

FULBRIGHT CLASSROOM TEACHER EXCHANGE PROGRAM ONLINE APPLICATION INSTRUCTIONS

The application for the 2013-2014 Fulbright Classroom Teacher Exchange Program (FCTE) must be completed online. Application instructions vary by country. U.S. Applicants are required to fill out this application to be considered for the program. Many of the participating countries have their own in-country application process before they are required to fill out this application. International applications should review the program website for [specific country](#) contacts and application details before filling out the online application. It is important to read and follow the instructions carefully, complete all parts of the application and submit the application by the deadline.

You may access the application from the program homepage: <http://www.fulbrightteacherexchange.org/>

U.S. APPLICATION DETAILS

- ❖ The U.S. application deadline is October 15, 2012. All U.S. applicants must submit their applications by 11:59 pm CST on the evening of October 15.
- ❖ If you are not a U.S. citizen and do not reside in one of the 50 U.S. states or a U.S. territory, *do not* continue with this application. U.S. permanent residents are *not* eligible for the Fulbright Classroom Teacher Exchange Program.
- ❖ If you are not currently employed full-time as a classroom teacher at a primary or secondary (grades K-12) school or school district or will not be next year, please *do not* continue with this application.
- ❖ U.S. teachers may send questions via email to: fulbrightcte@iie.org.

INTERNATIONAL (NON-U.S.) APPLICATION DETAILS

- ❖ The application deadline is set by the partner organization in the applicant's country. International applicants should communicate with the in-country partner organization to confirm application details. A list of the partner organizations in each country is found at <http://www.fulbrightteacherexchange.org/program-overview-cte/participating-countries-te2>.
- ❖ The international application is password protected. Please contact the [in-country partner organization](#) to access the international application.
- ❖ International applicants should check with the local partner organization regarding eligibility, application process and other country-specific requirements. These requirements vary from country to country.
- ❖ If you are not currently employed full-time as a classroom teacher at a primary or secondary (grades K-12) school or school district or will not be next year, please *do not* continue with this application.

BEFORE YOU BEGIN THE ONLINE APPLICATION

The application will take time to complete. Please plan ahead and allow ample time in advance of the application deadline. Before starting the online application, we recommend the following steps.

- ❖ Read the program information found on the Fulbright Teacher Exchange website:

www.fulbrightteacherexchange.org.

- ❖ Speak with your school principal, school colleagues and others to confirm their support of the Fulbright exchange. You will be asked to provide detailed information on your school and the type of support that will be provided to the incoming Fulbright Teacher.
- ❖ U.S. applicants should carefully consider the country choices and do preliminary research on those countries to inform your selection. Please review the [eligibility requirements](#) for each country on the program website.
- ❖ Applicants should review the application questions and gather information before filling out an application.

ONLINE APPLICATION TECHNICAL INSTRUCTIONS

All applications and accompanying references must be submitted online. Note: Please do not type the entire application in capital letters.

1. **System Requirements** – To complete the application, it is strongly recommended that you use Internet Explorer version 7, Safari 5.1 or higher or Mozilla Firefox version 1.5 or higher as your internet browser. Please contact IIE (fulbrightcte@iie.org or 202-326-7774) or the in-country partner organization if you are having technical difficulties with the application.
2. **Eligibility Questions** – On the registration page to start an application, there are questions that check your eligibility for the program. If you provide a response that does not fit with program eligibility requirements, you will not be able to continue with the application.
3. **Logging On** – In order to register to complete an application, you will need to provide basic personal information. Your email address will serve as your login ID for the application. If you have more than one email address, we recommend that you use your personal email address. The application system will send important emails that many school spam filters will block. Please add admin@ctefulbrightteachers.org and fulbrightcte@iie.org to your safe list. Be sure to type your email address correctly as you will not be able to edit it later. The international (non-U.S.) application is password protected. Please contact the [in-country partner organization](#) to access the application.
4. **Saving** – We do not recommend completing the application in one sitting. You will be able to save your work by clicking on any of the “Save” buttons at the top and bottom of each screen. It is important to save frequently in order not to lose any application information. You can navigate among pages by using the “Save & Continue” button, or the navigation on the left side of the screen. Please remember to save prior to moving to another section or page, or prior to logging out of the application.
5. **System Timeouts** – For security purposes, **the application will time out if it is idle for 20 minutes.** Be sure to click “Save” periodically to ensure that you do not lose any of your work. ***Typing on a page is not enough to prevent a time out. You must click “Save.”***
6. **Text boxes with word counts** – There are a number of text boxes for longer answers and essays. The application system will only allow you to input or paste text up to the character count limit. We strongly recommend that you compose and edit your essays in a word processing program and then copy and paste them into the application. The online application will not support any special fonts, graphics or formatting, including bullets or other special features.

Helpful Information about Character Count: The character count includes spaces and paragraph breaks. The application character count may not exactly match Microsoft Word’s character count. If you exceed the application character limit, your essay/response will be cut off. Below each essay text box you will see “Characters Remaining” and the number of characters still available for that text box. If you type directly into the text box, this number will count down as you type. If you copy and paste your essay from Word into the text box and you are within the character limit, “Characters Remaining” will update automatically. However, if you copy and paste text and you are over the character limit, “Characters Remaining” will not update. Hit backspace once, and the application system will delete any characters over the limit and the count will read “Characters Remaining 0.” You will need to shorten your text so that the system recognizes it as within the allotted character count.

ONLINE APPLICATIONS, ADMINISTRATIVE APPROVAL AND REFERENCES MUST BE
SUBMITTED/RECEIVED BY APPLICATION DEADLINE.

INSTRUCTIONS FOR SPECIFIC APPLICATION SECTIONS

1. **Languages** – You may list up to 3 foreign languages, including English for international applicants. If you speak more than 3 other languages, please select the ones you are most proficient in, or those that are most applicable to your exchange country choices.
2. **School Support** – This section should be completed in consultation with your school principal, fellow teachers, department head and others in your school. This information is critical in identifying suitable exchange matches between the U.S and international teachers. Strong school support is essential to successful exchanges. The qualities of the individual exchange teachers as well as the schools are considered in the review process to select grant recipients.
3. **Administrative Approval** – This approval form must be printed in hard copy and signed by the appropriate school system official who is authorized to grant permission for you to retain your salary while on the Fulbright exchange, as well as to approve the placement of the international teacher in your school. For U.S. teachers, typically this is the superintendent of your school system.
4. **Community Support** – In this section you will list community members such as other teachers, neighbors, representatives from community organizations and other individuals who have agreed to assist the international teacher during the exchange. This section is required for U.S. teachers. International teachers should confirm with the in-country partner organization if this section is required.
5. **Accommodations/Household Members** – Please list your spouse, dependents and others who reside with you if they are going to travel abroad with you. This information can be updated in the event you are selected for a Fulbright grant.
6. **References** – All references are requested via the online application system for U.S. applicants. International applicants may submit references online or the reference may send a printed copy of the reference directly to the in-country partner organization. Please see the section REFERENCE INSTRUCTIONS below.
7. **Essays** – There are three essays in the “*Essay*” section of the application. The first short essay cannot be longer than 400 characters including spaces. The second and third longer essays constitute the Statements of Purpose and cannot be longer than 4,000 characters per essay including spaces. Please see the previous page for information on the recommended steps to write and enter longer text.
8. **Submitting** – When you have completed the application to your satisfaction, you must go to the “Preview and Submission” page. First, click “*Check Application.*” If the system finds any errors, go to the necessary sections of the application to correct those errors. Once all errors have been resolved, we recommend that you preview your application. The preview version will open as a PDF in a separate window, so make sure your pop-up blocker is turned off. Carefully read through everything to ensure that no mistakes have been made. **Once you have submitted your application, you will not be able to edit any information.** When you are satisfied with your application, read the “*Declaration*” carefully and click “*Submit Online Application.*”
9. **Printing your Submitted Application** – You do not need to send a printed copy of your application to IIE or the in-country partner organization. We suggest that you print or save a copy for your records.
10. **Upload Utility** - U.S. teachers are not required to provide any additional documentation in the Upload Utility section of the application.

REFERENCE INSTRUCTIONS

Your application must include references from **three** individuals who have known you in a professional capacity. **One of these references must be from your immediate supervisor.** The other references can be from your principal, assistant principal, department head/chair, colleague, etc.

References for U.S. applicants must be submitted through the online application system. When you enter your reference’s information and click “*Save and Send Mail,*” your reference will receive a system-generated email with his/her login information. Please think carefully about selecting your references and make sure to enter all information correctly before sending the email. Alert your references to look for the email, which will come from fulbrightcte@iie.org. As many school email filters will divert this email to a spam quarantine box, we recommend that you use your reference writer’s personal email address instead of their work address.

ONLINE APPLICATIONS, ADMINISTRATIVE APPROVAL AND REFERENCES MUST BE
SUBMITTED/RECEIVED BY APPLICATION DEADLINE.

If your reference does not receive the email with their login information, you can log back in any time before submitting your application and resend the email. Check the box next to their name and hit *"Re-Send Email."*

Notes about reference submission:

- ❖ Please communicate with your reference before entering their information into the application and alert them that the email with login information is coming. Because the reference login information will be sent via email, you must provide an email address for all references.
- ❖ Again, many school email filters may route system-generated emails to a spam quarantine filter. We recommend that you ask your reference if they have a personal email address that you could use instead of their work email address.
- ❖ It is your responsibility to ensure that your references submit the online reference. Before submitting your application, follow-up with your references to ensure that they received the email with their login information.
- ❖ If your reference loses the automatically generated email before completing the reference and you have not yet submitted your application, you can log back into your application, go to the *"References"* page, select the check box next to their name and click *"Re-Send Email."*

RE-APPLICANTS

Previous applicants are strongly encouraged to re-apply. All re-applicants must fill out an online application. If you applied last year and do not have a copy of your application, please contact IIE if you would like to refer to it when completing the online application. If you applied before the 2012-2013 program year, IIE does not have a copy of your previous application.

APPLICATION COMPLETION CHECKLIST

- Completed and submitted online application
- Printed copy of the administrative approval form submitted to IIE (U.S. applicants) or the in-country partner organization (international applicants) by the application deadline
- Three (3) references submitted to IIE or [the in-country partner organization](#) by the application deadline. U.S. applicants are required to request all references online through the application system. International applicants may submit references through the online system or references may be mailed directly to the local partner organization.

Applicants must inform IIE or the in-country organization of any changes to their application status including:

- ❖ Change of address, email or other contact information
- ❖ Change in employment, including termination, change of schools or change of position
- ❖ Change in teaching responsibilities
- ❖ Request to withdraw the application
- ❖ Change in school administration that may affect the exchange

Submitted applications become the property of IIE and the Fulbright Program. No part of the application will be returned under any circumstances.

If you have questions or need assistance, contact IIE at 202-326-7774 or fulbrightcte@iie.org or the [in-country partner organization](#).

ONLINE APPLICATIONS, ADMINISTRATIVE APPROVAL AND REFERENCES MUST BE
SUBMITTED/RECEIVED BY APPLICATION DEADLINE.