

Fulbright Foreign Language Teaching Assistant Program Application Checklist

A complete application for placement purposes consists of the following components.

Required Item	Description	Completed
Application <i>(Make certain to follow all instructions carefully, especially essay instructions)</i>	The web-based Fulbright Foreign Language Teaching Assistant Program applications are located at: https://apply.iie.org/flta2023	
Letters of Reference	Minimum of 3 professional references from instructors, professors, or work supervisors who know you well.	
Academic Transcripts <i>(See reverse for more information on the definition of official transcripts)</i>	Official, certified copies of your academic records for all post-secondary institutions attended that come directly from the school(s); should list courses taken and grades received for each year of enrollment	
Original translation of transcripts <i>(If official transcripts are not issued in English)</i>	Official transcripts translated into English: must be literal, not interpretative.	
Resume/CV (Curriculum vitae)	Compilation of work experience, education, skills, other activities.	
Diploma(s)	Copy of originals.	
Original translation of diploma(s) <i>(When original is not issued in English)</i>	Diploma(s) translated into English.	
Standardized tests (TOEFL) <i>(Sometimes IELTS can be substituted)</i>	Minimum recommended score of 79 on the TOEFL iBT. Any submitted English Proficiency Exam	
Teaching Methodologies <i>(i.e. A research paper, published article, academic paper, etc.)</i>	Often required for study in the humanities or social sciences; all doctoral applicants in all fields will need one as well.	
Cultural Ambassador <i>(i.e. Portfolio of slides of artwork, video, film, music, a sample of journalistic work, etc.)</i>	Often required for study in the arts or art-related fields as well as in communication and/or journalism.	
Biodata page of your passport	Required by IIE prior to issuing the DS-2019 form which you need to apply for a U.S. J-1 visa. Passports should be valid beyond 11/2024. Note: please check with your Fulbright Office regarding any deadlines regarding the submission of your passport.	
Fulbright Medical History Form	Two parts—one completed by you and one by your doctor. Note: please check with your Fulbright Office regarding any deadlines regarding the submission of the Fulbright Medical History Form. This form should not be completed prior to 03/01/2023.	

Key Elements of a Competitive Application

Application:

- Take care to answer all questions to the best of your ability.
- Make sure that you spell your name correctly and in English; do not use diacritical markings, if you only have one name, use the last name field.
- Make sure that the information you have added into the online application text boxes displays completely.
- When prompted:
 - List all post-secondary schools attended, including study abroad programs, and list in order of those most recently attended.
 - List all academic, professional, and personal awards and honors achieved.
 - Write a clearly articulated study objective or academic goal statement. This is an important component of your application and is your opportunity to state what you want to study and to achieve. Be specific.
 - Write a personal statement that clearly details who you are and your experiences. You can both highlight your strengths and address any inconsistencies or perceived weaknesses.
 - Review the plagiarism agreement and acknowledge that you understand and will comply with the agreement.
 - Upload your resume or a CV (Curriculum vitae).
 - Upload copies of your student transcripts (*Please note, official transcripts prepared by the schools you attended may be required*).

Letters of Reference:

- **IMPORTANT!** Letters of References should ideally be from people who know you well in a professional capacity.
- IIE recommends focusing on work contacts OR on academic contacts. Depending on what is weighed more significantly by the admissions committee—your work experience or your academic background. This will vary by your field of study.
- Referees should be able to speak to your strengths.
- Referees should be chosen so that they say different things about you.
- Note, in some educational systems the reputation of the referee is important. However, in the U.S. this is not a consideration if the referee does not know you well.
- We recommend that your referees complete the online reference letter. You may register them as part of the online application process. However, if they cannot complete the online reference letter, all supplemental forms, including the letters of reference are accessible at <http://foreign.fulbrightonline.org/fulbrightpage.html>.

Academic Transcripts and Translations (*sometimes referred to as mark sheets or degree statements*):

- Transcripts must list all courses and/or subjects taken and the grades received. Ideally, they should indicate when the course was taken. Most transcripts contain a 'legend' that will explain what an 'excellent' grade, a 'passing' grade, etc. is. (*Please note a description of the course is NOT required*).
- You must submit official transcripts. In other words, they must be certified by the school, e.g. the Registrar's Office or Controller of Examinations (*Official transcripts may NOT be certified by a professor or other legal authority*) and be forwarded in an envelope that has not been opened by you, the student.
- Transcripts should be in the official language of the country unless the school provides an official transcript in English.
- If a translation is necessary, it can be issued by the school or by a qualified translator. Translations must be literal—not interpretive.
- Note, for those individuals studying in Europe and completing a Bologna-compliant degree, a diploma supplement in English is also needed.

Test Scores

- IIE requires official test scores to be sent from the testing institution. An 'examinee' copy may be used while awaiting "official" scores, but eventually, universities will need "official" test scores.
- When taking the test, please make sure to indicate IIE as a test recipient.
- For TOEFLs, the code is 2326.
- For IELTS, select Institute of International Education from the 'Professional Bodies' listing.
- **Note:** TOEFL and IELTS scores are valid for two year.