FULBRIGHT FLTA PROGRAM

Instructions for Completing the Fulbright FLTA Program Application

Print all instructions before completing the application

Please carefully read all of the following information before beginning your application. You should have a copy of the Instructions on hand when you begin to complete your application online.

Important: Getting Started

STEP 1: Learn requirements for submitting an application

Before you begin this application, you must contact the Fulbright Program Office or U.S. Embassy in your country of citizenship. Deadline dates and requirements for applying for a Fulbright FLTA post will vary from country to country; therefore, you must make sure that you are eligible to apply. Only applicants nominated by an Embassy or Fulbright Program Office will be considered for the program. To link to a listing of Fulbright Program Offices or U.S. Embassies in your country of citizenship, click on the link located on the home page of this application.

STEP 2: Record user ID and password in a safe place

Your e-mail address is your user ID. When you created an account for this on-line application, you created a password. An e-mail was sent to you indicating your user ID and password. While you cannot change your user ID, if necessary, you can change your password by clicking on "Update My Account" at the top of the Home page of this application.

STEP 3: Complete the application

You do not need to complete this application in one sitting. You can re-enter at anytime and edit your application. But remember that once you submit your application, you can NO longer make any changes to it.

The following section of the *Instructions* provides guidance on how to manage online application functions to successfully complete application fields.

General Information

All forms in this application are to be completed in English. Items must be answered completely and carefully. Some helpful "tips":

- Avoid using all capital letters when answering items, e.g. name, address, etc. It is better to use upper and lower case, e.g. Ron Smith.
- You can copy and paste all information into text boxes.
- In the text boxes, you must limit your responses to the space provided. **Information that exceeds the space provided will not display or print.** If what you have typed or copied exceeds the space of the box, you must shorten it.
- You can review each page of the application in its PDF format by clicking on the **Preview** button on the upper right-hand corner. Be sure to review so you can make sure all of your text is viewable.

- Closing out of the PDF view will bring you back to your application.

- You will create two long essays. On the essay pages, text entered that exceeds the space provided will display and print. However, it is recommended that you try to keep your essays to one and a half pages when possible.

- You have several ways you can create your essays.

    a. You can compose your essay on-line. Please note there is a 40-minute 'time out' function. In other words, you will need to either complete your essay in 40 minutes or periodically save your essay. You will not be able to customize the formatting of your essay.

    b. You can copy and paste text from another document and edit online. Again, you will have a 40-minute 'time-out' function. You will not be able to customize the formatting.

    c. You can upload text from another document. This is the only option where you will be able to have special formatting, e.g. bold, underline, headers, double spacing, etc. While you cannot edit an uploaded document on-line, you can delete your upload, make your corrections in your document off-line, and upload again.

        - You can view each of your essays in their HTML format by clicking on the Preview button. **You must use the "Back" browser button to return to your essay.** Closing out of the HTML view will exit you from your application.

        - Some questions are "required". In other words, you will not be able to complete and submit your application until all required items are completed. When you click on the Application Inspector button on the Home page, your application will be checked for completeness. You will be prompted to enter any missing information on required questions.

Often specific instructions for completing a question or item will be provided in the application. Please read all instructions carefully. In addition, please review the following important information.

The following section of the *Instructions* provides guidance on how to answer important and, sometimes, misunderstood fields of the application.

<u>Specific Application Information</u>

Item 1 – Name: ***It is very important that you list your name exactly as it appears (or will appear) on your passport.*** Please use upper and lower case when entering your name, e.g. Ron Smith. Avoid using all capital letters or using all lower case. Also, do not use diacritical markings (accent marks) as this can sometimes create computer-related problems.

Item 4 – Date of Birth: Please list the <u>month of your birth first</u> and then the day.

Item 12 – If you respond "Yes" to this item, the expectation is that you will be adaptable to all regions of the U.S.

Item 13 – If you respond "Yes" to Item 12, please do not answer Item 13. You should move on to Item 14. If you respond "No" to Item 12, please select the region that would NOT be acceptable. Please note, one of the characteristics important to being a successful FLTA is

flexibility and adaptability. Applicants that are inflexible or have trouble adapting to new/different environments are not successful in the program. Item 13 gives you the opportunity to consider whether you are truly compatible with the program's design.

Item 14 – Notes above on Item 13 regarding successful FLTAs are applicable to this field.

Item 15 – **Objectives:** ***Item 15 is one of two long essays you must complete for your application.***

Completing the *Objectives* essay provides the readers (your home country contact, FLTA Program staff and your future supervisor and other university/college officials) with a picture of you and your career interests. This essay will allow you to:

- Emphasize key qualifications, areas of expertise, skills and/or goals
  Tip: Reflect on your overall qualifications and career goals: In what ways do they fit with the FLTA Program?

- Help the readers find out about your character/personality
  Tip: Think about making a good first impression

- Appeal to college/university supervisor expectations
  Tip: Consider: What qualifications are most desired by college and university professors in a language teacher/assistant? What other personal qualities do you possess that would make you attractive to them? Think about what role--or roles— you expect to have on campus?

A good essay for this task will answer these questions:

1. Why are you applying for the FLTA Program?
2. What are your main qualifications?
3. What are your career goals?

How do you get started?
Research the Fulbright FLTA Program by visiting www.flta.fulbrightonline.org and communicating with your home country contact. From your research you should know the program's purpose and the goals of the program that interest you.

A proper essay will include:

- An introductory paragraph
- At least three (3) body paragraphs
- A concluding paragraph

A proper paragraph will include:

- An introductory statement
- Supporting evidence of the introductory statement

Note: Don't write that you would make an excellent FLTA unless you can support your statement with specific reasons. Your desire to become an FLTA should be logical, the result of specific previous experience.

Remember: You will likely need to write *more than one* draft. Use proper grammar and punctuation. Be meticulous. Type and proofread your essay very carefully. You may want another person to read your essay and check it for errors. You should take great care to write a clear and detailed description

Item 19 – Institutions Attended: Please list all post-secondary institutions attended in reverse order (putting the most recently attended first). List all post-secondary institutions attended even those from which you did not obtain a degree.

Items 29, 30, 31 – **Course Interest, Teaching Language of Nomination** and **Sharing Your Culture**: Although these are shorter essays, you should take great care with your responses. These short essays provide another opportunity for you to communicate your understanding of the program's goals and why you would be an appropriate candidate, as well as showcase your ability to meet the language teaching assistant needs of U.S. host institutions.

Item 32 – Personal Statement: You should not copy your *Objectives* statement to this section. You should create a new essay. You may include your curriculum vitae or resume. This essay will allow you to:

- Tell a story
  Tip: Consider: What's special, unique, distinctive and impressive about your life story?

- Present your life experience
  Tip: Consider: Why might you be a better and more successful FLTA than others?

- Help your future supervisor get to know you as a person
  Tip: Consider: What personal characteristics do you possess?

A good essay for this task:
Is fresh, lively, and different
Distinguishes you and makes you memorable
Really shows your personality (be yourself)

How do you get started?
Reflect on your life. Talk to friends and family, ask them to tell you what they think is most unique about you and what your strongest personal characteristics are. Do you agree with them?

Questions to ask yourself:
What details of your life (personal or family problems, history, people or events that have shaped you or influenced your goals) might help a person better understand you or set you apart from other FLTA applicants?
Have you had to overcome any unusual hardships or obstacles in your life?
When did you become interested in teaching?

Questions to ask about your supervisor and college/university officials:
What personal characteristics do I possess that would appeal to him/her/them?
What life experience do I have that would convince them of my maturity, integrity and adaptability?
What are the most compelling reasons I can give for my future supervisor to be interested in me?

Note: **Take your time. The way a person devises the essay, determines the length, develops the response is all part of the process. The level of effort sends a message.**

Remember: Do the essay yourself, be careful, edit it and write as many drafts as necessary. Try not to repeat what is elsewhere in the application and refer to the above section in Item 15 *Objectives* on what a proper essay and paragraph will include.

STEP 4: Print Supplemental Forms

It is a good idea to print all supplemental forms prior to submitting your application electronically. However, even after submitting your application you will be able to access these forms. The following forms can be found by clicking on the **Supplemental Forms** button on the Home Page of this application.

a. Letter of Reference/Recommendation: You must have **three** letters of reference (or recommendation) submitted on your behalf. Letters of Reference are extremely important. All letters of reference should be written by teachers under whom you have studied or pursued research or by someone who has supervised you in your work. Letters of reference should not be written by persons related to you either by blood or marriage or by personal friends. At least one academic and one professional or work related letter should be included among the letters. The letters should be written in English if possible. If they are not, an original English translation must be provided.

Your recommenders have two ways in which they can submit their letters:

1. You can print out the Letter of Reference form and forward it to your recommenders who will then complete the forms and mail to the Fulbright FLTA Program contact (Embassy or Fulbright Office) in your home country

2. Your recommenders can complete the forms online and submit electronically. You must click on the Recommendation button on the Home page of this application to register your recommenders.

b. Personal Information Form: You must answer all questions on this form.

c. Medical Form: This form should be completed upon notification from your home country FLTA Program affiliate that you are a final nominee.

Submission of all required documents does not guarantee placement.

STEP 5: Application inspector
Before you can submit your application electronically, your application will be reviewed for completeness. If there is missing data, you will be prompted to correct.

STEP 6: Review and print your application
Review a PDF version of your application and print a copy for your records.

STEP 7: Submit your application
After completing this application and thoroughly reviewing it, you will submit it electronically to the Fulbright Program Office in your country of citizenship. Please note it is very important that you identified your country of citizenship correctly in the preliminary questions. If you entered the wrong country of citizenship when you answered the preliminary questions, you must correct this prior to submitting your application. You can correct your country of citizenship by clicking on the **"update my answers to preliminary questions"** link on the upper right-hand corner of the Home page.
Note carefully, after submitting your application electronically, you will be able to access it in a viewable PDF format as well as be able to access supplemental forms. You will be able to print these documents. However you will not be able to make changes to your application.

STEP 8: Supporting documentation needed to complete your application
Your application is not considered complete until your Fulbright Program Office receives all your supporting documentation. The following must be forwarded to your Fulbright Program Office: three letters of reference/recommendation, official academic transcripts from all post-secondary schools attended, copies of diplomas for all post-secondary schools attended, and original English translations.

a. **Academic transcripts:** Applicants must submit official, complete and certified academic documents covering the entire period of study at universities and other post-secondary institutions. Documents must be accompanied by complete official English translations. These documents must consist of:
    1. One certified official record (transcript) from each university or post secondary

institution attended, even those schools from which you did not receive a degree or diploma. The transcripts should list the subjects you studied and the grades you received during each year of your enrollment. Official transcripts must be submitted directly from the schools in sealed envelopes to your Fulbright Program Office.

2. Certified official evidence of each post-secondary or university degree, diploma or certificate awarded to you should be included as part of the completed application.

b. **Standardized tests:** Check with your Fulbright Program Office to find out which tests are required for completion of this application. For instructions on registration contact the Fulbright Program Office, the Regional Testing Center for your country, or the Educational Testing Service, Princeton, New Jersey 08541, U.S.

IMPORTANT

You MUST indicate that you want your standardized test score reports sent to:
Inst. Of Intl. Educ., New York (IIE)
CODE 2326

You must be sure to indicate this code (2326) on the registration forms and on the answer sheets provided at the time you take the examinations.

OTHER IMPORTANT INFORMATION

Duration of the FLTA Program Grant: The Fulbright FLTA grant is awarded for one academic year usually beginning in August and ending in May. The FLTA Program is a NON-DEGREE program. Candidates are required to arrive on the reporting date indicated when notified of an award and will be required to return to their home country when their FLTA Program is completed. There are NO EXCEPTIONS. Candidates wishing to pursue an advanced degree in the U.S. should NOT apply to the Fulbright FLTA Program or should be aware that they MUST return to their home countries and apply for a new visa category before they can return to the United States. Candidates cannot be accompanied by dependents during their assistantships and must be able to travel to the U.S. without an escort.