FULBRIGHT FOREIGN LANGUAGE TEACHING ASSISTANT (FLTA) PROGRAM

Instructions for Completing the
2022-2023 Fulbright Foreign Language Teaching Assistant (FLTA) Program Application

Application: https://apply.iie.org/flta2022

Read all instructions carefully before completing the application.

General Information

Prior to starting an application, please complete the following steps:
Step 1: Learn requirements for submitting an application in BRAZIL -
https://fulbright.org.br/bolsas-para-brasileiros/

You must make sure you are eligible to apply.
Step 2: 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 3: 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	▼ ▼ ▼

Continue

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 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	▼ ▼ ▼

Login

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 you submit the application.
3. **The deadline to send the letters of recommendation is the same of the call.**
4. 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.

Preliminary Questions

Through which program country are you applying?*

[Brazil]

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?*

[2022-2023]

Academic year 2022-2023 typically corresponds to initial grant periods between August/September 2022 and May/June 2023; grant dates and grant lengths will vary by program.

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

Data Privacy

1. Carefully review the Data Privacy information.

Personal Information

Enter all required biographical information.

Contact Information

Enter all required contact information.

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.

Curriculum Vitae/Resume

Curriculum Vitae/Resume	Please upload a document that does not exceed four (4) pages.	Escolher arquivo Nenhum arquivo selecionado
		Upload

Academic Background

     a. List all post-secondary educational institutions you have attended in reverse chronological order, including any in which you may be presently enrolled.

     b. Click *Add Institution.*

     c. Type all the information requested.

Educational Institution

Institution*	[ ]
Level of Study*	[▼]

Institution Location (all address fields are required)*

Country	[Brazil ▼]
City	[ ]
Region	[Select Region ▼]

Website	[ ]
Name of Diploma or Degree Equivalent*	[▼]
Discipline/Subject*	[ ]
Actual/Local Name of Degree or Diploma*	[ ]
Enrolled From*	[▼] [▼]
Enrolled To*	[▼] [▼]

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*	[▼] [▼]

[Save]   [Cancel]

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

Employer

3. List your current professional affiliation or employer by clicking *Add Employer* under Organization Name.

Professional Experience   ×

Role* [_____ ⌄]

Position Title/Type of Work [_____]

Employer Name* [_____]

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

Start Date [____ ⌄] [____ ⌄]

End Date [____ ⌄] [____ ⌄]

Employer Address

Street Address* [_____]

City* [_____]

State/Region* [_____]

Postal Code* [_____]

Country* [_____ ⌄]

[Save] [Cancel]

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

Awards and Recognitions

Enter all your awards information.

Experience Abroad

Important: If you recently entered the United States on a J-1 or J-2 visa?* Upload your DS 2019:

Previous DS-2019(s)   Please upload a copy of your previous DS-2019(s).   [Escolher arquivo] Nenhum arquivo selecionado

[Upload]

Academic Materials

Use the section below to upload scans of all available transcripts and diploma from the post-secondary institution you have attended. **Applicants must submit official, complete and certified diplomas + transcripts in Portuguese, covering the entire period of study at universities and other post-secondary institutions**

Add Institution ✕

Institution	
Country	Brazil ⌄
City	
Region	Select Region ⌄
Dates Attended	⌄ ⌄ to ⌄ ⌄
Level of Study	⌄

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   Escolher arquivo   Nenhum arquivo selecionado

Test Scores

Upload your test scores that you have taken. The tests for the Foreign Language Teaching Assistant (FLTA) Program are TOEFL or IELTS. Standardized test scores are often required for admission to U.S. institutions.

Exam Scores

Select "Add Test" below to add information about an exam you have taken or will take in the future.

Date ▲	Type
Add Test	

Continue

FLTA Information

This section collects information specific to the Fulbright Foreign Language Teaching Assistant (FLTA) Program.

Preferences

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. Enter all required information.

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

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

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

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. *

Plagiarism Agreement

The FLTA Program seeks applicants that have developed a sense of personal integrity and are original thinkers. The following application includes several opportunities to express your own thoughts, ideas, and opinions in essay responses. Application materials will be processed using software to help identify any instance of plagiarism. Plagiarism in any of your answers to these questions will result in your disqualification from participating in the FLTA program.

Essays and Objectives

Be aware that this is an important section of your application!

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.

Additional Information

Use this section to upload the required documentation listed in the call for proposal which there is no specific spot in the system.

1. **Brazilian passport ID pages, if available, or official ID document with photo (ex. *RG or CNH).***

2. **TOEFL IBT, ITP, IELTS or Doulingo TEST SCORE.**

3. **Diploma**

* indicates the field is required.

Supplemental Materials

Supplemental Materials

| Escolher arquivo | Nenhum arquivo selecionado |

Upload

Additional Documentation

Additional Documentation

| Escolher arquivo | Nenhum arquivo selecionado |

Upload

Authorization of Release of Information

Authorization of Release of Information

* indicates the field is required.

Recommendations

If selected for a Fulbright award opportunity, cooperating agencies may need to provide copies of forms and letters submitted by your recommenders to U.S. institutions on your behalf. In these cases, the responsible cooperating agency must indicate whether you waive your right of access to confidential references in accordance with the U.S. Family Educational and Privacy Rights Act (FERPA), 20 U.S. C. 1232(g). If you indicate below that you **do not** waive your right of access, this will be indicated on the form provided to each recommender.

You must answer this question and press "Continue" before you are able to register any recommenders. Once recommenders are registered, you will not be able to modify your response.

Yes, I waive my right to review the information contained in the evaluations submitted by recommenders on my behalf.
○ Yes
○ No

Continue

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.

PS: you must be aware that the deadline to send the letters of recommendation is the same of the call for proposal.

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

Send To Recommender   Cancel

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.

Signature

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

Review and Submit

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 THEN CLICK SUBMIT.