



## FALL 2021 Pre-Screening Application **DEADLINE: MAY 31, 2021**

***\*Fall 2021 applications will open in March 2021\****

1. Full name: \_\_\_\_\_  
(Last) (First) (Middle)

2. Phone number: (\_\_\_\_) \_\_\_\_\_ 3. Email address: \_\_\_\_\_

4. Permanent Address: \_\_\_\_\_  
(Street and apt #)  
\_\_\_\_\_  
(City) (State) (Zip Code)

5. Spoken or signed languages in which you are fluent (aside from ASL and English):  
\_\_\_\_\_

6. Highest level of Education:  HS Diploma  AA/AAS  BA/BS  MA/MS  Other \_\_\_\_\_

7. Have you applied to the LaGuardia AEIP in the past, if so what year?  No  Yes \_\_\_\_\_

8. Letters of Recommendation (See below for submission details):

**Recommender #1:**

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Deaf community member  Academic or Professional

**Recommender #2:**

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Deaf community member  Academic or Professional

9. \$50 Application fee paid via this [link](#).

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

How did you hear about this program? Please check all that apply.

Open House Event  Recruitment Event  Program Website  Facebook  E-mail Announcement  
 Current Student/Alumni  Other: \_\_\_\_\_



## APPLICATION PROCESS

1. Submit a completed Pre-Screening application package to LaGuardia AEIP  
**DEADLINE: MAY 2021**
  - Submit via [AEIP Dropbox](#)
  - \$50 application fee paid [here](#).
2. Upon receiving a completed Pre-Screening application package:
  - **A pre-screening video interview** will be scheduled by the AEIP to assess ASL fluency
  - Successful completion of both the application package and the ASL pre-screening video interview will lead to the AEIP scheduling an in-person live panel interview with the applicant
3. Selected applicants will advance to the Admission Screening:
  - An on-site reading and writing response task and an in-person live panel interview will be scheduled by the AEIP
  - \$35 screening Fee paid via this [link](#).

**\*Pre-screening application package must be submitted via the secure [AEIP Dropbox](#)\***  
**See the file naming convention below:**

- **Application:** 2021\_Lastname.Firstname-Application
- **Resume:** 2021\_Lastname.Firstname-Resume
- **Letters of Recommendation:** 2021\_Lastname.Firstname-Recommendation-video/letter (use the name of applicant and indicate if it is a video or letter)
- **Application Essay:** 2021\_Lastname.Firstname-Essay
- **Application Video:** 2021\_Lastname.Firstname-Video



## ADDITIONAL REQUIRED MATERIALS

1. **Official College Transcript** from the highest degree attained
2. **Updated Resume** (See resume requirements below)
3. **Two Letters/Videos of Recommendation** sent from recommender to [AEIP Dropbox](#)
4. **Application Essay** 1-2 pages typed
5. **Application Video** Hearing applicant in spoken English (without sign), Deaf applicant in ASL
6. **\$50 application fee:** [payment link](#).

1. **Official College Transcript** from the highest degree attained

E-Mail to:

[AEIP@LAGCC.CUNY.EDU](mailto:AEIP@LAGCC.CUNY.EDU)

or submit to the [AEIP Dropbox](#)

2. **Submit an updated Resume including the following:**

- **List all postsecondary schools attended:**
  - Colleges
  - Dates attended
  - Major/Minor
  - Anticipated Date of completion/Degree Awarded
  - Total number of Credits earned
- **Deaf Studies, ASL, and/or Interpreter Education**
  - Academic Program, individual courses, and/or workshops attended
  - Dates attended
  - Anticipated Date of completion/Degree Awarded
  - Total number of Credits earned
- **Extra-curricular Activities in the Deaf Community (Last 5 years)**
  - Extra-curricular activities, volunteer experience, and/or general involvement
  - Activity/Duty
  - Venue
  - Location (City, State)
  - Dates involved
  - Supervisor (if applicable)
- **Employment History (Last 5 years)**
  - List work experience **and** work related to the Deaf community.
  - Full time-and part-time work
  - Position
  - Place of employment
  - Dates
  - Supervisor
  - Job details

[AEIP Dropbox](#) Resume: 2021\_Lastname.Firstname-Resume



**LIC**<sup>2</sup>

The Learning & Innovation Center  
in Long Island City

# ASL-English Interpretation Program

City University of New York - LaGuardia Community College

Pre-Screening Application

### 3. **Two (2) Letters/Videos of Recommendation:** *(written English or videotaped ASL).*

- **LETTERS MUST COME DIRECTLY FROM RECOMMENDERS VIA [AEIP DROPBOX](#).**

Letters submitted by the applicant **will not** be accepted.

- One recommendation must be from a **Deaf** member of the Deaf Community.
- One recommendation must be an Academic or Professional reference.

**Send the following message with the AEIP Dropbox link to your recommenders:**

*“Thank you for your willingness to serve as an official recommendation for my application to the LaGuardia Community College ASL-English Interpretation Program (AEIP). Your comments and observations are an essential part to the admission decision. Please provide honest and direct feedback regarding specific behaviors you have observed regarding my qualifications for the AEIP.*

*In your letter possible topics to express are:*

1. *How long you have known me and in what capacity.*
2. *Describe my level of ASL and/or English fluency.*
3. *My involvement in Deaf Communities.*
4. *My academic and professional qualities.*
5. *Witness to my ability to be in bicultural or multicultural interactions.*
6. *How I demonstrate interpersonal and communication skills, self-reflection abilities, and level of maturity.*
7. *How I demonstrate professional and ethical behavior.*
8. *Any additional comments regarding my ability and potential to become an effective K-12 Educational Sign Language Interpreter.*

***In your letter/video indicate one of the following regarding confidentiality:***

*“I request that this recommendation remain confidential and not made available to the applicant.”*

**OR**

*“I give permission for this recommendation to be made available to the applicant.”*

*After completing your letter or ASL video recommendation please submit it to the Admissions Board via a secured Dropbox with the file titled as 2021\_Lastname.Firstname-Recommendation (use the name of applicant)”*

See “Options for video format submission” below\*

**[AEIP Dropbox](#) Letters of Recommendation:** 2021\_Lastname.Firstname-Recommendation-video/letter (use the name of applicant and indicate if it is a video or letter)



4. **Application Essay:** Please prepare and submit a 1 - 2 page typed essay answering the following questions:

- **What is your vision of an ideal ASL-English interpreter?**
- **What is the role of an ASL-English interpreter in a K-12 educational setting?**
- **What kind of qualities (linguistic, interpersonal, political awareness, etc.) do you feel are important and why? Support your thinking.**

[AEIP Dropbox](#) Application Essay: 2021\_Lastname.Firstname-Essay

5. **Application Video:** Please prepare and submit a 5-8 minute video; **Hearing applicants:** in spoken English only (*without sign*), **Deaf applicants:** in ASL.

In your video describing the following:

- **Your reasons for wanting to become a professional K-12 Educational interpreter.**
- **What your professional goals may be following completion of the Program.**
- **Your involvement in the Deaf Community.**
- **Your understanding of a current issue or trend in the Deaf Community.**

\*Options for video format submission:

- In a word document provide a **video sharing website link** (i.e. YouTube, Vimeo): *In terms of privacy settings, the [pda.aeip@gmail.com](mailto:pda.aeip@gmail.com) email address should be given full viewing rights to all videos to ensure access.*

OR

- Acceptable formats for the submission include: .mov for QuickTime, .wmv for Windows Media Player, or MPEG-4.

[AEIP Dropbox](#) Application Video: 2021\_Lastname.Firstname-Video

6. **\$50 application fee:** payment [link](#).

Follow prompts to process payment.



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**....FINAL CHECKLIST....**

- Completed Pre-Screening Application**
- Official college transcript** from the highest degree attained
- Updated Resume**
- Two Letters/Videos of Recommendation** sent from recommender to [AEIP Dropbox](#)
- Application Essay** 1-2 pages typed
- Application Video** Hearing applicant in spoken English (without sign), Deaf applicant in ASL
- \$50 application fee:** Pay [here](#).

**\*Pre-screening application materials must be submitted via the secure [AEIP Dropbox](#)\***

Official College Transcripts must be emailed to:

**ASL-English Interpretation Program**

**LaGuardia Community College**

**[AEIP@LAGCC.CUNY.EDU](mailto:AEIP@LAGCC.CUNY.EDU)**

**or submit to the [AEIP Dropbox](#)**

ASL-English Interpretation Program Contact information:

Phone: (718) 289-4185 Email: [aeip@lagcc.cuny.edu](mailto:aeip@lagcc.cuny.edu)

<http://www.laguardia.edu/aeip/>