



## Fulbright Teaching Excellence and Achievement (Fulbright TEA) Program

A program sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA), with funding provided by the U.S. Government and administered by IREX

### 2019-2020 ONLINE APPLICATION GUIDE FOR APPLICANTS

*Please confirm with the U.S. Embassy/Fulbright Commission in your country that the online application is being accepted.*

**Register** as a new applicant by creating an account at: <https://oas.irex.org/fulbrighttea>



#### IREX Fulbright TEA Program Application

Welcome to the IREX Online Application System. You can use this system to prepare and submit your application for the 2019-2020 Fulbright Teaching Excellence and Achievement (TEA) Program.

If you are a returning applicant, please use the form to the right to log in with your existing username and password. You can also click the "I forgot my username/password" link for help retrieving your login information.

If you are a new applicant, please click the button below to begin the registration process. Please note that you must be able to scan documents and upload those documents to complete this online application. Applications that do not include all of the required supplemental documents will not be considered complete.

New Applicant: Register

**Start New Application**

Returning Applicant: Sign In

Username (Email Address)\*

Password\*

**Sign In**

[I forgot my username/password](#)



# IREX Fulbright TEA Program Application

To begin a new registration account, please create a username and password. Click [here](#) to go back to the Logon screen.

**Username** (Email Address)\*

**Password\*** (must be at least 8 characters)

**Confirm your password\***

I have read and understand the Terms and Conditions on this page and IREX's Privacy Policy.



## Terms and Conditions

By registering with this online application system, you acknowledge that you have read and understand these terms and conditions and IREX's privacy policy.

By checking the box that says 'Yes, I have read and I acknowledge these terms and conditions button and IREX's privacy statement' below, you certify that you have the technical means and capacity to produce all supplemental documents associated with this application in one of the following electronic file formats: .doc, .docx, .ppt, .pptx, .zip, .pdf, .png, .gif or .jpg. Please note that you must be able to scan documents and upload those documents to complete this online application.

Applications that do not include all of the required supplemental documents will not be considered complete.

Once you begin the process of filling out the online application, you may save your progress and exit the system without losing the information or attachments that have already been entered.

2. **The home page** allows you to view all of the sections required to submit your application. Please keep track of which of those are complete, in progress, or not yet started. Note: *You do not need to finish the application in one sitting. Remember your login information and you may come back to the application at any time prior to your country specific deadline.*

# IREX Fulbright TEA Program Application

Welcome back

[Sign Out](#)

## Participant Application Tasks

Application Progress

[Download Application PDF](#) • [Program Information](#) • [Help](#)

You must complete each of the application sections in the table below before you can submit your application. To complete each section, click the hyperlinked section name or the pencil icon in the far left column. The status information in the far right column indicates which sections are complete, in progress or not started. You can download a printable version of your application by clicking the "Download Application PDF" link in the gray bar above.

	Section Name	Instructions	Status
	<a href="#">I. General Information</a>	Supply general applicant information, including name, and date of birth.	Complete
	<a href="#">II. Contact Information</a>	Supply detailed phone, email, and address information.	Not Started
	<a href="#">III. Teaching Disciplines</a>	Supply information about your current teaching assignments.	Complete
	<a href="#">IV. School Information</a>	Supply information about your current teaching position and the makeup and demographics of your school.	In Progress



3. Click on **each section** of the application to enter information about yourself. Make sure to Save & Return to the main application page when you are finished with each section.

Questions with a red asterisk (\*) are required questions. The section will not be complete until all of the boxes with red asterisks are completed.

> General Information

Application Progress

[Save & Return](#) [Cancel](#) [Download Application PDF](#) [Program Information](#) [Help](#)

**Fulbright TEA Cohort Preference:**  
 Please indicate your program cohort preference\*   
(note: preference is not guaranteed)

Spring 2020 Cohort  
  Fall 2020 Cohort  
  No Preference

Please spell your name exactly as it is written in your passport or other photo identification.

**First/Given Name\***       **Middle Name**

**Family Name/Surname\***

**Country of Citizenship\***

**Country of Legal Residence\***

**Place of Birth**

**City or Town\***       **Country\***

**Date of Birth** (as listed on your passport or other photo identification)\*

**Gender\***

Male  
  Female  
  Non-binary

I have been teaching for  years (not including student teaching practicums).\*

**Have you ever been convicted of a crime?\***

Yes  
  No

If yes, please provide additional information, including a description of the factual circumstances of the arrest or conviction and any supporting documentation.



4. **Section XI. Essay Questions:** Please note that there are multiple components of this section.

<b>XII. Essay Questions</b>		Please provide additional information regarding your professional interested and qualifications for the exchange program.	
	<b>International Exposure</b>		In Progress
	<b>Additional Education or Professional Experience &amp; Activity</b>		In Progress
	<b>Statement of Purpose</b>		In Progress

<b>XI. Essay Questions</b>			
	<b>International Exposure</b>		Not Started
	<b>Additional Education or Professional Experience &amp; Activity</b>		Not Started
	<b>Special Focus Cohort</b>	Indicate your interest in participating in a Fulbright TEA cohort that will focus on gender responsive classrooms and improving education for girls.	Not Started
	<b>Statement of Purpose</b>		Not Started



5. **Sections XII and XIII. Institutional Support and Reference Form and Leave Approval Form:** In these sections, please download and print the Institutional Support and Reference Form and Leave Approval Form. These forms must be completed for your application to be considered complete. Your supervisor must fill out the Institutional Support and Reference Form. The School Director at the school where you are currently employed must fill out the Leave Approval Form. Once these forms are completed, upload an electronic copy to the system. These sections are not complete until they are uploaded.

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› **Institutional Support and Reference Form** Application Progress

[Save & Return](#) [Cancel](#) [Download Application PDF](#) • [Program Information](#) • [Help](#)

On this page there is a link to the Institutional Support and Reference Form. All applicants must include the Institutional Support and Reference Form, which must be completed by your supervisor at the school where you are employed. Please print it out now and give it to your supervisor. An English translation must be provided if the form and reference letter are not written in English. Please upload the completed form in this section. Once the form is uploaded, this section will be marked as complete.

The document must be less than 4MB in size and upload to the server in less than 2 minutes. Any upload that takes more than 2 minutes to upload or is larger than 4MB will fail. For best results, please use the smallest possible files that are legible.

To upload a document, first click the **browse** button to locate the file on your computer. Then click the **upload** button. A message in the "status" column will confirm when your document is successfully uploaded.

**Download & Print Institutional Support and Reference Form** You may upload the pages of the form individually or as one file.

[Pdf Document](#)

**PLEASE NOTE:** Depending upon the speed of your Internet connection, it may take up to several minutes to upload your document. You will see a message saying that the file has been received once the upload completes. Later, when you revisit this page, a link to your uploaded document(s) will be shown.

Action	File / Upload	Status
	<input type="button" value="Browse"/> <input type="button" value="Upload"/> 	



> Leave Approval Form

Application Progress

Save & Return

Cancel

[Download Application PDF](#) • [Program Information](#) • [Help](#)

On this page there is a link to the Leave Approval Form. All applicants must include the Leave Approval Form, which must be downloaded and signed. Please upload the completed form in this section. Once the form is uploaded, this section will be marked as complete.

The document must be less than 4MB in size and upload to the server in less than 2 minutes. Any upload that takes more than 2 minutes to upload or is larger than 4MB will fail. For best results, please use the smallest possible file that is legible.

To upload a document, first click the **browse** button to locate the file on your computer. Then click the **upload** button. You will see a message saying that the file has been received once the upload completes.

Download & Print Leave Approval Form

[Pdf Document](#)

**PLEASE NOTE:** Depending upon the speed of your Internet connection, it may take up to several minutes to upload your document. You will see a message saying that the file has been received once the upload completes. Later, when you revisit this page, a link to your uploaded document will be shown.

Browse

Upload



6. **Section XIV. Privacy Policy and Application Certification Statement:** Once you have carefully read the privacy policy, please check the box to indicate that you understand all notes and disclaimers.

**IREX** Fulbright TEA Program Application
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> **Privacy Policy and Application Certification**
Application Progress

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Your privacy is important to IREX. That is why we request that all applicants read the following privacy policy statement carefully.

**1. Applicant and Participant Information Content and Storage**

Information about program applicants and current and past participants consists of data contained in their applications, information derived from interviews, and information gathered during the course of their program and as program alumni. IREX stores this information in written and electronic form indefinitely. Some data, such as contact information and professional experience, is continually updated.

**2. Use of Information**

Information, which is described above, may be:

- A. Used by selection committees and interviewers to review applicants;
- B. Supplied to the program's funding organization;
- C. Submitted to potential host schools, universities, and/or organizations that provide Fellowship opportunities;
- D. Used for the evaluation of an individual's participation in the program and in the collection of data for general program evaluation by IREX and the program funding organizations;
- E. Used for notifying program participants/alumni of upcoming events and programs;
- F. Provided to participants/alumni of this and other US government-sponsored programs for the purpose of fostering alumni networking; and
- G. Used by IREX for general promotional purposes in written or electronic form, including program directories, newsletters, web sites and other promotional materials.

If the applicant or current or past participant does not want to be included in points F and G, it is their responsibility to notify their specific program administrator at IREX. An opportunity to do so will be included in the program Terms and Conditions document that participants submit when accepting the Fellowship.

IREX does not sell applicant, or current/past participant information.

The principles stated herein are binding only to IREX; other organizations involved in the administration of these programs may adhere to other privacy or similar policies.

**CERTIFICATION:** completed this application myself, without any aid or assistance, that the information given in this application is complete and accurate, and that I have carefully read and understand all notes and disclaimers provided therein. I understand that IREX reserves the right to verify all the information listed in the application. I understand that giving false or misleading information in the application will result in exclusion from the competition or immediate dismissal from the Fulbright Teaching Excellence and Achievement Program (Fulbright TEA).



7. **Section XV. Supplemental Documents:** If you would like to upload any other documents that you feel strengthen your application, please do so here.

> **Supplemental Documents**

Application Progress 

[Save & Return](#) [Cancel](#)

[Download Application PDF](#) · [Program Information](#) · [Help](#)

Only one document may be uploaded at a time. Please wait for confirmation that each document upload succeeded before attempting to upload another document or navigating away from this page.

Action	Supplemental Document	File / Upload	Status
	<b>Other</b> <i>(if available)</i>	<a href="#">Browse</a> <a href="#">Upload</a> 	





8. When you have **completed all sections**, click “Download Application PDF” to save a copy of your application for your records. Finally click “Submit Application”. The screen will show a preview of your application. Review the information. If you have no further changes, click “Submit Application” a second time and your application will be submitted.

The screenshot shows the IREX Fulbright TEA Program Application interface. At the top, there is a dark teal header with the IREX logo, the text 'Fulbright TEA Program Application', and links for 'Welcome back' and 'Sign Out'. Below this is a sub-header for 'Fulbright TEA Program - General Pedagogy & Media Literacy Application' with 'Welcome back Frances' and 'Sign Out'. A navigation bar contains 'Participant Application Tasks' and 'Application Progress' (a progress bar). A gray bar at the bottom contains a 'Submit Application' button and links for 'Download Application PDF', 'Program Information', and 'Help'. An orange arrow points to the 'Submit Application' button.

9. You will see a message on the screen verifying that you have **submitted your application**.

The screenshot shows the IREX Fulbright TEA Program Application interface after successful submission. The header and sub-header are the same as in the previous screenshot. The navigation bar now only shows 'Participant Application Tasks' and 'Application Progress'. The gray bar at the bottom now only contains a 'Download Application PDF' link and 'Help'. Below the gray bar, a large message reads: **Congratulations! Your application has been successfully submitted.** Underneath this message, it says: 'You may no longer edit your information. You may still download a printable version of your application by clicking the "Download Application PDF" link in the gray bar above.' At the bottom, there is a table with three columns: 'Section Name', 'Instructions', and 'Status'.

Section Name	Instructions	Status
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Please contact IREX at [fulbrighttea@irex.org](mailto:fulbrighttea@irex.org) if you have any questions about using the Online Application System.