00. Your three credits may transfer to other accredited universities, yet this depends on the program of study and that university's policies.

FHSU invites you to consider becoming a degree-seeking student either as an undergraduate or graduate student. We hope this non-degree course experience encourages you to consider one of FHSU's many program offerings, including Teacher Education (bachelor's) and Advanced Education Programs (master's) within the College of Education and Technology. These programs are available online and on campus. FHSU's College of Education and Technology is fully accredited by Council for the Accreditation of Educator Preparation (CAEP) and the Kansas State Department of Education (KSDE).

If you have any questions, please contact Dr. Lorie Cook-Benjamin, Director of KCIE, at [lcookbenjamin@fhsu.edu](mailto:lcookbenjamin@fhsu.edu). Again, congratulations on receiving a certificate from a fully accredited university as part of your TEFL International training.

Very truly yours,

Cindy Elliott  
Assistant Provost for Strategic Partnerships  
and Dean of Distance Learning