



## FULBRIGHT FOREIGN LANGUAGE TEACHING ASSISTANT (FLTA) PROGRAM

### Instructions for Completing the 2025-2026 Fulbright FLTA Program Application

Application: <https://apply.iie.org/flta2025>

**Read all instructions carefully before completing the application.**

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# 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 Taiwan if you have question about application requirements. Deadline is **October 1<sup>st</sup>, 2024**. Make sure you are eligible to apply. Additional information and a list of participating countries can be found here:

<https://foreign.fulbrightonline.org/>.

## **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.

\*請盡量使用個人電子郵件，避免轉換工作單位或學校終止郵件服務等影響。

## **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.

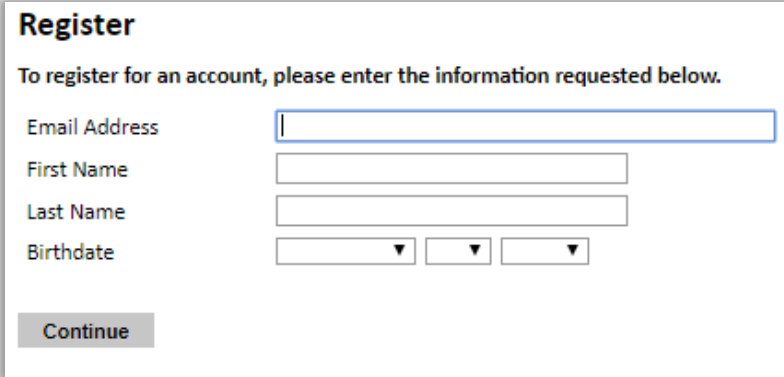
## **Step 4: Submit the application**

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.**

\*請輸入和您的護照完全一致拼法的姓名資訊 (First name 是你的名，Last Name 是你的姓，請不要將您名分別填在 middle name 及 first name 中，華人一般沒有 middle name)，請勿全部大寫，僅每一字彙的第一個字母大寫。



The image shows a 'Register' form with the following fields and instructions:

- Register**
- To register for an account, please enter the information requested below.
- Email Address**: A text input field.
- First Name**: A text input field.
- Last Name**: A text input field.
- Birthdate**: Three dropdown menus for Month, Date, and Year.
- Continue**: A button at the bottom left.

**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.

\*建議使用個人電子信箱，避免使用學校或公司信箱，以免系統擋信，或畢業/離職後無法使用。

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 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. 請隨時存檔!

## REVIEWING YOUR APPLICATION AFTER SUBMISSION

1. After you SUBMIT your application, you **CANNOT** make any changes.  
一旦在線上遞出申請，就無法自行修改。
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.  
請務必自行追蹤推薦人的填寫進度，並提醒推薦者在申請截止前完成線上或實體推薦。

## 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.  
遞出申請後推薦人仍可完成線上推薦，不需等待推薦人完成推薦後才遞出申請。
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.  
推薦信請以英文撰寫，中文信件須提供英文翻譯。

4. You must register three recommenders at the time of application submission.
5. 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.

You must select 'Yes' to confirm you have read the Fulbright Policy Guidelines.

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

**Please Confirm You Have Read The Fulbright Policy Guidelines\***

I have reviewed the Fulbright policy guidelines, particularly the grounds for Revocation, Termination and Suspension of Grant.\*

☐ Yes

**Important Browser Notice:**  
Please use different browsers when opening multiple applications.

**Continue**

## 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?\*



1. Select “Taiwan” from the dropdown menu.
2. Select “2025-2026” the dropdown menu.
3. U.S. Citizenship, Dual Citizenship with the U.S. or Permanent Residency: select ‘Yes’ or ‘No’ to indicate your response.
  - a. U.S. citizens or permanent residents of the U.S. are ineligible to participate in the Fulbright Foreign Language Teaching Assistant Program. Applicants who select ‘Yes’ will not be able to view the application.  
申請者不能是美國公民或永久居留者。
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 for the country through which you are applying before proceeding.
6. Carefully review the provided IIE Data Privacy Consent information. Indicate your acceptance of the 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. Select ‘Yes’ or ‘No’ to indicate if you will waive your right to review the information contained in evaluations submitted by recommenders.  
請勾選是否放棄查閱推薦信的權利，若勾選“no”，系統會發送通知給推薦人。
9. 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. Supporting materials
3. Click *Continue* to proceed to the next section.

## Personal Information

Enter all required biographical information. Please review country-specific guidance (provided in the Country Information section of the application) to determine whether you must provide additional information.

1. Enter your name exactly as it appears on your passport. Only enter a preferred name if it is DIFFERENT than your legal name (e.g. Alex instead of Alexander).  
**\*First Name** 請務必和護照的相片頁第一行的 **Given Names** 相同拼法。若護照上的 **Given Names** 有「-」，則您在此系統上輸入 **First Name** 時也需要輸入「-」。請務必注意姓名順序。例如，王小明 (Wang, Hsiao-Min) 的 **First Name** 是 Hsiao-Min，**Last name** 是 Wang。華人姓名通常沒有 **Middle Name**。請不要將您的名字分開填在 **Middle name** 和 **First name** 中。
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.  
**\*Dependents** 指需要隨同您赴美的眷屬。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 limitations you may have that require accommodations. The Fulbright Program complies with the Americans with Disabilities Act (the "ADA") and is committed to diversity and inclusion. This information is gathered for statistical purposes and to ensure appropriate accommodation at a prospective host institution.
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. Please review country-specific guidance to determine whether you must provide additional 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.  
**\*請勿使用中文字，以免造成亂碼。**
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.  
**\*此處請詳細填寫您的通訊地址，包含郵遞區號，並請勿使用中文字。**
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.
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.  
**\*請盡量使用個人電子信箱，避免使用學校或者公司信箱，以免系統擋信，或畢業/離職後無法使用。**
5. Enter your home country emergency contact 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.
6. Entering emergency contact information in the United States is not required. If you have emergency contact(s) in the United States at this time, please enter the appropriate information.

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.

所有文件都請提供 **PDF** 檔。

### Curriculum Vitae/Resume

1. Upload your curriculum vitae/resumé in PDF format that **does not exceed four (4) pages.**

**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**英文**履歷表，不超過**4**頁。

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

Curriculum  
Vitae/Resume

Please upload a document that does not exceed four  
(4) pages.

Browse...

No file selected.

### Academic Background

2. 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.

\*請列出**大學(含)以上**學歷即可。若是五專生插大，請列出**專四至專五**學歷以及**大學以上**學歷。**最近的學歷先填，依序往回填**。不用列出短期證照課程，短期課程列在履歷即可。所有資料都請以**英文**回答，**中文字會變成亂碼**。

- a. Click *Add New Academic Background*.
- 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. Indicate the Actual/Local Name of the Degree or Diploma.
- k. Note your final or current cumulative GPA (grade point average).
- l. Note the highest possible GPA at the academic institution.
- m. 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.
- n. 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.
- o. Click Save.

The screenshot shows a form titled "Academic Background" with the following fields:

- Institution\***: Text input field.
- Level of Study\***: Dropdown menu.
- Institution Location (all address fields are required)\***:
  - Country**: Dropdown menu (currently showing "United States").
  - City**: Text input field.
  - State**: Dropdown menu (currently showing "Select State").
- Website**: Text input field.
- Name of Diploma or Degree Equivalent\***: Dropdown menu.
- Discipline/Subject\***: Text input field.
- Actual/Local Name of Degree or Diploma\***: Text input field.
- Final or current cumulative GPA (grade point average)\***: Text input field.
- Highest Possible GPA of Academic Institution\***: Text input field.
- Enrolled From\***: Month and Year dropdown menus.
- Enrolled To\***: Month and Year dropdown menus.
- Date Degree Received\***: Text input field, with a note below it: "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."

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 New Professional Experience* under Professional Experience.

**\*請列出目前的專業經驗(最新的三個，包含 part-time 工作並清楚說明)，若自由接案可填 Free Lancer 並於 Employer Name 填入 self-employed**

- Choose the role which most closely corresponds to your current role and/or relevant previous professional work experience from the drop-down menu.
- Enter position title (e.g. Director, Coordinator, etc.) or type of work (e.g. accounting).
- Enter the name of your employer. (the institution, not your “boss”) 請填工作單位 (公司名稱)
- Enter the department name if applicable.
- 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.
- 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.
- Click Save.

**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



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 theses published by you, particularly in your proposed field of study (include the title, place, and date of publication).
  - d. Any research you may have conducted or participated in.
  - e. 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 ten years. This can include time overseas for education, research, business, vacation, etc.
  - a. Click *Add New Experience Abroad*.
  - 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*.

**Experience Abroad**

Please note: We are requesting a list of experience abroad only for the past ten years.

Country\*

Start date:\*

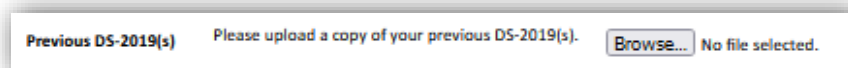
End date:\*

Purpose of Travel Abroad:\*

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.

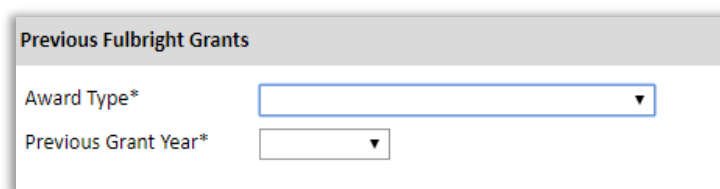
9. Select 'Yes' or 'No' to indicate if you have previously entered the United States on a J-1 or J-2 visa.
  - a. If 'Yes', you are required to select the J category of sponsorship from the list and upload a copy of your previous DS-2019.



Previous DS-2019(s) Please upload a copy of your previous DS-2019(s).  No file selected.

## Previous Fulbright Grant

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 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\*

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

## Academic Materials

This section collects copies of your unofficial transcripts with the diploma if applicable. Please consult the country-specific guidance provided in the application to determine what documents you should upload in this section.

**\*請在此處上傳英文版成績單(大學部(含)以上，包含交換學生成績單)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，學生證並非在學證明，請向學校申請正式文件)**

\*除上傳外，也請郵寄正本至本會：

- 1) 大學部(含)以上的彌封英文成績單正本（包含交換學生）。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。或由外國學校直接寄送正式電子成績單至 [fse@fulbright.org.tw](mailto:fse@fulbright.org.tw)
- 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/>）。若為在學學生，需繳交英文在學證明正本。一經錄取，本會無法退還所有文件。

If required, please upload scans of all available transcripts and diplomas from post-secondary institutions you have attended.

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 *Browse* 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 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.
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 the TOEFL, GRE, GMAT and IELTS.

Standardized test scores are often required for admission to U.S. institutions.

\*申請當下，有效的 TOEFL/IELTS(學術組)成績單**非**必要文件，但在同樣條件下，若有提供，對你的申請有加分作用。錄取後，基金會可協助免除報考 TOEFL 費用(僅有 TOEFL)，錄取者**必須**在隔年二月第一個禮拜前提供有效 TOEFL/IELTS(學術組)成績單。

\*有效的 TOEFL/IELTS 成績單指：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)，意即 **2023/09** 以後的成績單。

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 directed to the Score Reports section, where you will upload copies of your available score reports.
  - a. Click *Browse*.
  - 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. Please review country-specific guidance to determine whether you must provide additional information.

### Language Skills

1. Select the language you are applying to teach/assist in the U.S. (Chinese)
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.
6. 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"

7. 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。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"

8. 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。但是請注意，IIE 不保證會把你分發到你偏好的那一區。若此題有選擇厭惡的區域，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"

## Teaching Experience

9. Indicate, numerically, the total amount of **language teaching experience** in years and months that you currently have or previously held. The noted values for years and months should together total to the amount of time you have taught language.

\*請填寫所有**語言教學**經驗的總時長

10. 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.

\*建議簡要列出時間(如 2020/1-2022/12 (3 年)、程度、課程人數、課程內容、工作單位等教學經驗，這些經驗應該和上述的總時長一致。

## Interests

11. Input your academic and non-academic interests into the appropriate text boxes.
12. 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'. You will be ineligible for the program if any part of your Fulbright application is found to have been plagiarized.

\* 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.

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

## 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.**

\*請參考以下撰寫技巧：

Completing the Objectives and Motivations essay provides the readers 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 *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.**
4. Click *Continue* to save your responses and advance to the next section.

## Additional Information

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

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

\* **Country-Specific Materials:** 請於此上傳 PDF 檔的 **中文履歷表** (請務必確認中英文內容一致，尤其是學經歷部分)。中文履歷請再加上 手機號碼及紙本結果通知信之寄送地址(完整地址含郵遞區號)，以方便聯絡補件。

\* **Supplemental Materials:** 若有其餘作品或證書(英文版)，可上傳至此。

\* **Additional Documentation:** 請在此上傳以下文件

- 1) 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。
- 2) 目前的在職或在學證明(英文版)。
- 3) 若目前為公立學校正式教師，請在通過面試後，補上最高行政主管同意函 (請使用此申請說明最後一頁之表單)。
- 4) 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 至少多 6 個月 (至 2026/12)，若已過期或快過期，請 先上傳現有護照，之後可再補件。

### Other Grants and Awards

1. 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

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.

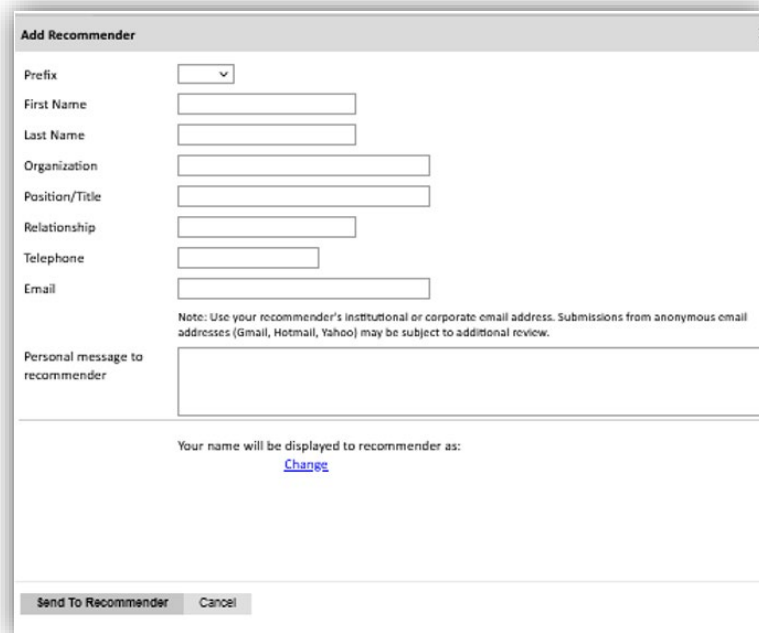
Once you register your recommenders, they will receive an automatic email with instructions on completing the online recommendation form. You can track the status of recommendations, send reminders, and add/delete recommenders through this system before **and** after submission of your application. Letters of recommendation **must be** submitted directly by your recommenders either via the online application or to your Fulbright Program Office.

\* 請填推薦人的**英文名字**，請不要填中文名字，填**中文會變成亂碼**，請留意「姓」Last name、「名」First name 位置。

\* 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.
3. Click *Send to Recommender* to generate automatic email to recommender.
4. Click *Continue* to save your responses and advance to the next section.

A dialog box titled "Add Recommender" with a close button (X) in the top right corner. It contains several input fields: a dropdown for "Prefix", and text boxes for "First Name", "Last Name", "Organization", "Position/Title", "Relationship", "Telephone", and "Email". Below these is a note: "Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review." There is a larger text box for "Personal message to recommender". At the bottom, it says "Your name will be displayed to recommender as:" followed by a blue "Change" link. At the very bottom are two buttons: "Send To Recommender" and "Cancel".

**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.

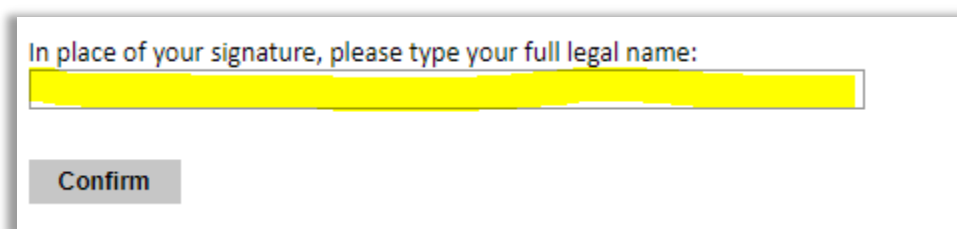
Personal message to recommender

Your name will be displayed to recommender as: [Change](#)

- 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 box for the signature step. It contains the text "In place of your signature, please type your full legal name:" followed by a long yellow rectangular input field. Below the input field is a grey button labeled "Confirm".

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

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.**

\* 經檢查後，若無須更改，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**。

\* **除完成線上填寫，亦需郵寄以下紙本資料**

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、護照、中文履歷等申請資料。若上傳中文相關文件，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**
- 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 10 月 1 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





## FULBRIGHT FOREIGN LANGUAGE TEACHING ASSISTANT (FLTA) PROGRAM

### Letter of Recommendation

Thank you for agreeing to provide a letter of recommendation for this Fulbright FLTA Program application.

This letter of reference must be written by a teacher under whom the applicant has studied or pursued research in the proposed field of study or by someone who has supervised the applicant in work related to the proposed field of study. This letter must be in English. If not in English, then an accurate translation must be attached. Please complete all the sections provided.

NOTE: The Fulbright Program cannot guarantee this letter's confidentiality once it becomes part of a university's records.

#### Applicant Information

Applicant Name:

#### Recommender Information

Last/Family Name:

First/Given Name:

Position:

Institution:

Institution Address:

Phone Number:

#### Applicant Evaluation

How long have you known the applicant?

In what capacity have you known the applicant:

## Ratings

Please rank the applicant in each of the categories as either: Excellent, Very Good, Average, Below Average or Not Applicable in comparison with other students whom you have known during your professional career.

	Excellent	Very Good	Average	Below Average	Not Applicable
Intellectual Ability:	_____	_____	_____	_____	_____
Knowledge of Field:	_____	_____	_____	_____	_____
Work Habits:	_____	_____	_____	_____	_____
Seriousness of Purpose:	_____	_____	_____	_____	_____
Potential for Significant Contribution in Field:	_____	_____	_____	_____	_____
Resourcefulness and Initiative:	_____	_____	_____	_____	_____
Emotional Maturity:	_____	_____	_____	_____	_____
Adaptability to New Situations:	_____	_____	_____	_____	_____
Leadership Qualities:	_____	_____	_____	_____	_____
Teaching Potential:	_____	_____	_____	_____	_____

### Letter of Recommendation

Please describe the applicant's qualifications and potential for successfully completing a teaching assistantship in the U.S. Your insights on the following are greatly appreciated:

- Applicant's outstanding talents
- How he or she compares with peers, both academically or in leadership roles
- Observation on the applicant's character
- Other comments or relevant insights that you can offer that are not likely available from other sources.

Your information will be given considerable importance in the review of this application. You may add your recommendation letter by using the space below or attaching an additional document with the form.

### Signature

I certify that all the information in my recommendation is accurate and true and that I am the person submitting the recommendation:

Signature \_\_\_\_\_

Date:

## 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](http://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: \_\_\_\_\_