



IOTEFL

Application Guide

Step-by-step preparation and submission instructions

IOTEFL-DOC-003

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Official controlled document. The current published online version takes precedence over downloaded copies.

Before you begin

- Select the correct application route.
- Use an official email address that you monitor.
- Prepare documents in PDF, DOC or DOCX format, maximum 10 MB each.
- Use clear file names, for example: Legal-Registration.pdf or Ana-Petrovic-CV.pdf.

Institution applications

- Legal Registration.
- Course Information.
- Teaching Staff List.
- Student Terms & Conditions or Refund Policy.

Educator applications

- Passport / National ID.
- CV / Resume.
- Teaching Qualification.

Completing the form

Complete every required field, review spelling and contact details, then check the summary before submitting. The authorised signatory must confirm that the information is accurate and that IOTEFL may verify supporting evidence.

After submission

- The application receives an acknowledgement or submission confirmation.
- IOTEFL may request clarification or additional evidence.
- A complete application proceeds to assessment.
- The applicant is informed of the outcome and any conditions.

Common causes of delay

- Missing or unreadable documents.
- Inconsistent legal or professional names.
- Expired qualifications or identification.
- Unclear course hours, learning outcomes or assessment arrangements.
- Failure to respond to clarification requests.