



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

2020-2021 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>



Welcome to the Online Application System for the Fulbright Teaching Excellence and Achievement Program (TEA). The Fulbright Teaching Excellence and Achievement Program is sponsored by the U.S. Department of State with funding provided by the U.S. Government and administered by IREX. It is governed by policies established by the Fulbright Foreign Scholarship Board. You can use this system to prepare and submit your application for the 2020-2021 Fulbright Teaching Excellence and Achievement 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.

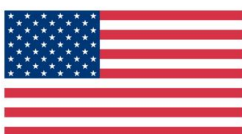
Returning Applicant: Sign In

Username (Email Address)*

Password*

[I forgot my username/password](#)

New Applicant: Register



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.

Create Account



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.



Data Use and Privacy Policy

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 U.S. Government-sponsored programs for the purpose of fostering alumni networking.

If the applicant or current or past participant does not want to be included in point F, 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.

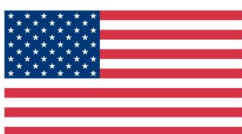
The principles stated herein are binding only to IREX; other organizations involved in the administration of these programs may adhere to other privacy or similar policies.

CONSENT FOR THE COLLECTION AND PROCESSING OF PERSONAL DATA FROM THE EUROPEAN UNION

1. Pursuant to the European Union General Data Protection Regulation ("EU GDPR"), International Research and Exchanges Board ("IREX"), in its capacity as a data controller and/or processor under the EU GDPR, must obtain your explicit, affirmative, and informed consent before it can collect or process any personal data for a lawful basis, including, but not limited to, employment, admission and enrollment, study abroad, internship abroad, online education, etc. For information on how IREX uses personal data, please review the Privacy Statement found at <https://www.irex.org/privacy-policy>.
2. "Personal data" means any information relating to an identified or identifiable natural person (a "data subject"). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.
3. Any personal data that is collected from you will 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 U.S. Government-sponsored programs for the purpose of fostering alumni networking.
4. Notwithstanding anything to the contrary herein, IREX may process personal data without the data subject's consent under certain other lawful bases, including when processing is necessary for the performance of a contract to which a data subject is a party; when processing is necessary for compliance with a legal obligation to which IREX is subject; or when processing is necessary to protect vital interests, such as the life of a data subject.
5. Personal data will be handled and processed only by the persons who are responsible for the necessary activities for the purpose above and may be transmitted from the EU to IREX's Information Systems.
6. Refusal of consent may make it impossible for IREX to carry out its necessary activities for the purpose above and may preclude IREX's ability to provide requested educational services, employment, participation in programs, or other services to you.
7. You have the right to withdraw your consent to the collection and processing of personal data. If you would like to withdraw consent, please contact the Data Protection Officer at privacy@irex.org.
8. IREX is committed to ensuring the security of your information. We have put in place reasonable physical, technical, and administrative safeguards designed to prevent unauthorized access to your information.

CONSENT

-  I certify that I 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.
-  Having read this notice, I give consent for the use of my personal data, and the transfer of personal data overseas, for the purpose outlined in this notice.













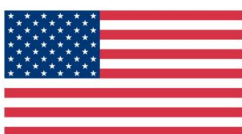
2. **The home page** allows you to view all the sections required to submit your application. Please keep track of which of those are complete, in progress, or not yet started. Note: *You do not need to finish the application in one sitting. Remember your login information and you may come back to the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

› Participant Application Tasks Application Progress 

[Submit Application](#) [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
 I. General Information	Supply general applicant information, including name, and date of birth.	 Complete 
 II. Contact Information	Supply detailed phone, email, and address information.	 Not Started
 III. Teaching Disciplines	Supply information about your current teaching assignments.	 Complete
 IV. School Information	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

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Fulbright TEA Cohort Preference:

Please indicate your program cohort preference*

(note: preference is not guaranteed)

Spring 2021 Cohort Fall 2021 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 Another Gender

I have been teaching for years at a secondary school (not including student teaching practicums).*

Have you ever been convicted of a crime?*

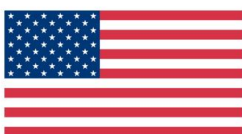
Yes No

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

Save & Return

Cancel

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

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

› **Institutional Support and Reference Form**

Application Progress

Save & Return

Cancel

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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.

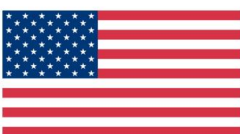
To upload a document, first click the **browse** button to locate the file on your computer. Then click the **upload** button. A message in the "status" column will confirm when your document is successfully uploaded.

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



> Supplemental Documents

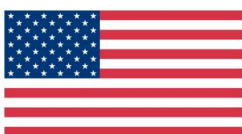
Application Progress

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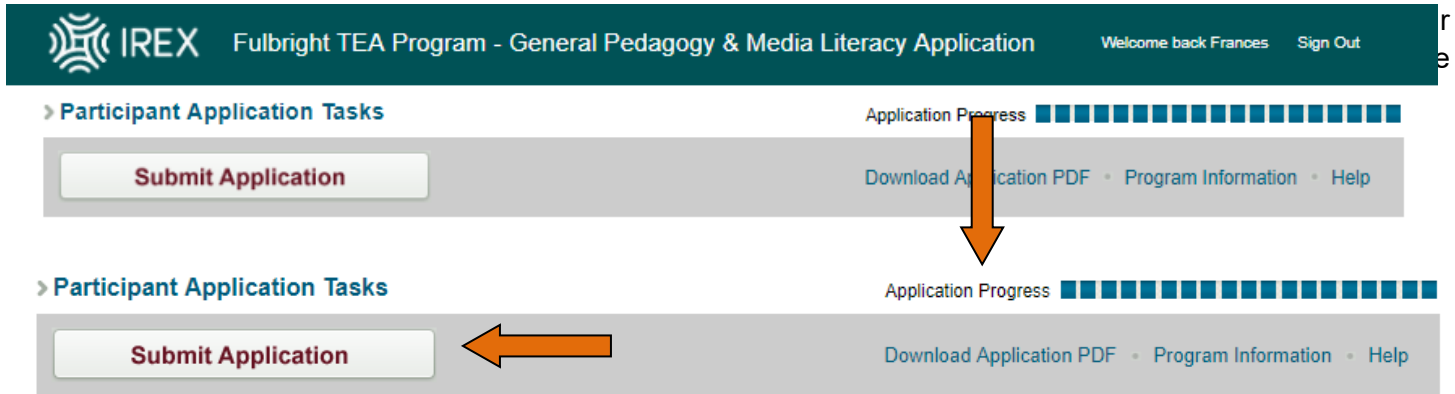
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Only one document may be uploaded at a time. Please wait for confirmation that each document upload succeeded before attempting to upload another document or navigating away from this page.

Action	Supplemental Document	File / Upload	Status
	Other <i>(if available)</i>	Browse Upload 	



7. When you have **completed all sections**, click “Download Application PDF” to save a copy of your



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> Participant Application Tasks Application Progress Download Application PDF Program Information Help

Submit Application

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Submit Application

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



> Participant Application Tasks Application Progress Download Application PDF Help

Congratulations! Your application has been successfully submitted.

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.

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

