How to Apply

Consortium for Overseas Student Teaching
COST

Updated May 2022

US COST Coordinator

- You probably found out about the COST program through your university's study abroad office, your teacher education professors, or someone in the college/department of education at your college/university.

- Your **first step** is to meet or speak with the appropriate person, the COST Coordinator, at your home institution to find out more about the program and to begin the application process.

- You may also find it helpful to go through the **Important Questions** found on the Application Process page of this website.

US Coordinator

- If at any time you have a question as you are completing your COST application, contact your COST Coordinator.

- Your COST Coordinator will be the individual responsible for reviewing and approving your COST application.

Online Application

- Once you have determined with your institution's COST Coordinator that COST is the appropriate program for you, you will be given a link to the online application.

- Create your profile and start a new application.

- You can save and continue working on your application each time you log into the system.

Essays

- As part of your application, COST requires two written essays.

- Do NOT include a preference for a particular location in your essay as COST may need to send it to more than one site. This essay will be shared with prospective hosts and host families who are interested in the type of cross-cultural and teaching experiences you have had.

- You can find essay prompts on the website and within the application.

- Upload your essays into your application where indicated (PDF format is preferred).

Letters of Recommendation

- COST requires three (3) letters of recommendation, one of each of the following:
  - A classroom teacher with whom you have completed a field/clinical
  - A university faculty member (preferably education)
  - A personal reference, such as clergy or former employer.

Letters Continued

- Recommendation Letters must include the following:
  - Length of time the reference has known the applicant
  - In what capacity they know the applicant
  - The applicant's strengths, weaknesses, intellectual ability, achievement, motivation, ability to work with others and relevant accomplishments

- Upload your Letters of Recommendation into your application (PDF format is preferred).

Emergency Contact

- Please provide COST with your **primary** emergency contact.

- You will be given the opportunity to provide us with additional emergency contact information after your placement has been made.

Program Location

- One of the things that makes COST a unique international program is its close relationships with a variety of schools in locations all over the world.

- Due to the nature of our collaboration, there are many variables we must work with when securing a placement location for you. Because we cannot guarantee that a teaching placement will be available in a specific location at a specific time for a specific area of expertise, we require each applicant to select four (4) countries where they are willing to accept placement.

- Order of preference is not a consideration in the placement process.

Location Continued

- COST urges applicants to research **all four** chosen locations prior to submitting an application.

- Research certification areas and dates available as well as cost of living and educational culture.
  - This information can be found on the COST website
  - Your COST Coordinator may have additional information about a placement site as well.

Housing

- Participants typically live with host families but may also be housed in local apartments, bed and breakfast accommodations or university housing.

- There is a space for you to share any information you deem necessary or appropriate to help our Overseas Coordinators in securing your housing. This may be information related to diet restrictions, medical conditions, or daily habits/ routines, etc.

Insurance

- In order to participate in COST, you must be covered by professional liability insurance. Generally, this is provided or also required through your home institution prior to going out into the field.

- COST also requires that all participants hold medical insurance that covers them outside of the United States. For more information on securing the appropriate health/medical insurance, see the COST website Health & Safety section.

Photo

- Part of the COST application requires you to submit a photo of yourself. This photo is used by our Overseas Coordinators to be able to identify you at airport pick up and may also be shared with future school personnel and host families.

- Please choose a photo you would be comfortable sharing with your future students.

- Photo format requirements: must be up-to-date, must not include any other individual, **cannot be a passport photo.**

Signed Forms

- You will be required to print, sign and turn in the following four (5) forms to your US COST Coordinator:
  - Withdrawal Policy (must be notarized)
  - Waiver of Responsibility (must be notarized)
  - COST Code of Conduct
  - Statement of Responsibility
  - COVID-era Addendum & Vaccination Policy

- You will also be required to provide proof of a background check.

- In the application, you will be able to indicate that you have completed these forms. The final item on the application form is for you to read and agree to the authentication of your application.

Application Fee

- COST charges a $200 application fee

- This fee is non-refundable unless COST is unable to secure a placement for you 60 days prior to your expected departure and you decide to withdraw at that time.

- Before you submit your application for approval you will be directed to pay the application fee online by credit/debit card. Please note, this transaction will appear in your statement as coming from **GVSU** (COST's host institution).

After Submission

- Your application will automatically be forwarded to your US COST Coordinator upon submission of your $200 application fee.

- Your COST Coordinator will review your application and contact you if it requires any edits or changes.

- You will be able to check the status of your application and make edits up until it has been approved.

- Please direct any questions or concerns to your institution's COST Coordinator.