

FULBRIGHT FOREIGN LANGUAGE TEACHING ASSISTANT (FLTA) PROGRAM

Instructions for Completing the 2020-2021 Fulbright Foreign Language Teaching Assistant (FLTA) Program Application

Application: <https://apply.iie.org/FLTA2020>

Read all instructions carefully before completing the application.

Applicants may only apply for one award per application cycle.

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General Information

The application is supported by all modern browsers. We highly recommend that you use a current version of [Google Chrome](#), which supports Windows, Mac, and Linux platforms.

Prior to starting an application, please complete the following steps:

Step 1: Learn requirements for submitting an application

Before you begin an application, contact the [Fulbright Program Office](#) in the country from which you are applying. *(not required for Belgium/Luxembourg/Schuman)* Deadline dates and application requirements for a Fulbright grant will vary from country to country. You must make sure you are eligible to apply.

Step 2: Record username and password in a safe place

Your email address is your username. When you create an account for this online application, record your password in a secure place. You can log in and out of the application as frequently as you like using your username and password. If necessary, you can reset your password by clicking the “Forgot Your Password” link on the log-in page.

Step 3: Complete the application

You do not need to complete this application at one time. You can re-enter at any time to edit your application. However, once you SUBMIT your application, you CANNOT make changes to it.

To complete your application correctly, please answer all questions completely and carefully. Review these additional tips:

- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents and save them in PDF format. It is highly recommended that to preserve any formatting and special characters in your documents, you upload them in PDF format.
- Some questions are “required.” They are marked with an asterisk (*). You will not be able to submit your application until all required items are complete.
- Type out any essays in Word, and then copy and paste them into the application once they are ready.

Step 4: Submit the application

Once you have entered all required information, including recommenders, review your application for errors. You can either navigate back through pages by clicking on the menu bar to the left, or you can review the entire application by downloading the PDF on the “Review and Submit” page. If all information is correct, submit your application. Once you submit you CANNOT make changes to your application.

Creating Your Online Account

1. To start, click *Create an account*.
2. Enter your email address, first name, last name, and select your date of birth (Month-Date-Year) from the drop-down menus. **Your name must be entered exactly the way it appears (or will appear) on your passport.**

Register

To register for an account, please enter the information requested below.

Email Address

First Name

Last Name

Birthdate

Note: Use an email address that you will be able to access for at least two years after submitting your application. This is the email address you will use to log in to your application account. We recommend you do NOT use a work email address if you will not have access to it during your grant in the U.S.

3. Click Continue. You will receive an email from apply@ie.org confirming that you have started the application. The email will include a temporary PIN. Follow the instructions in the email to activate your account using the temporary PIN.
4. You will be prompted to enter your pin and then create a password to complete login.

Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email Account

Temporary PIN

Birthdate

Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

New Password (again)

- ✘ At least one letter
- ✘ At least one capital letter
- ✘ At least one number
- ✘ Be at least 12 characters
- ✘ New passwords must match

Set Password

5. Returning users: Click *Log in* and enter your email address and password. If you do not remember your password, click *Forgot your password?* and follow the resulting instructions.

Managing Your Application

EDITING YOUR APPLICATION PRIOR TO SUBMISSION

1. You may log in at any time to review and edit your application form, upload documents, and enter recommender information.
2. Remember to save your application after completing each page by pressing the *Continue* button at the bottom of each page.

Note: The application will automatically log you out after 60 minutes of inactivity, so it is best to save your application frequently.

REVIEWING YOUR APPLICATION AFTER SUBMISSION

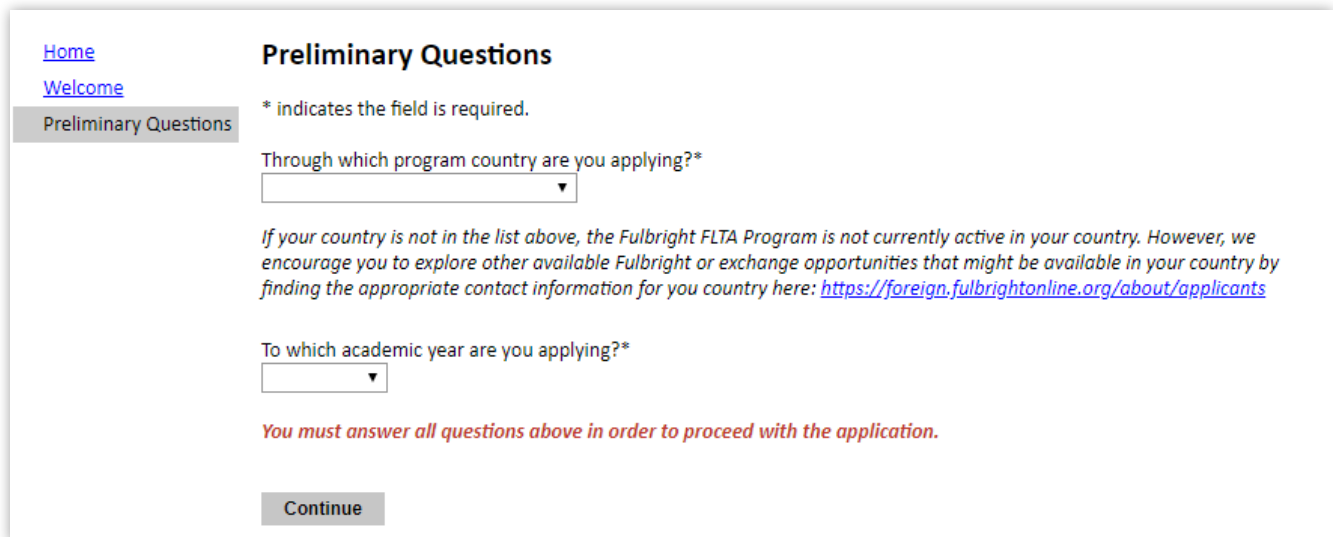
1. After you SUBMIT your application, you CANNOT make any changes.
2. You may continue to log in to your account to view the information you have submitted, save a PDF of your application form, and manage your recommenders.
3. You can manage your recommenders by clicking on the *Recommendations* section of the online application.

LETTERS OF RECOMMENDATION

1. Letters of recommendation will be submitted directly to Fulbright by the recommenders you registered via your application.
2. Letters of recommendation and language evaluations may be submitted before or after you submit the application.
3. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.

Preliminary Questions

These questions address essential program eligibility. All questions are required.



The screenshot shows a web form titled "Preliminary Questions". On the left, there is a navigation menu with links for "Home", "Welcome", and "Preliminary Questions" (which is highlighted). The main content area has the title "Preliminary Questions" and a note: "* indicates the field is required." The first question is "Through which program country are you applying?*" with a dropdown menu. Below this is a paragraph of text: "If your country is not in the list above, the Fulbright FLTA Program is not currently active in your country. However, we encourage you to explore other available Fulbright or exchange opportunities that might be available in your country by finding the appropriate contact information for you country here: <https://foreign.fulbrightonline.org/about/applicants>". The second question is "To which academic year are you applying?*" with another dropdown menu. Below the questions is a red instruction: "You must answer all questions above in order to proceed with the application." At the bottom, there is a grey "Continue" button.

1. Select the country through which you are applying for the Fulbright grant from the dropdown menu.
2. Select the appropriate program year from the dropdown menu.
3. Click *Continue* to save your responses and advance to the next section.

Country Information

1. Review all information in this section!
2. Note any country-specific and award-specific instructions for completing the rest of the application, including:
 - a. Country website
 - b. Open application cycle
 - c. Additional required materials
3. Click *Continue* to proceed to the next section.

Data Privacy

1. Carefully review the Data Privacy information.
2. Click *Continue* to proceed to the next section.

Personal Information

Enter all required biographical information. Please review country-specific guidance (provided in the Country Information section of the application) to determine whether you must provide additional information.

1. Enter your name exactly as it appears on your passport. Only enter a preferred name if it is DIFFERENT than your legal name (e.g. Alex instead of Alexander).
2. If your name is recorded differently on any previous records, list it in the Name on Previous Records section (e.g. maiden name).
3. The birthdate that you used to create your account will automatically appear. If you entered this date incorrectly during your account creation, you may correct it now.
4. Enter your city of birth and select country of birth, sex (as it appears or will appear on your passport or travel document), preferred gender identity, and marital status from the dropdown menus provided. Enter number of dependents and select 'yes' or 'no' to indicate you understand the FLTA dependent policy.

5. Select your country of citizenship and country of residence from the dropdown menus provided.
6. If applicable, enter your national identification number and any additional countries in which you hold citizenship.
 - a. To select multiple countries, hold down the CTRL (PC) or Command (Mac) button when selecting options.
7. U.S. Citizenship, Dual Citizenship with the U.S. or Permanent Residency, Visa Diversity Lottery Application: select 'yes' or 'no' to indicate your response.
 1. Applicants cannot be U.S. citizens or permanent residents of the U.S. to participate in the Fulbright Foreign Language Teaching Assistant (FLTA) Program.
8. Click *Continue* to save your responses and advance to the next section.

Contact Information

Enter all required contact information. Please review country-specific guidance to determine whether you must provide additional information.

1. Select the country where you live from the dropdown list first when entering your permanent address (i.e. physical address where you live).
 - a. Based on your country selection, the subsequent fields will change to match the address format of that country.
 - b. Complete the remaining address fields. Do not use accents or special characters.
2. Select 'yes' or 'no' to indicate if your current mailing address (i.e. the address where you receive mail) is the same as the permanent address you entered above. *They do not have to be the same.*
 - a. If you answer 'no,' then a second address section will appear where you may enter your mailing address information.
 - b. If you answer 'yes' to this question, proceed immediately to the next question.
3. Enter your contact numbers as appropriate. Include the country code. If the field turns red, please review the numbers that you have entered to look for any errors.
 - a. To find the correct country code, click on the blue 'country code' link.
4. The email address used to create your account will appear in the primary email address field and will not be editable. You may provide an Alternate/Secondary Email that can be used to contact you if Fulbright Program Officers cannot reach you via your primary email address.

Note: All system-generated emails will continue to go to your primary email address.
5. Entering emergency contact information is not required unless directed by the country-specific instructions. If you would like to provide emergency contacts in your home country, please enter the appropriate information. The individuals you list may be contacted in the event of an emergency while you are participating in grant activities, including any required travel for interviews in your home country.
 - a. When entering the address, choose the country that corresponds to your emergency contacts' address first and the following fields will update to match the address format of the selected country.
6. Click *Continue* to save your responses and advance to the next section.

Academic & Professional Information

This section collects information about your academic and professional background.

Prepare and upload documents in PDF format as required (*). Note any page limits and ensure your documents do not exceed page limits.

Academic History

1. List all post-secondary educational institutions from which you have received a degree or academic credential. You **MUST** include any education institutions you are currently attending (even if you have not yet completed your educational program) and estimated date of graduation/completion.
 - a. Click *Add Institution*.
 - b. Type in the name of the institution.
 - c. Select the country where the institution is located from the dropdown menu.
 - d. Enter the appropriate city and region/state.
 - e. Select the month and year of start and end dates (Month - Year format) that you attended this institution.
 - If a degree is in progress, list expected end date of academic program.
 - f. Choose the level of study (graduate or undergraduate) from the dropdown menu.
 - g. Select the U.S. equivalent of the degree or diploma earned (e.g., BA - bachelor's degree).
 - h. Select the date (Month-Year format) that you received your degree from this institution.
 - If a degree is in progress, list expected date of conferral in this field.
 - i. Enter the discipline in which this degree or diploma was earned (major).
2. Use the section below to upload scans of all available transcripts from the post-secondary institution you have attended.
 - a. Select *Choose File* and locate the desired file on your computer. Click *Open*.
 - b. You may upload transcripts as a multi-page documents or upload single page documents. PDF, JPEC, and TIFF image files are all accepted.
 - c. Click *Save*.

Add Institution

Institution	<input style="width: 90%;" type="text"/>
Country	<input style="width: 90%;" type="text" value="United States"/>
City	<input style="width: 90%;" type="text"/>
State	<input style="width: 90%;" type="text" value="Select State"/>
Dates Attended	<input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> to <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/>
Level of Study	<input style="width: 90%;" type="text"/>

Submit Transcript

Please upload a scanned copy or digital facsimile of your transcript from this institution. You may upload those pages now as a single- or multi-page PDF, or each page as a JPEG or TIFF image file. Your scanned document may be large and may take several minutes to upload depending upon the speed of your connection.

PDF or Scanned Pages No file chosen

3. To add additional entries for post-secondary educational institutions, click *Add Institution* and follow the bulleted instructions above.

Employment History

4. List your current professional affiliation or employer by clicking *Add Employer* under Organization Name.
 - a. Enter the name of the organization.
 - b. Select the country from the dropdown menu, and enter in the city, state/region, post code, and telephone number as applicable.
 - c. Select the start and end dates for the position you entered (Month-Year format). If you are currently employed in this role, choose “Present” for the end date.
 - d. Enter your starting position title and ending position title (e.g. Teacher, Administrator, etc.) or type of work (e.g. Social Work).
 - e. Enter your position description and primary reason for leaving, if applicable.
 - f. Click *Save*.

Add Employer

Organization Name

Country

City

State

Telephone

Dates of Employment to

Starting Position

Ending Position

Description

Reason for Leaving (50 words maximum)

5. To add additional entries for employment history, click *Add Employer* and follow the bulleted instructions above.

Exam Scores

This section collects information about standardized test scores that you have taken or will take in the future. Relevant standardized tests for the Foreign Language Teaching Assistant (FLTA) Program include TOEFL and IELTS. Standardized test scores are often required for admission to U.S. institutions.

1. Select *Add Test*.
2. Select the test type from the dropdown menu. If applicable, select the subtype.
3. Select the test date from the dropdown menu (Month-Day-Year format).

- a. If you have not yet taken the test, enter the date that you are registered for the test.
4. Enter your test scores, if you have the results from the test.
 5. Click *Save*. Repeat these steps for all applicable standardized tests.
 6. Click *Continue* to save your responses and advance to the next section.



The screenshot shows a form titled "Add Test". It contains two main sections. The first section is labeled "Type" and has a single dropdown menu. The second section is labeled "Test Date" and consists of three separate dropdown menus, one for each component of the date (month, day, and year).

Experience Abroad

6. List any travel, study or residency you have had abroad (in any country other than your own) for more than one month. This can include time overseas for education, research, business, vacation, etc.
 - a. Choose the number of experiences abroad you would like to enter using the dropdown menu. If you no experiences abroad to add, click *Continue*.
 - b. Choose the country in which you spent your professional travel and/or residence abroad from the dropdown menu provided.
 - c. Select the start and end dates (Month-Year format) of you travel/residency.
 - d. Enter the purpose of your travel abroad.
 - e. Click *Continue*.

Experience Abroad

How many experiences abroad would you like to enter?

1 ▼

Experience Abroad 1

Experience Abroad Country 1

Experience Abroad Start Date 1

Experience Abroad End Date 1

Experience Abroad Description 1

Continue

7. If you have more than one trip abroad to enter, click select the appropriate number in the first question and follow the bulleted instructions until all entries have been saved.

FLTA Information

This section collects information specific to the Fulbright Foreign Language Teaching Assistant (FLTA) Program. Please review country-specific guidance to determine whether you must provide additional information.

Language Skills

This section collects information about your native language, English language skills, and any additional languages that are relevant to your application.

1. Select the language you are applying to teach/assist in the U.S. Rate your language proficiency in Reading, Writing, and Speaking in this language. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.
2. Select your native language from the dropdown menu provided.
3. Rate your English language proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.

Language Skills

What language are you applying to teach/assist in the U.S.? *

If you don't see your language listed above, this means there are no current FLTA Opportunities for your language. For more information, please visit <https://foreign.fulbrightonline.org/about/fulbright-flta>.

Proficiency in language chosen above *

Mother Tongue (Native) Language *

Please rate your overall level of English Proficiency. *

Preferences

4. Using the drop-down menu, select which option you are willing to do in your role as a language assistant on a U.S. university campus.
5. Indicate if there is a particular region in the U.S. that you would be most interested in.

6. Indicate if there is a college or university type which you would most prefer. If you believe you are adaptable, select N/A.
7. Indicate if there is a college or university type which you would refuse an offer assistantship. If you believe you are adaptable, select N/A.

Preferences

In your role as a language assistant on a U.S. university campus, you are willing to *

Is there a particular region in the U.S. that interests you?

Candidates for the FLTA program are matched with U.S. colleges and universities of all types (small/large, urban/rural, etc.). The best candidates for the program can be effective in and make the most of any environment.

Is there any college or university type which you would **most prefer**? If you believe you are adaptable, please respond N/A.

Is there any college or university type which you would **refuse** an offer assistantship? If you believe you are adaptable, please respond N/A.

Teaching Experience

8. Input the total number of years and months of teaching experience you hold and/or have held in the past.

Teaching Experience

If you currently or previously held language teaching positions, please quantify your total amount of teaching experience.

Years

Months

Academic Interests

9. Input your academic and non-academic interests into the appropriate text boxes.

Interests

ACADEMIC INTERESTS: The FLTA Program is a non-degree program which offers coursework for enrichment purposes. Select 2-3 areas of academic study that you feel would contribute to your development as a language professional. Please note: the subjects you indicate are not guaranteed should you be selected for the FLTA Program. Topics you select give you an opportunity to express your academic interests.

Academic Interest 1 *

Academic Interest 2 *

Academic Interest 3

NON-ACADEMIC INTERESTS: Please list any non-academic interests (e.g. sports, music, art, etc.). Include information about your experience in these areas. *

10. Click *Continue*.

Plagiarism Agreement

This section explains the Fulbright Foreign Language Teaching Assistant (FLTA) Program policies regarding plagiarism. Plagiarism in any of your answers to these questions will result in your disqualification from participating in the FLTA program.

1. Review the short video on plagiarism and appropriate citation in the FLTA program application.
2. To indicate your understanding of the policy, select 'yes' or 'no' as appropriate.
3. Click *Continue*.

Essays and Objectives

This section collects information about your objectives and motivations for applying for the FLTA program. In addition, you will be required to answer questions regarding your teaching methodologies and techniques, and how you plan to share your culture in the U.S.

1. Select *Choose File* and locate the desired file on your computer. Click *Open*.
 - a. Uploaded objective statements are limited to a maximum of two pages. PDF, JPEG, and TIFF image files are all accepted.
 - b. Click *Upload*.

Objectives and Motivations

Write a clear and detailed description of your objectives and motivations. Please write a well-structured essay that addresses your background and qualifications for the program, past experiences that have been formative in your personal development, reasons for applying to the program, and how being an FLTA will assist you in achieving your long term career goals. Please do not insert your actual CV or resume in this section. *

Uploaded objective statements are limited to a maximum of two pages.

No file chosen

2. Using the space provided, input your responses to the essay questions in the large text boxes.
3. Click *Continue*.

Additional Information

Use this section to upload any required or optional additional documentation per your country-specific guidance.

Resume

1. Upload your curriculum vitae/resumé in PDF format. This is a required document.
 - a. Click *Choose File*.
 - b. Locate and select the file that you previously saved to your computer.

- c. Click *Open*.
- d. Click *Upload* to complete the file upload.

Resume

Please include a copy of your resume or curriculum vitae *

No file chosen

Passport

2. Upload a copy of your passport or travel document. This is a required document.
 - a. Click *Choose File*.
 - b. Locate and select the file that you previously saved to your computer.
 - c. Click *Open*.
 - d. Click *Upload* to complete the file upload.

Personal Statement, Degrees, Certificates, or other Supplemental Materials

3. If applicable, upload a copy of your personal statement, degrees, certificates, or other supplemental materials using the instructions above.

Memberships, Grants, and Awards

4. Using the space provided, list scholarships, fellowships, academic honors or prizes which you have received.
5. If you are pursuing any other scholarship, fellowship, or employment that would supersede your participation in the FLTA program, you are required to explain. Use the space provided to indicate your response.

Outreach Survey

6. Complete the Outreach Survey.
7. Click *Continue* to save your responses and advance to the next section.

Authorization of Release of Information

8. Select 'yes' or 'no' to indicate your authorization of release of the information you have provided in this application.

Reference Materials Waiver

9. Select 'yes' or 'no' to indicate whether you waive your right to review the information contained in the evaluations submitted by recommenders on your behalf.
10. Click *Continue* to save your responses and advance to the next section.

Recommender Registration

Use this section to register your recommenders. You are required to submit 3 recommendation letters.

Once you register your recommenders, they will receive an automatic email with instructions on completing the online recommendation form. You can track the status of recommendations, send reminders, and add/delete recommenders through this system before **and** after submission of your application.

1. Click *Add Recommender*.
2. Complete all fields in the pop-up form pictured below.

Add Recommender

Prefix

First Name

Last Name

Organization

Position/Title

Relationship

Telephone

Email

Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.

Personal message to recommender

3. Click *Send to Recommender* to generate automatic email to recommender.
4. Click *Continue* to save your responses and advance to the next section.
5. Once sent, you will have the option to Edit Recommender information if they have not yet started progress on their response and Save, Send Reminders, and Exclude if you wish to remove the recommender and replace with another individual.

Edit Recommender

Prefix	<input type="text" value="▼"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Institution	<input type="text"/>
Position/Title	<input type="text"/>
Relationship	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>
Personal message to recommender	<input type="text"/>
Status	Sent to recommender on 12/20 at 11:18 AM

Signature

Certify that the information you provided in the application is true and complete by typing your full legal name in the Signature Box:

In place of your signature, please type your full legal name:

Click *Confirm* to continue to the next page.

Review

The application will review the responses entered and will display any incomplete questions and required attachments that are missing.

- If no errors appear, then your application is ready for submission.
- If any errors appear, correct or complete these sections and return to the Review section to determine if your application is ready for submission.

REVIEW ALL RESPONSES. CLICK SUBMIT.