2018-2019 FULBRIGHT TEACHERS FOR GLOBAL CLASSROOMS PROGRAM
APPLICATION INSTRUCTIONS

APPLICATION DEADLINE: TUESDAY, MARCH 13, 2018

GENERAL APPLICATION INSTRUCTIONS & SUBMISSION GUIDELINES

- The Fulbright TGC Program uses a web-based application system. You will need access to a computer and the Internet to apply.
- You do not have to finish your application in one session. You may save your work and return to complete your application as many times as necessary. You must, however, submit your completed application by the deadline.
- Please answer **all** questions on the application in English.
- Spaces marked with a red asterisk (*) must be completed.
- If a question does not apply to you, enter N/A (not applicable).
- Include your full legal name as spelled in your passport (if available) or government-issued identification card.
- Include complete contact information (including zip codes for all addresses).
- All answers in the application, including the short essays, must be your own, original work.
- You may wish to review the application and its questions before filling in the application. Some applicants find it helpful to create their responses offline (in a separate Word document for example) and then cut and paste their responses into the appropriate sections of the application.
- We recommend printing these instructions and referring to them while completing the application.

The deadline for applications for the Fulbright Teachers for Global Classrooms Program is **Tuesday, March 13, 2018 at 11:59 PM EST**. At that time, the online application system will no longer permit submission. Late or incomplete applications will not be considered. Applications must be completed online.

ONLINE APPLICATION SECTIONS

General Information
- Provide your legal name as spelled on your passport or government-issued identification card.
- Date of birth: use month, day, year format.
- Please confirm your U.S. citizenship and residence in the United States, as these are important eligibility requirements of the grant.
- Indicate if you have participated as a U.S. partner teacher for the TEA, ILEP or Fulbright Distinguished Teacher Programs and provide program details.

Contact Information
- The contact information you provide will be used to reach you during the application and selection process. Please provide accurate addresses, phone numbers, and e-mail addresses that you use and check on a regular basis.
- Note that the e-mail address you used to create your account in the online application system is automatically listed as your primary e-mail contact. If this is a school e-mail address, IREX highly recommends that you provide a personal account as an alternative e-mail contact. There are often strict firewalls and e-mail filters that may prevent IREX e-mails from being delivered to school e-mail accounts.

Teacher and School Demographic Information
- Provide information about your experience as a teacher including: the grade levels and disciplines you currently teach, the number of years you have been a full-time classroom teacher, and the percentage of your hiring contract dedicated to classroom teaching. Please note that you need to have a minimum of five years of full-time classroom experience to meet the program eligibility requirements and be considered for the program.
- Provide information about your school type and location.

- Provide information about the population of students that are served in the school, including: the number of students served, the percentage of the student population receiving free and reduced meals, and a description of the community and student demographics.
- Provide the daily cost of a substitute teacher in your school. Please note that IREX is gathering data and NOT guaranteeing that these costs will be covered by the grant.
- If you teach at a private school, please provide the cost of tuition at your school, the number of students receiving need-based scholarships, and the value of the average need-based scholarship awarded.

Education and Professional Preparation
- Please provide information about the degrees you have received (or expect to receive) and the granting institutions.
- Please provide information about your teaching certifications and endorsements and the issuing institutions.

Training and Professional Development
- Provide a list and brief description of up to five examples of training and professional development. These examples should be opportunities that you have engaged in during the last five years and should demonstrate your professional leadership and/or global education skills.

Language Proficiency
- Proficiency in a language other than English is NOT a requirement for the program. However, IREX does collect information on the language skills that you have acquired. Please share your level of ability in reading, writing, speaking, and listening for the different languages you list.

Current Class Schedule
- Please provide your class schedule and number of students for the current school year. If it is more convenient, you may upload a file in the supplemental documents section. (If you choose to upload a document, be sure to write "See supplemental document" or "N/A" in the required fields so that the section will show as completed).
- List any classes that you have taught over the last five years into which you have regularly incorporated a global focus.

Additional Activities & Accomplishments
- Please list any non-teaching responsibilities, duties, or activities that you lead or in which you participate.
- You may list any publications, honors, awards or accomplishments in this section.

Short Essay Questions
- This section has four short essay questions (500 words or less). Your responses will give the selection committee an opportunity to better understand you as an educator and to appreciate your ideas, goals, and reasons for applying to the program.
- The essay questions are:
  - Provide a summary in approximately 100 words of your personal/professional goals as related to this exchange program.
  - How have you shown leadership among your peers in your teaching community? Describe a specific situation or initiative through which you demonstrated your leadership capacity. Include comments on your teacher leadership goals in the next five years.
  - TGC prepares teachers to be ambassadors of globalized pedagogy to their schools and communities. How would you describe your school's current level of global learning? How could an increase of international perspective and understanding in your school community benefit overall student learning?
  - If selected for the program, you will be representing the U.S. education system and U.S. culture to international audiences. Please describe a cross-cultural experience you have had and the skills and strategies you developed that you will utilize during the TGC International Field Experience, as well as to set up international partnerships in the future.

Other Applications and Participation
- In this section, provide information about previous participation in international teacher programs, including: exchange programs funded by the U.S. Government, and/or other international professional development opportunities.
- If you have participated in an international teacher professional development or exchange program, please describe how you have used what you learned on the program in your teaching.

- Please provide information about other international exchange opportunities and other educational/ professional programs to which you are currently applying for the 2018-2019 academic year. Be sure to have details regarding potential dates of travel and the sponsoring organizations.
- Provide details of other international travel that may not fit into the above categories.

As noted earlier, previous international experience is not required for this program. Preference is given to those who have had limited or no opportunities for international teacher professional development and have not received U.S. Government professional development funding in the past.

Optional Information
- In this section, please decide if you would prefer to share information regarding your gender, ethnicity and race, U.S. Veteran status, or disabilities.
- If you do not wish to disclose this information, IREX asks that you select "Prefer not to answer," so that this section of the application will show as complete.

Travel Preferences
- Indicate your preference for season of travel. Spring travel will occur between February and April 2019, and summer travel will occur between May and August 2019. You may also indicate that you have no preference for season of travel.
- Indicate your preference for travel location. You will have an opportunity to select the world regions to which you would most prefer to travel. Please select the indicated minimum number of options or indicate that you do not have a preference. Please note that while IREX is collecting your travel preferences, the process of making travel placements is complex and takes into account many factors. IREX cannot guarantee that travel placements match preferences. Once placements are made, they are final and cannot be changed.
- Confirm your understanding that program participation may require travel while your U.S. school is in session and that you have your administrator's support.

Supplemental Documents
- Please upload your résumé or CV in this section.
- There are two spaces for any additional supporting documents that you wish to upload and submit with your application.

Reference Form
- All applicants must include one completed electronic recommendation form *from your principal or superintendent*. This form is provided and distributed through the online application system.
- If there are technical difficulties with this process and your administrator has not received the link to the online recommendation form in their e-mail account, please try using a non-school e-mail address for your administrator. There are often strict firewalls and e-mail filters that may prevent IREX e-mails from being delivered to school e-mail accounts.
- You will not be able to submit your application until the reference is completed by your principal or superintendent. Once they have submitted a reference on your behalf, you must log back into the online application system and click the submit button.