



## FULBRIGHT FOREIGN LANGUAGE TEACHING ASSISTANT (FLTA) PROGRAM

### Instructions for Completing the 2024-2025 Fulbright FLTA Program Application

Application: <https://apply.iie.org/flta2024>

Read all instructions carefully before completing the application

## 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. 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.

#### **Step 4: Submit the application**

Once you have entered all required information, including recommenders, review your application for errors. 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@iie.org](mailto:apply@iie.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

### 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

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.

**NOTE: the letter MUST be submitted until the deadline of the call for proposals.**

3. The letter of reference must be written by a teacher under whom you have studied or pursued research in the proposed field of study or by someone who has supervised you in work related to expected program responsibility. This letter should be typewritten and written in English. If not in English, then an accurate translation must be attached.
4. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.

## Welcome

Review the information provided including the Fulbright Policy Guidelines.

## Preliminary Questions

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

**Preliminary Questions**

Through which program country are you applying?\*

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

To which academic year are you applying?\*

*Academic year 2023-2024 typically corresponds to initial grant periods between August/September 2023 and May/June 2024; grant dates and grant lengths will vary by program.*

Do you hold or are you applying for:\*

1. U.S. citizenship; or

2. Dual citizenship with the U.S.; or

3. U.S. permanent residency?

Have you applied for the diversity visa lottery or have a diversity visa lottery application pending? \*

Have you reviewed and do you meet all program eligibility requirements for the country through which you are applying?\*

## Academic & Professional Information

This section collects information about your academic and professional background, including your curriculum vitae/resumé, academic degrees, professional experience, awards and recognitions, and experience abroad.

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

### Curriculum Vitae/Resume

1. **Upload your curriculum vitae/resumé in PDF format that does not exceed three (3) pages.**

Curriculum Vitae/Resume	Please upload a document that does not exceed four (4) pages.	<input type="button" value="Browse..."/> No file selected.
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### Academic Background

1. List all post-secondary educational institutions you have attended for credit-bearing coursework, in reverse chronological order, including any in which you might be presently enrolled. Do not include any short-term certificate programs. Short-term certificate programs can be noted on your CV/Resume.
2. To add additional entries for post-secondary educational institutions, click *Add Institution* and follow the bulleted instructions above.

Academic Background	
Institution*	<input type="text"/>
Level of Study*	<input type="text"/>
Institution Location (all address fields are required)*	
Country	<input type="text" value="United States"/>
City	<input type="text"/>
State	<input type="text" value="Select State"/>
Website	
Name of Diploma or Degree Equivalent*	<input type="text"/>
Discipline/Subject*	<input type="text"/>
Actual/Local Name of Degree or Diploma*	<input type="text"/>
Final or current cumulative GPA (grade point average)*	<input type="text"/>
Highest Possible GPA of Academic Institution*	<input type="text"/>
Enrolled From*	<input type="text"/> <input type="text"/>
Enrolled To*	<input type="text"/> <input type="text"/>
If a degree is in progress, list expected date of conferral for Date Degree Received. If your course does not result in a degree list the end date of the course for Date Degree Received.	
Date Degree Received*	<input type="text"/> <input type="text"/>

## Professional Experience

2. List your current professional affiliation or employer and any relevant previous professional experience by clicking *Add New Professional Experience* under Professional Experience.
3. If you have more than one current position and/or relevant previous professional experience, click *Add Experience* and follow the instructions above.

**Professional Experience**

Role\*

Position Title / Type of Work

Employer Name\*

Department Name

If you are currently employed, please leave the End Date field blank.

Start Date \*

End Date

**Employer Address**

Country

United States

Street

City

State

Select State

Postal Code

## Awards and Recognitions

4. Enter a list of the following items into the text boxes provided (all text boxes have a 250-word limit). If you do not have anything to add, leave text boxes blank.

## Experience Abroad

5. List any travel, study or residency you have had abroad (in any country other than your own) for more than one month from the last ten years. This can include time overseas for education, research, business, vacation, etc.
6. Select 'Yes' or 'No' to indicate if you have previously entered the United States on a J-1 or J-2 visa.

Previous DS-2019(s)

Please upload a copy of your previous DS-2019(s).

Browse...

No file selected.

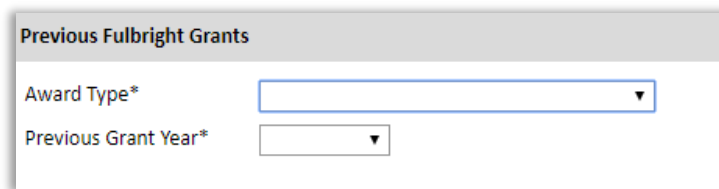
- a. **If 'Yes', you are required to select the J category of sponsorship from the list and upload a copy of your previous DS-2019.**

## Previous Fulbright Grant

7. Select 'Yes' or 'No' to indicate if you have previously been awarded a Fulbright grant.

If 'Yes', you are required to list the grant(s):

- Click *Add Previous Fulbright Grant*
- Select the Fulbright award type from the dropdown menu provided (e.g., Fulbright FLTA, Fulbright Foreign Student, etc.).
- If you select "Other (please specify)", enter in the name of the Fulbright grant that you received in the "Other, please specify" field.
- Select the academic year that corresponds to the year in which you received the Fulbright grant.
- Click *Save*.



Previous Fulbright Grants

Award Type\*

Previous Grant Year\*

## Academic Materials

This section collects copies of your official transcripts with the diploma.

**Please upload scans of all available transcripts and diplomas from post-secondary institutions you have attended.**

### Academic Materials (Transcripts & Diplomas)

Before uploading an image of your unofficial transcript or diploma, please refer to country-specific guidance; if required of you, please include scans of all available transcripts and diplomas from **post-secondary institutions** you have attended.

In order to include copies of your transcript and your diploma, please select the corresponding institution from the list below and upload your documents when prompted. If you do not see an institution that you attended below, please first return to the Academic & Professional Information page and update your academic background.

Institution	Degree	Dates Attended
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[Add Institution](#)

Continue

## Language Skills

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

1. Select your native language from the dropdown menu provided.

## English Language Proficiency

If your native language is not English, a section requesting your English language proficiency will appear.

2. Rate your English language proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.

## Additional Language Skills

3. Select the number of additional languages that you would like to include that may be of use for your project or study plans.

## Test Scores

This section collects information about standardized test scores that you have taken. Standardized tests include the TOEFL, GRE, GMAT and IELTS. Standardized test scores are often required for admission to U.S. institutions.

**Add Test**

Type

Test Date

## Score Reports

1. If you enter test scores, you will be directed to the Score Reports section, where you will upload copies of your available score reports.

### FLTA Score Report Upload

**Duolingo Score Report**

Please upload copies of any available Duolingo score reports.

Escolher arquivo

**IELTS Score Report**

Please upload copies of any available IELTS score reports.

Escolher arquivo

**TOEFL Score Report**

Please upload copies of any available TOEFL score reports.

Escolher arquivo

## **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**

1. 7. Select the language you are applying to teach/assist in the U.S.
2. Rate proficiency in the chosen language using the appropriate dropdown. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.
3. Indicate your Mother Tongue (Native) Language using the dropdown.
4. Rate your overall level of English Proficiency using the appropriate dropdown. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.

### **Preferences**

5. Using the drop-down menu, select which option you are willing to perform in your role as a language assistant on a U.S. university campus.

### **Teaching Experience**

6. Respond the session.

### **Interests**

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



## Plagiarism Agreement

1. Carefully review the Plagiarism Agreement and indicate your acceptance of the terms by selecting 'Yes' or 'No'. You will be ineligible for the program if any part of your Fulbright application is found to have been plagiarized.

## 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.

### Objectives and Motivations

Please upload a well-structured essay that addresses your background and qualifications for the Fulbright FLTA 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. **Your response should be at minimum 700 words in length.**

1. Select *Browse* 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. PDF is preferred.
  - b. Click *Upload*

### Teaching Methodologies and Techniques

2. Type a response that focuses on the teaching methodologies and techniques you would like to utilize to teach your language to U.S. students. This brief essay should focus on the language you will be teaching in the U.S. (not English). Mention any innovative approaches you have utilized as a teacher or encountered as a learner that you may employ. **This response is expected to be 300-500 words in length.**

### Sharing your Culture

3. Type a response choosing one of the three following scenarios: 1. A guest lecture at your host institution 2. An international festival 3. Volunteering at a local youth center; and explain what it means to be a cultural ambassador and how you would share your culture in the chosen scenario using your own unique perspective. **This response is expected to be 300-500 words in length.**

## Additional Information

### Country-Specific Materials/Supplemental Materials/Additional Documentation

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

**NOTE:** use this page to upload **Brazilian passport ID pages**, if available, or official ID document with photo (ex. RG or CNH).

#### FLTA Additional Information

##### Additional Documentation

Please review carefully any country-specific guidance to determine whether additional documentation is required to support your candidacy. Please note that it is strongly recommended that you upload documents in PDF format.

##### Country-Specific Materials

Please upload any country-specific required materials.

Nenhum arquivo escolhido

##### Supplemental Materials

Please upload supplemental materials as directed.

Nenhum arquivo escolhido

##### Additional Documentation

Please upload additional documentation as directed.

Nenhum arquivo escolhido

### Outreach Survey

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

## Authorization of Release of Information

1. Carefully review the Authorization of Release of Information statements.
2. Type your signature in the provided text box to confirm your authorization of release of information.

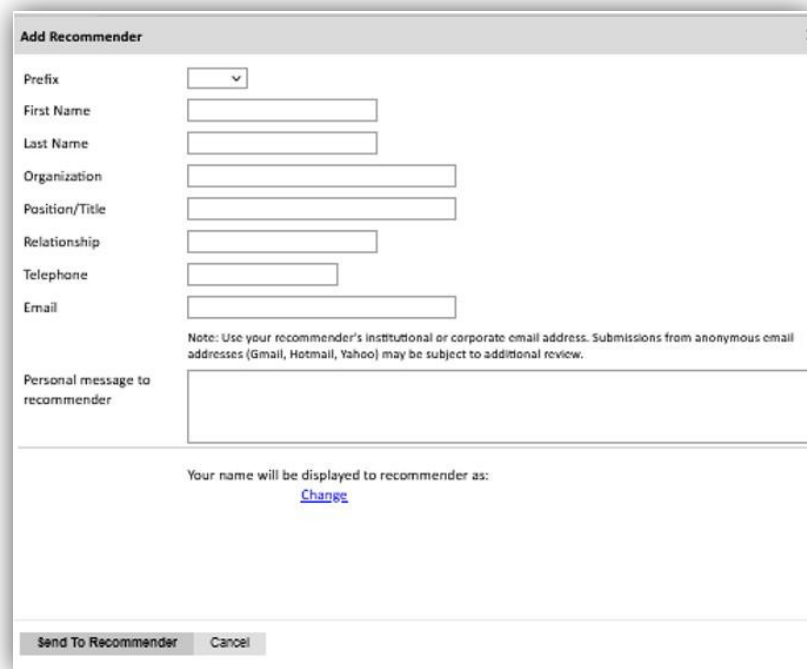
## Recommender Registration

Use this section to register your recommenders. Three references are requested. Refer to your country-specific instructions for any further details on the required number of recommenders.

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. Letters of recommendation **must be** submitted directly by your recommenders either via the online application or to your Fulbright Program Office.

**NOTE:** the letter **MUST be submitted until the deadline of the call for proposals.**

1. Click *Add Recommender*.
2. Complete all fields in the pop-up form.
3. Click *Send to Recommender* to generate automatic email to recommender.
4. Click *Continue* to save your responses and advance to the next section.



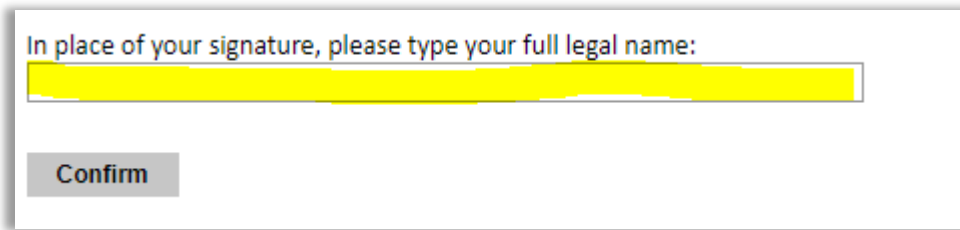
The screenshot shows a web-based form titled "Add Recommender" with a close button (X) in the top right corner. The form contains the following fields and elements:

- Prefix:** A dropdown menu.
- First Name:** A text input field.
- Last Name:** A text input field.
- Organization:** A text input field.
- Position/Title:** A text input field.
- Relationship:** A text input field.
- Telephone:** A text input field.
- Email:** A text input field.
- Note:** A small text block stating: "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:** A larger text area for a message.
- Footer:** A line of text stating "Your name will be displayed to recommender as:" followed by a blue "Change" link.
- Buttons:** Two buttons at the bottom: "Send To Recommender" and "Cancel".

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.

## Signature

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

A screenshot of a web form for a signature. It features a text input field with a yellow background and a grey border. Above the field is the text "In place of your signature, please type your full legal name:". Below the field is a grey button with the text "Confirm".

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

Confirm

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.
- Use the *Click Here to Preview Application Proof* to obtain a copy of your submitted application. Please note that the proof is for your records only. You must still submit your application online. Do not send this proof by mail as your application.

**REVIEW ALL RESPONSES. CLICK SUBMIT.**

**BOA SORTE!!**