FY17 Teaching Excellence and Achievement (TEA) Program &
FY17 International Leaders in Education Program (ILEP)
Online Application Guide for Applicants

Note: Not all participating TEA & ILEP countries are accepting online applications. Please confirm with the U.S. Embassy or Fulbright Commission in your country to determine whether the online application is being accepted.

1. **Register** as a new applicant.

You do not need to finish the application in one sitting. Remember your login information and you may come back to the application at any time prior to your country specific deadline.

2. **The home page** allows you to view all of the sections required to submit your application. Please keep track of which of those are complete, in progress, or not yet started.

3. Go through **each section** of the application to enter information about yourself. Make sure to Save & Return to the main application page when you are finished with each section.

If your country of citizenship is not accepting online applications, please follow the instructions on screen to access the paper application if prompted.

4. **Section XI. Essay Questions:** Please note that there are multiple components of this section. The Statement of Purpose is the most important part of your application.

XI. Essay Questions		
📝 International Exposure		🕐 In Progress
📝 Classroom Experience		⚠ Not Started
📝 Community Issues		⚠ Not Started
📝 Statement of Purpose		🕐 In Progress

5. **Sections XII and XIII. Institutional Support and Reference Form and Leave Approval Form**: In these sections, please download and print the Institutional Support and Reference Form and Leave Approval Form. These forms must be completed and hand-signed for your application to be considered. Your supervisor must fill out the Institutional Support and Reference Form. The School Director at the school where you are currently employed must fill out the Leave Approval Form. Once these forms are completed, upload an electronic copy to the system. These sections are not complete until they are uploaded.

> **Institutional Support and Reference Form**   Application Progress ■ ■ ■ ■ ■

| Save & Return | Cancel | Download Application PDF · Program Information · Help

On this page there is a link to the Institutional Support and Reference Form. All applicants must include the Institutional Support and Reference Form, which must be completed by your supervisor at the school where you are employed. Please print it out now and give it to your supervisor. An English translation must be provided if the form and reference letter are not written in English. Please upload the completed form in this section. Once the form is uploaded, this section will be marked as complete.

The maximum allowed file upload size is 8MB. If any of your ISRF documents exceed the maximum allowed file upload size of 8MB, please reduce the file size or split the document into multiple files that do not exceed 8 MB.

Download & Print Institutional Support and Reference Form
📄 Pdf Document

Action	File / Upload	Status
	Browse	

> **Leave Approval Form**   Application Progress ■ ■ ■ ■ ■

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On this page there is a link to the Leave Approval Form. All applicants must include the Leave Approval Form, which must be downloaded and signed. Please upload the completed form in this section. Once the form is uploaded, this section will be marked as complete.

The leave approval form document must be less than 4MB in size and upload to the server in less than 2 minutes. Any upload that takes more than 2 minutes to upload or is larger than 4MB will fail. For best results, please use the smallest possible files that are legible.

Download & Print Leave Approval Form
📄 Pdf Document

PLEASE NOTE: Depending upon the speed of your Internet connection, it may take up to several minutes to upload your document. You will see a link to your document in the space below once the upload completes.

Browse

6. **Section XIV. Privacy Policy and Application Certification Statement:** In this section, please download and print the Privacy Policy and Application Certification Statement. Once you sign the form, upload an electronic copy to the system.

> **Privacy Policy and Application Certification Statement**   Application Progress ■ ■ ■ ■ ■

| **Save & Return** | **Cancel** | Download Application PDF · Program Information · Help

On this page there is a link to the Privacy Policy and Application Certification Statement. All applicants must include the Privacy Policy and Application Certification Statement, which must be downloaded and signed. Please upload the completed form in this section. Once the form is uploaded, this section will be marked as complete.

The privacy policy and application certification statement document must be less than 4MB in size and upload to the server in less than 2 minutes. Any upload that takes more than 2 minutes to upload or is larger than 4MB will fail. For best results, please use the smallest possible files that are legible.

Download & Print Privacy Policy and Application Certification Statement
☐ Pdf Document

PLEASE NOTE: Depending upon the speed of your Internet connection, it may take up to several minutes to upload your document. You will see a link to your document in the space below once the upload completes.

| **Browse** |

| **Save & Return** | **Cancel** | Download Application PDF · Program Information · Help

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

> **Supplemental Documents**   Application Progress ■ ■ ■ ■ ■

| **Save & Return** | **Cancel** | Download Application PDF · Program Information · Help

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

Action	Supplemental Document	File / Upload	Status
🗄	**Other** (if available)	**Browse** Upload	
🗄	**Other** (if available)	**Browse** Upload	
🗄	**Other** (if available)	**Browse** Upload	

8. When you have **completed all sections**, click "Download Application PDF" to save a copy of your application for your records. Finally click "Submit Application". The screen will show a preview of your application. Review the information. If you have no further changes, click "Submit Application" a second time and your application will be submitted.

> Verification   Application Progress ■■■■■■■■■■■■■■■■■

| Submit Application | Download Application PDF · Program Information · Help

NOTE: Your application will only be submitted once you click the "Submit Application" button on this page.
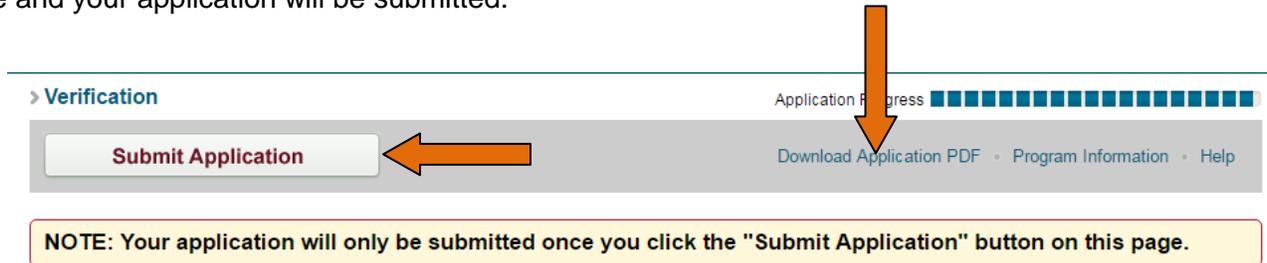
▾ I. General Information

Edit this Section

First Name	dsrfgdfg		Date of Birth	3/12/1997
Middle Name	dsfdfg		Gender	Female
Family Name/Surname	sdfgdfg		Number of Years Teaching at a Secondary School	sdfgdfg
Country of Citizenship	Ghana		Have you ever been convicted of a crime?	No

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

> Participant Application Tasks   Application Progress ■■■■■■■■■■■■■■■■■

                                                                 Download Application PDF · Program Information · Help

Congratulations! Your application has been successfully submitted.

You may no longer edit your information. You may still download a printable version of your application by clicking the "Download Application PDF" link in the gray bar above.

Section Name	Instructions	Status
I. General Information	Supply general applicant information, including name, citizenship, residency, and date of birth.	✔ Complete
II. Contact Information	Supply detailed phone, email, and address information.	✔ Complete
III. Teaching Disciplines	Supply information about your current teaching assignments.	✔ Complete
IV. School Information	Supply information about your current teaching position and the makeup and demographics of your school.	✔ Complete

If you have difficulties with the online application, please email IREX at ilep@irex.org for the International Leaders in Education Program (ILEP) or teaglobal@irex.org for the Teaching Excellence and Achievement (TEA) Program.