FULBRIGHT FOREIGN LANGUAGE TEACHING ASSISTANT (FLTA) PROGRAM
Instructions for Completing the
2022-2023 Fulbright FLTA Program Application

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

- Read all instructions carefully before completing the application.
- Prospective Fulbright participants should be aware that public health Conditions, availability of consular services and travel, as well as U.S. Institutional operating status and policies may affect their ability to travel to the U.S. and participate in academic programs.

Contents

General Information

The application is supported by all modern browsers. We highly recommend that you use a current version of <mark>Google Chrome</mark>, 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, please contact Fulbright Taiwan if any concern about eligibility. Deadline is <mark>August 15th, 2021</mark>. You must make sure you are eligible to apply. Additional information can be found here: https://www.fulbright.org.tw/zh-hant/foreign-language-teaching-assistant-fulbright-program-flta/.

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.
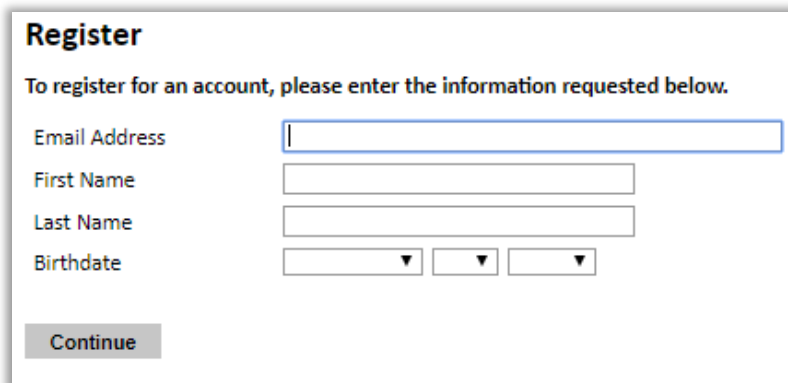
Step 4: Submit the application
Once you have entered all required information, including recommenders, review your application for errors. If all information is correct, submit your application. Once you submit you CANNOT make changes to your application.

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.
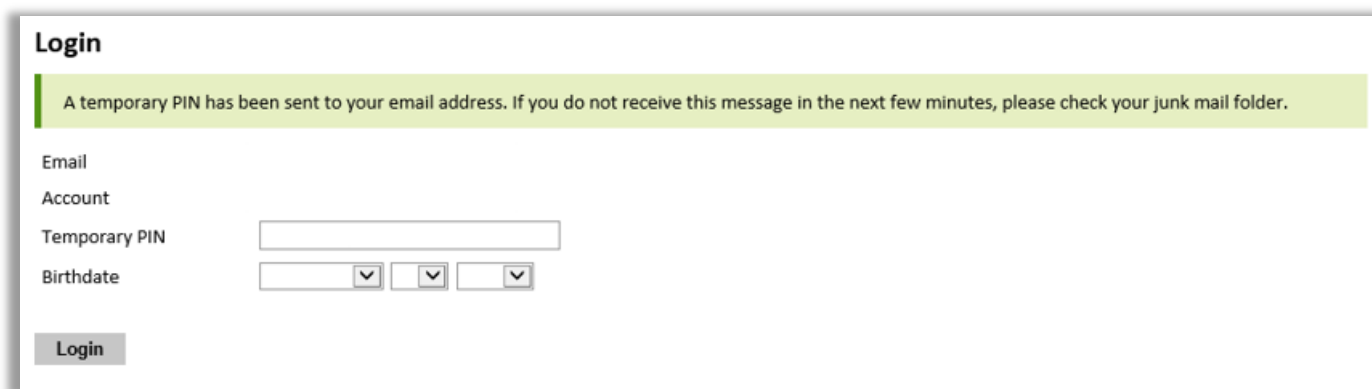
Email Address	
First Name	
Last Name	
Birthdate	▼ ▼ ▼

Continue

Note: <u>Use an email address that you will be able to access for at least two years after submitting your application.</u> 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 or after you submit the application.

3. 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?*

[⌄]

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 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.

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?*

[⌄]

1. Select "Taiwan" from the dropdown menu for "Through which program country are you are applying".

2. Select "2022-2023" from the dropdown menu for "To which academic year are you applying".

3. U.S. Citizenship, Dual Citizenship with the U.S. or Permanent Residency: select 'Yes' or 'No' to indicate your response.
   a. Applicants **CANNOT** be U.S. citizens or permanent residents of the U.S. to participate in the Fulbright Foreign Language Teaching Assistant Program.

4. Select 'Yes' or 'No' to indicate where you have applied for the diversity visa lottery or have a diversity visa lottery application pending?
   a. Applicants who select 'Yes' must indicate in the provided text box details regarding their diversity visa lottery application. Applicants should state when

the application was submitted, the type of application submitted, the purpose of the application and the application's current status.

5. Select 'Yes', 'No', or 'unsure' to indicate if you are aware and meet all program eligibility requirements.
   a. Please review the program eligibility requirements here: https://www.fulbright.org.tw/zh-hant/grant-conditions-and-provisions-for-applicants-to-the-u-s/.

6. Carefully review the Data Privacy information. If prompted, indicate your acceptance of data privacy terms by selecting 'Yes' or 'No'.
   a. You will not be able to submit your application without indicating your agreement to the Data Privacy terms.

7. Select 'Yes' or 'No' to indicate if you meet all employment eligibility requirements.
   a. Applicants or applicants' immediate family cannot have been employed by the stated organizations and/or agencies within the year prior to application.
   b. If you select 'Yes', please provide details of employment or association.

8. Click *Continue* to save your responses and advance to the next section.

Country Information

1. Review all information in this section!

2. Note any country-specific instructions for completing the rest of the application, including:

   a. Country Website: https://www.fulbright.org.tw/zh-hant/foreign-language-teaching-assistant-fulbright-program-flta/.
   b. Application Instructions
   c. Deadline information
   d. Additional required materials

3. Click *Continue* to proceed to the next section.

Personal Information

Enter all required biographical information.

1. <u>Enter your name exactly as it appears on your passport</u>. Only enter a preferred name if it is DIFFERENT than your legal name (e.g. Alex instead of Alexander).
    * First Name: 請務必和<mark>護照上的相片頁第一行的 Given Name 相同</mark>。若護照上的 Given Name 有「-」，則您在此系統上輸入 First Name 時也需要輸入「-」。

2. If your name is recorded differently on any previous records, list it in the Name on Previous Records section (e.g. maiden name).

3. The birthdate that you used to create your account will automatically appear. If you entered this date incorrectly during your account creation, you may correct it now.

4. Enter your city of birth and select country of birth, sex (as it appears or will appear on your passport or travel document), preferred gender identity, and marital status from the dropdown menus provided.

5. Enter number of dependents. Please review the FLTA Program's policy on J-2 visa sponsorship for dependents: select 'Yes' or 'No' to indicate your response.
    * <u>dependents 指</u><mark>會隨同</mark>您赴美的眷屬。請注意，此獎助不提供隨行眷屬簽證。
    * 請於此處詳實填寫您的個人資料，並請注意，若此欄有填寫眷屬人數，面試時評審會確認是否能隻身赴美執行此獎助計畫。

6. Please indicate any physical limitations that you may have. This information is gathered for statistical purposes and to ensure appropriate accommodations can be made. The Fulbright Program does not discriminate on the basis of physical impairment.

7. Select your country of citizenship and country of residence from the dropdown menus provided. To select indicate additional countries of citizenship, hold down the CTRL (PC) or Command (Mac) button when selecting options.

8. If applicable, enter your national identification number and any additional countries in which you hold citizenship.

9. Click *Continue* to save your responses and advance to the next section.

Contact Information

Enter all required contact information.

1. Select the country where you live from the dropdown list first when entering your permanent address (i.e. physical address where you live).
   a. Based on your country selection, the subsequent fields will change to match the address format of that country.
   b. Complete the remaining address fields. Do not use accents or special characters.

2. Select 'Yes' or 'No' to indicate if your current mailing address (i.e. the address where you receive mail) is the same as the permanent address you entered above. *They do not have to be the same.*
   a. If you answer 'no,' then a second address section will appear where you may enter your mailing address information.
   b. If you answer 'Yes' to this question, proceed immediately to the next question.

3. Enter your contact numbers as appropriate. Include the country code. If the field turns red, please review the numbers that you have entered to look for any errors.
   a. To find the correct country code, click on the blue 'country code' link
   b. Please do leave your cell phone number, for us to remind you to submit your missing documents after your submission.

4. The email address used to create your account will appear in the primary email address field and will not be editable. You may provide an Alternate/Secondary Email that can be used to contact you if Fulbright Program Officers cannot reach you via your primary email address.
   Note: All system-generated emails will continue to go to your primary email address.

5. Enter your home country emergency contract information. The individual(s) you list may be contacted in the event of an emergency while you are participating in grant activities, including any required travel for interviews in your home country.
   a. When entering the address, choose the country that corresponds to your emergency contacts' address first and the following fields will update to match the address format of the selected country.

6. Entering emergency contact information in the United States is <u>not required</u>. If you have emergency contact(s) in the United States at this time, please enter the appropriate information.

7. Click *Continue* to save your responses and advance to the next section.

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 <mark>does not exceed four (4) pages</mark>.
   Note: If your file exceeds 4 pages, an error message will appear on the Review page and will prevent submission of your application.
   * 請在此上傳<mark>英文</mark>履歷表。

   a. Click *Choose File*
   b. Locate and select the file that you previously saved to your computer
   c. Click *Open*
   d. Click *Upload* to complete the file upload

Academic Background

2. List all post-secondary educational institutions from which you have received a degree or academic credential. You MUST include any education institutions you are currently attending (even if you have not yet completed your educational program) and estimated date of graduation/completion.

* 請列出<mark>大學(含)以上</mark>學歷即可。若是五專生插大，請列出<mark>專四至專五學歷</mark>以及大學以上學歷。
   a. Click *Add Institution*
   b. Type in the name of the institution
   c. Choose the level of study (graduate or undergraduate) from the dropdown menu
   d. Select the country where the institution is located from the dropdown menu
   e. Enter the appropriate city and region/state
   f. Provide the website of the institution (optional)
   g. Select the U.S. equivalent of the degree or diploma earned (e.g., BA – bachelor's degree)
   h. If relevant, provide the actual name of the degree or diploma (e.g., license)
   i. Enter the discipline in which this degree or diploma was earned
   j. Select the month and year of start and end dates (Month – Year format) that you attended this institution
        ▪ If a degree is in progress, list expected end date of academic program

   k. Select the date (Month-Year format) that you received your degree from this institution
        ▪ If a degree is in progress, list expected date of conferral in this field
   l. Click *Save*.

Educational Institution

Institution*

Level of Study*

Institution Location (all address fields are required)*

Country   United States

City

State   Select State

Website

Name of Diploma or Degree Equivalent*

Actual Name of Degree or Diploma

Discipline*

Enrolled From

Enrolled To

Date Degree Received

If a degree is in progress, list expected date of conferral for Date Degree Received.

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

Professional Experience

4. List your current professional affiliation or employer and any relevant previous professional experience by clicking *Add Experience* under Position Title.

   *請列出目前的專業經驗(最新的三個，包含 part-time 工作)
   a. Choose the role which most closely corresponds to your current role and/or relevant previous professional work experience from the drop-down menu
   b. Enter position title (e.g. Director, Assistant Director, etc.) or type of work (e.g. accounting)
   c. Enter the name of your employer **(the <u>institution</u>, not your "boss")**

d. Select the start and end dates for the position you entered (Month-Year format). If you are currently employed in this role, leave the End Date fields blank.

e. Select the country where your current place of employment is located from the dropdown menu. Enter in the street address, city, state/region, and post code as applicable

f. Click *Save*

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*	[⌄]

5. If you have more than one current position and/or relevant previous professional experience, click *Add Experience* and follow the instructions above.

Awards and Recognitions

6. 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:
    a. Any scholarships and/or fellowships you currently or previously received (include the source or sponsor, amount, where held and duration)
    b. Any academic honors and prizes that you have received in the text box (include any titles and/or dates)
    c. Any books, articles, and/or thesis published by you, particularly in your proposed field of study (include the title, place, and date of publication)
    d. Any professional societies, fraternities or other organizations in which you now hold membership or in which you have been active in the past

Experience Abroad

7. 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 10 years. This can include time overseas for education, research, business, vacation, etc.
    a. Click *Add New*
    b. Select the country in which you spent your professional travel and/or residence abroad from the dropdown menu provided
    c. Select the start and end dates (Month-Year format) of you travel/residency
    d. Enter the purpose of your travel abroad
    e. Click *Save*

8. If you have more than one trip abroad to enter, click *Add New* again, and follow the bulleted instructions until all entries have been saved.

9. Select 'Yes' or 'No' to indicate if you have previously entered the <u>United States</u> on a <u>J-1 or J-2 visa</u>.
   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 DS-2019(s)	Please upload a copy of your previous DS-2019(s).	Choose File No file chosen
		Upload

10. Select 'Yes' or 'No' to indicate if you have previously been awarded a Fulbright grant.
    a. If 'Yes', you are required to list the grant(s):
       ▪ Click *Add 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*

11. Click *Continue* to save your responses and advance to the next section.

Academic Materials

This section collects copies of your unofficial transcripts and diplomas. Please upload scans of all available transcripts and diplomas from post-secondary institutions you have attended.

* 請在此處上傳<mark>英文版成績單(大學部(含)以上，包括交換學生部分)及英文版學位證明書(大學部(含)以上；若為在學生，請於此上傳英文在學證明)</mark>。若截止日前學校無法發出，請先上傳學生證正反面影印本，並在 9 月 30 日前補繳英文在學證明。

* <mark>除上傳外，也請<mark>郵寄正本</mark>至本會</mark>：
1) 大學部(含)以上的彌封英文成績單正本（包含交換學生部分）。彌封指學校必須在封口處蓋章，以證明此成績單為學校所發。若是國外學校成績單，可以沒有彌封，但須經過駐外使館文書驗證。
2) 大學部(含)以上的英文學位證明書正本。外國學歷須經外交部駐外館處文書驗證（詳細辦法請參閱外交部領事事務局網頁 http://www.boca.gov.tw/）。若為在學生，需繳交英文在學證明正本。若截止日前學校無法發出，請先繳交學生證正反面影印本，並在 9 月 30 日前補繳英文在學證明正本。一經錄取，本會無法退還所有文件。

1. Select the corresponding institution from the list.

2. Review the institution information (which you provided on the previous page). If this information is incorrect, please return to the previous page to edit.

3. Select *Choose File* and locate the desired file on your computer. Click *Open*.
    a. You may upload transcripts/diplomas as a multi-page documents or upload single page documents. PDF, JPEG, and TIFF image files are all accepted.

4. Click *Save*. Repeat these steps for all applicable institutions.

5. Click *Continue* to save your responses and advance to the next section

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 collecting 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.

4. Select the language you are reporting from the dropdown menu and rate your proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.

5. Click *Continue* to save your responses and advance to the next section.

Test Scores

This section collects information about standardized test scores that you have taken or will take in the future. Standardized tests include TOEFL and IELTS. Standardized test scores are often required for admission to U.S. institutions.

* <mark>申請日前一年 9 月以後之 TOEFL/ IELTS 成績單(iBT 80 或 IELTS 學術組 6.0 以上）</mark>。若無，則須上傳申請年度 9 月 30 日以前之 iBT 或 IELTS 報考證明（即完成報名後，考試單位的 email 確認信，信上有說明已經預約好的考試日期以及考生本人的基本資料）。在同樣條件下，審查委員優先考慮在截止日期前繳交成績者。

1. Select *Add Test*

2. Select the test type from the drop-down menu.

3. Select the test date from the drop-down menu (Month-Day-Year format)
    a. If you have not yet taken the test, enter the date that you are registered for the test

4. Enter your test scores, if you have the results from the test

5. Click *Save*. Repeat these steps for all applicable standardized tests

6. Click *Continue* to save your responses and advance to the next section.

Add Test	
Type	[▼]
Test Date	[▼] [▼] [▼]

Score Reports

1. If you enter test scores, you will be redirected to the Score Reports section, where you will upload copies of your available score reports
   a. Click *Choose File*
   b. Locate and select the file that you previously saved to your computer
   c. Click *Open*
   d. Click *Upload* to complete the file upload

FLTA Information

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

Language Skills

1. Select the language you are apply to teach/assist in the U.S. (Chinese or Mandarin)

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.

Preferences

3. 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.

4. Indicate if there is a particular region in the U.S. that you would **most prefer**. If you believe you are adaptable to all regions, please respond 'I would accept any placement'.

   *若你有特別偏好美國某一區，且會因為分發學校所在區域而放棄此獎助金，請選取你偏好的那一區。但是請注意，IIE 不保證會把你分發到你偏好的那一區。若此題有選擇偏好的區域，評審會在口試時請你再三確認並說明你是否會因為分發學校的所在區域而放棄此獎助金。若不會因為分發學校所在區域而放棄此獎助，請選取 "I would accept any placement"

5. Indicate if there is a college or university type which you would **most prefer**. Select from the dropdown menu as appropriate. If you believe you are adaptable to all institution types, please respond 'I would accept any placement'.

*若你有特別偏好的學校類型，且會因為分發學校的類型而放棄此獎助金，請勾選你偏好的選項(可複選)。但是請注意，IIE 不保證會把你分發到你偏好的那些類型的學校。若此題有選擇偏好的類型，評審會在口試時請你再三確認並說明你是否會因為分發學校的類型而放棄此獎助金。若不會因為分發學校的類型而放棄此獎助，請選取 "I would accept any placement"

6. Select if there are any college or university types which you would **refuse** an offered assistantship. Select from the dropdown menu as appropriate. If you believe you are adaptable to all institution types, please respond 'I would accept any placement'.

*若你有特別厭惡的學校類型，且會因為分發學校的類型而放棄此獎助金，請勾選你厭惡的選項(可複選)。但是請注意，IIE 不保證會完全避開你厭惡的那些類型的學校。若此題有選擇厭惡的類型，評審會在口試時請你再三確認並說明你是否會因為分發學校的類型而放棄此獎助金。若不會因為分發學校的類型而放棄此獎助，請選取 "I would accept any placement"

Preferences

In your role as a language assistant on a U.S. university campus, you are willing to *

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 a particular region in the U.S. that interests you? *

Is there any college or university type which you would most prefer? If you are adaptable, please select "I would accept any placement. *

Is there any college or university type which you would refuse an offer assistantship? If you are adaptable, please select "I would accept any placement. *

Teaching Experience

7. Indicate, numerically, the total amount of **language teaching** experience in years and months that you currently have or previously held.

8. Please provide a brief overview of your prior language teaching experience:
   a. Indicate level, class sizes, English and/or native language teaching experience for each position held. Please make sure the experience listed here should be included in your resume uploaded in the section of "Curriculum Vitae/Resume".

Interests

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

10. Click *Continue* to save your responses and advance to the next section

Plagiarism Agreement

1. Carefully review the Plagiarism Agreement and indicate your acceptance of the terms by selecting 'Yes' or 'No'.
2. Click *Continue* to save your responses and advance to the next section.

* 請仔細閱讀整個英文聲明，確定了解全部意義後，請勾選表示已閱讀完畢並了解其意涵。

What is Plagiarism?
Plagiarism is using someone else's words, ideas, or research as your own without crediting the source.

How to Avoid Plagiarism
- **Cite** – Citations should be included whenever referencing another individual's work, whether paraphrasing or quoting.
- **Citations** usually include the author(s) and the date of the publication or similar information.
- **Quote** citations usually include the author(s) and the page number, or paragraph number in the case of web content.
- A **reference** page or page of works cited at the end of your essay should include the author(s), date of publication, title, and source.

To cite correctly, follow a commonly used document formatting guide, such as APA, MLA or Chicago. Not citing properly can lead to an allegation of plagiarism.
- **Paraphrase** - Read the source text you would like to reference in your essay and put it into your own words, making sure not to copy the work verbatim. If you use text as written in the original, you must use quotation marks. Citations for paraphrased work must be included.
- **Quoting** - If quoting a source, use the quote exactly as it appears in the original work. It is important to note that most higher education institutions discourage "block quotes" or quotes of 40 words or more. Quoting should be done whenever using someone else's text as written and must be cited to avoid plagiarism allegations.

What is Common Knowledge?
You do not need to cite a source for material considered common knowledge. Note that common knowledge can change depending on your culture and geographic location. If you are ever in doubt, always cite the source.

General common knowledge is factual information that most people know or can easily find in a number of sources. This can include birth and death dates of well-known figures, and generally accepted dates of political, literary, and other historical events.

Field-specific common knowledge is "common" only within a particular field or specialty. It may include facts, theories, or methods that are familiar to readers within that discipline.

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. <mark>**Your response should be at minimum 700 words in length.**</mark>

*請在文件上方預留 4 公分的頁首，文件長度約二至四頁。<mark>請務必參考以下撰寫技巧</mark>：

Completing the Objectives and Motivations essay provides the readers (your home country contact, FLTA Program staff and your future supervisor and other university/college officials) with a picture of you and your career interests.

This essay will allow you to:
- Emphasize key qualifications, areas of expertise, skills and/or goals
  Tip: Reflect on your overall qualifications and career goals: In what ways do they fit with the FLTA Program?
- Help the readers find out about your character/personality
  Tip: Think about making a good first impression
- Tell a story
  Tip: Consider: What's special, unique, distinctive and impressive about your life story?
- Present your life experience
  Tip: Consider: Why might you be a better and more successful FLTA than others?
- Appeal to college/university supervisor expectations
  Tip: Consider: What qualifications are most desired by college and university professors in a language teacher/assistant? What other personal qualities do you possess that would make you attractive to them? Think about what role--or roles— you expect to have on campus?

A good essay for this task will answer these questions:
1. Why are you applying for the FLTA Program?
2. What details of your life (personal or family problems, history, people or events that have shaped you or influenced your goals) might help a person better understand you or set you apart from other FLTA applicants?
3. What are your main qualifications?
4. What are your career goals?

How do you get started?
Research the Fulbright FLTA Program by visiting
https://foreign.fulbrightonline.org/about/fulbright-flta: From your research you should know the program's purpose and the goals of the program that interest you.

A proper essay will include:
• An introductory paragraph
• At least three (3) body paragraphs
• A concluding paragraph

A proper paragraph will include:
• An introductory statement
• Supporting evidence of the introductory statement

Note: Don't write that you would make an excellent FLTA unless you can support your statement with **specific reasons**. Your desire to become an FLTA should be logical, the result of specific previous experience.

Remember: You will likely need to write more than one draft. Use proper grammar and punctuation. Be meticulous. Type and **proofread** your essay very carefully. You may want another person to read your essay and check it for errors. You should take great care to write a clear and detailed description.

Take your time. The way a person devises the essay, determines the length, and develops the response is all part of the process. The level of effort sends a message.

1. Select *Choose File* and locate the desired file on your computer. Click *Open*.
    a. Uploaded objective statements are limited to a maximum of two pages. PDF, JPEC, and TIFF image files are all accepted.
    b. Click *Upload*

Objectives and Motivations

Write a clear and detailed description of your objectives and motivations. Please write a well-structured essay that addresses your background and qualifications for the 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. Please do not insert your actual CV or resume in this section. *

Uploaded objective statements are limited to a maximum of two pages.

Choose File | No file chosen

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 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 issues. **==This response is expected to be 300-500 words in length.==**

4. Click *Continue* to save your responses and advance to the next section

Additional Information

Supplemental Materials/Additional Documentation

1. Use this section to upload additional documentation stated below.

    * **<u>Supplemental Materials</u>**: 若有其餘作品或證書(英文版)，可上傳至此。
    * **<u>Additional Documentation</u>**: 請在此上傳以下文件
        1) 中文履歷表(請務必確認中英文內容學經歷的部分一致)。中文履歷請再加上<u>手機號碼</u>及<u>紙本結果通知信之寄送地址</u>，以方便聯絡補件。
        2) 華語教學的相關證書(例如：教師證、結業證明、修課成績單。若是中文證書，請自行在上傳的 PDF 檔內標註英文說明)。這些文件只提供評審了解你的華語教學程度，並不是篩選的標準。
        3) 目前的在職或在學證明(英文版)。
        4) 若目前為公立學校教師，<mark>請在通過面試後，補上最高行政主管同意函</mark> (請使用此申請說明最後一頁之表單)。
        5) 護照 (包含照片頁和簽名頁)，且有效期限必須比您的獎助截止日期<u>至少多 **6** 個月</u>。

Other Grants and Awards

2. Use the text box to indicate if there are any other scholarships, fellowships or employment that would supersede your participation in the FLTA program should it be offered.
    a. If you select 'Yes', please provide further details regarding the noted scholarship, fellowship or employment.

Outreach Survey

3. Complete the Outreach Survey.

4. 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 statement.

2. Select 'Yes' or 'No' to indicate whether you waive your right to review the information contained in the evaluations submitted by recommenders on your behalf.
   * 請<mark>務必勾選是否放棄閱讀推薦信的權利</mark>，若無勾選，本會會代您勾選「I DO WAIVE my right to inspect the contents of the recommendation」。

3. Click *Continue* to proceed to the next section.
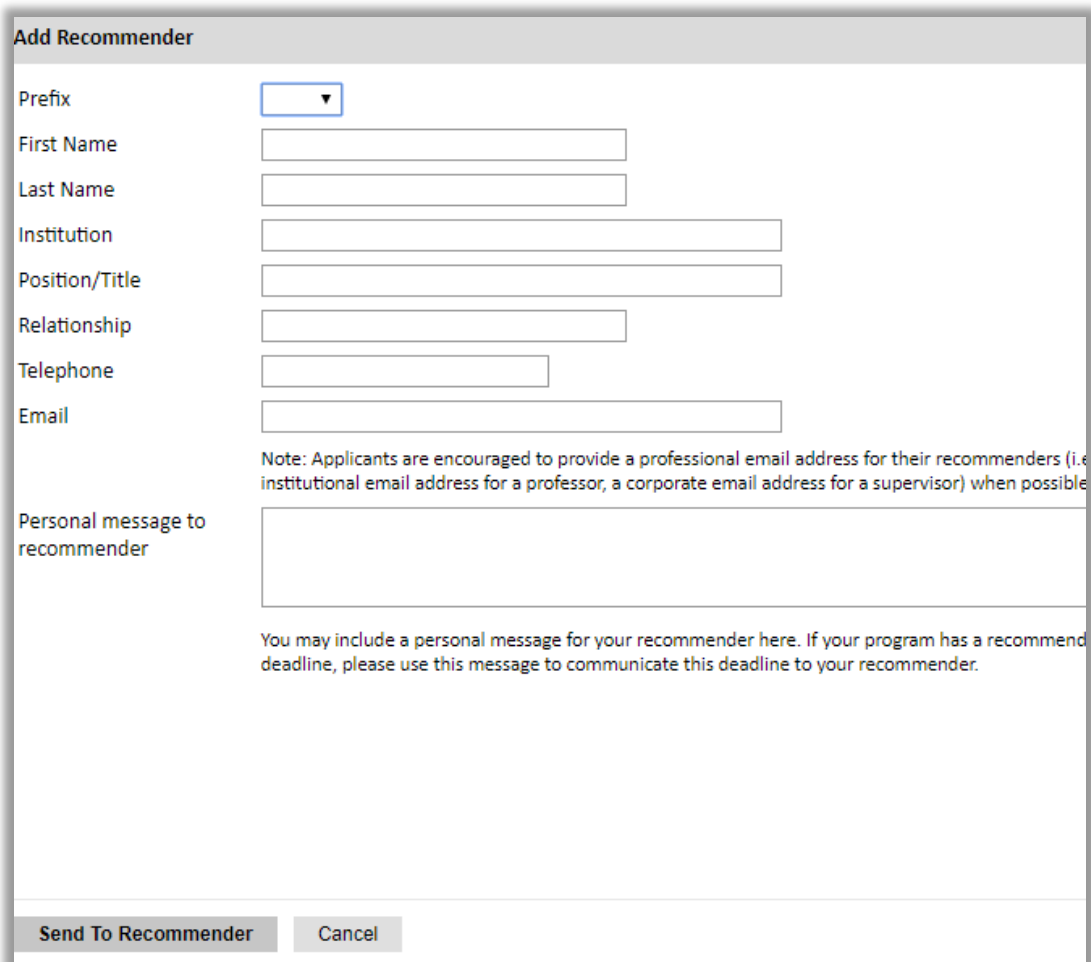
Recommender Registration

Use this section to register your recommenders. Refer to your country-specific instructions for 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 emailed to your Fulbright Program Office.

* 若推薦人希望用**線上推薦**，請參考下方的填寫說明。
* 若推薦人希望用**紙本推薦**，請使用此申請說明倒數第三頁之專用推薦表格給推薦人使用，並請推薦人在截止日期前郵寄給本會（郵戳為憑）。

1. Click *Add Recommender*
2. Complete all fields in the pop-up form:

Add Recommender

Prefix	▼
First Name	
Last Name	
Institution	
Position/Title	
Relationship	
Telephone	
Email	

Note: Applicants are encouraged to provide a professional email address for their recommenders (i.e institutional email address for a professor, a corporate email address for a supervisor) when possible

Personal message to recommender

You may include a personal message for your recommender here. If your program has a recommend deadline, please use this message to communicate this deadline to your 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:

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.

REVIEW ALL RESPONSES. CLICK SUBMIT.

* 經檢查後，若無須更改的部分，請按下「Submit Application」。完成遞交後，申請主頁會有一個 PDF 頁面，顯示為你所有填寫並上傳好的資料。請將這個 PDF 檔完整列印出來。

* <mark>除完成線上填寫，亦需郵寄以下紙本資料</mark>

1) 紙本部分請寄送至本會。包括：

● 完整列印出已填好的線上申請資料(英文填寫，包括申請表、英文履歷、在學或在職證明、iBT／IELTS(學術組)成績單或報考證明、護照等申請資料。若需上傳中文相關文件，請自行備註英文說明)

● 大學部以上的彌封英文成績單正本（包含交換學生部分）、英文學位證明書/在學證明正本

● 中文履歷（即英文履歷的中文版本，包含手機號碼及紙本結果通知信之寄送地址以利於之後寄送紙本的徵選結果）

● 三封英文推薦函 (如推薦人已在線上填寫則可省略)

2) 收件地址:

100011 台北市延平南路 45 號 2 樓

學術交流基金會

傅爾布萊特交換計畫 (FLTA)

3) 截止日期: 每年 8 月 15 日（**以郵戳為憑**）

4) 承辦人: 王小姐(Edith Wang): 02- 2388-2100 分機 143；fse@fulbright.org.tw

CONFIDENTIAL LETTER OF REFERENCE

This letter of reference must be written by a teacher under whom the applicant has studied or by someone who has supervised the applicant in work, athletics or other relevant activity. *This letter must be in English. If not in English, then an accurate translation must be attached.*

Name of Applicant :   Country:

Name of Referee:

1.   How long have you known the applicant?

2.   In what capacity have you known the applicant?

        Teacher or Professor   ❑   Employer or Job Supervisor   ❑
   School Counselor   ❑   Other (please specify) :

3.   Please provide a candid evaluation of the applicant's past performance and ability to pursue and successfully complete a teaching assistantship in the United States. Your statement will be given considerable importance by the American universities/colleges reviewing this application, and should, therefore, be as complete and detailed as possible.

4.   In the rating chart below please evaluate the applicant in comparison with other students whom you have known during your professional career.

	Excellent	Very Good	Average	Below Average
Creative				
Motivation				
Self-confidence				
Independence, initiative				
Intellectual ability				
Academic achievement				
Disciplined work habits				
Adaptability to New Situations				
Leadership Qualities				
Potential for growth				

5.Please indicate where the applicant would rank among students/employees currently or recently in your department/organization.

95%   90%   75%   50%   25%

TOP   BOTTOM

_____
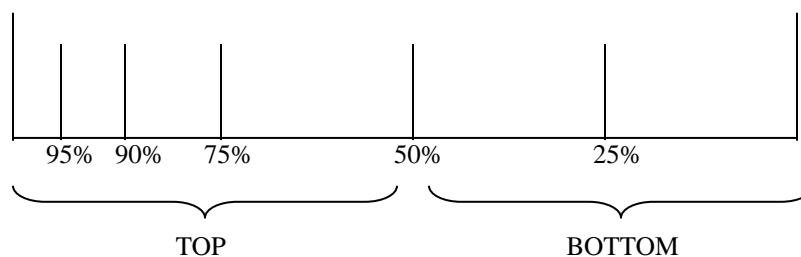
Name and Title (print)
_____

School, Company or Organization
_____

Signature _____   Date _____

Please return directly to the Selection Committee in the applicant's home country. Under no circumstances should the completed form be returned to the applicant.

FULBRIGHT Taiwan
FOUNDATION FOR SCHOLARLY EXCHANGE
學術交流基金會

100011 臺北市中正區延平南路45號2樓
2F., No. 45, Yanping S. Rd., Zhongzheng Dist., Taipei City 100011, Taiwan
TEL: +886-2-2388-2100 FAX: +886-2-2388-2855

Fulbright FLTA Program
Leave Authorization Form 最高行政主管同意函

1. Name of the Applicant:

2. Home Institution Name and Location (City):

3. Instructions for Approving Administrator: Please complete the following sections and sign this form to certify the home institution's approval or disapproval of a 9-month leave of absence for the above applicant. Indicate the type of leave to be granted below. Return this completed form to the applicant in hard copy or via email prior to the application deadline so it can be submitted with the application. Please see our program website to learn more about our program at www.fulbright.org.tw . We strongly encourage applicants and administrators to consult before completing this form.

The above applicant is employed by our institution. **If we and all other necessary parties agree to the proposed assignment, the following leave of absence will be approved** and the applicant will be released under the conditions checked below to accept a grant under the Fulbright Scholar/ Professionals Programs. A leave of absence must be granted to the applicant for him/ her to be eligible for Fulbright Programs.

☐ Approve   ☐ With Salary   ☐ Without Salary

The above applicant is employed by our institution and **will not be granted a leave of absence**. Checking the box in this section will make the applicant ineligible to participate in Fulbright Programs.

☐ Disapprove

Approving Administrative Official Signature/ Stamp

Note: This form must be completed and signed/ stamped by the highest chief administrator (e.g., Principal in School) or the person who is officially authorized to grant a leave of absence and approve the appropriate salary arrangements for the institution in which the applicant is employed.

Job Title:

Name:

Email:

Telephone:

Signature:_____   Date: _____