FULBRIGHT Teacher Exchanges

Fulbright Distinguished Awards in Teaching Program for International Teachers

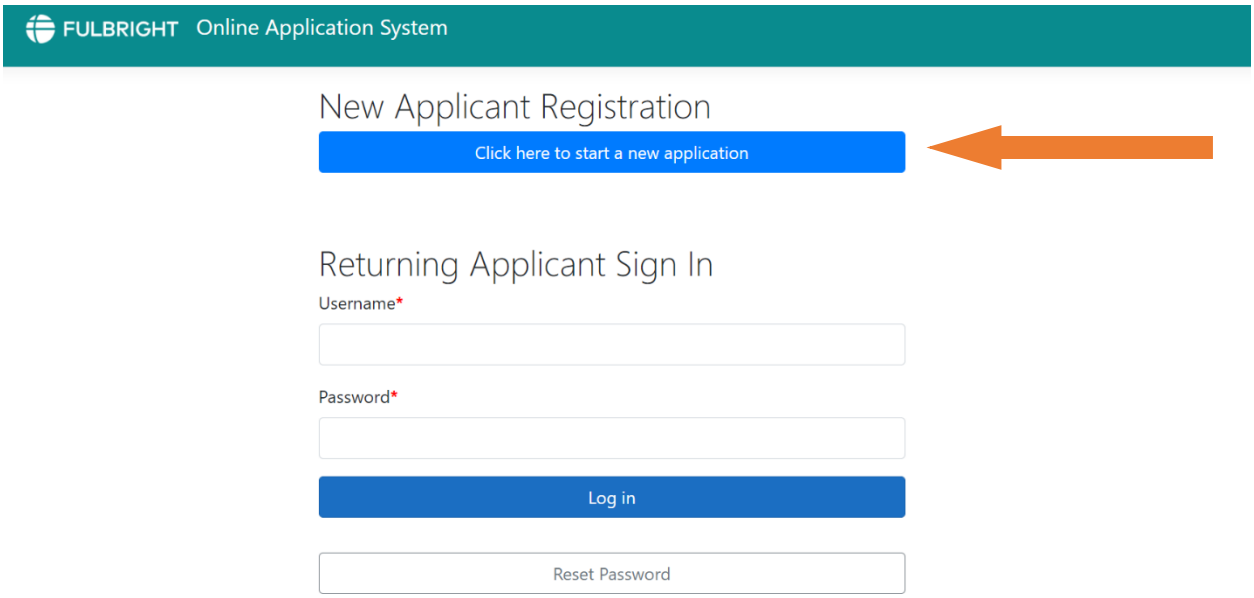
A program sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA), with funding provided by the U.S. Government and administered by IREX

ONLINE APPLICATION GUIDE

FOR APPLICANTS

Please confirm with the U.S. Embassy/Fulbright Commission in your country/territory that the online application is being accepted.

1. **Register** as a new applicant by creating an account https://fulbright.irex.org/



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FULBRIGHT Online Application System

Data Use and Privacy Policy

Your privacy is important to IREX. That is why we request that all applicants read the following privacy policy statement carefully.

1. **Applicant and Participant Information Content and Storage**
   Information about program applicants and current and past participants consists of data contained in their applications, information derived from interviews, and information gathered during the course of their program and as program alumni. IREX stores this information in written and electronic form indefinitely. Some data, such as contact information and professional experience, is continually updated.
2. **Use of Information**
   Information, which is described above, may be:
   A. Used by selection committees and interviewers to review applicants;
   B. Supplied to the program's funding organization;
   C. Submitted to potential host schools, universities, and/or organizations that provide Fellowship opportunities;
   D. Used for the evaluation of an individual's participation in the program and in the collection of data for general program evaluation by IREX and the program funding organizations;
   E. Used for notifying program participants/alumni of upcoming events and programs;
   F. Provided to participants/alumni of this and other U.S. Government-sponsored programs for the purpose of fostering alumni networking.

If the applicant or current or past participant does not want to be included in point F, it is their responsibility to notify their specific program administrator at IREX. An opportunity to do so will be included in the program Terms and Conditions document that participants submit when accepting the Fellowship.
IREX does not sell applicant, or current/past participant information.
The principles stated herein are binding only to IREX; other organizations involved in the administration of these programs may adhere to other privacy or similar policies.

Consent for the Collection and the Processing of Personal Data from the European Union

1. Pursuant to the European Union General Data Protection Regulation ("EU GDPR"), International Research and Exchanges Board ("IREX"), in its capacity as a data controller and/or processor under the EU GDPR, must obtain your explicit, affirmative, and informed consent before it can collect or process any personal data for a lawful basis, including, but not limited to, employment, admission and enrollment, study abroad, internship abroad, online education, etc. For information on how IREX uses personal data, please review the Privacy Statement found at https://www.irex.org/privacy-policy.
2. "Personal data" means any information relating to an identified or identifiable natural person (a "data subject"). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.
3. Any personal data that is collected from you will be:
   A. Used by selection committees and interviewers to review applicants;
   B. Supplied to the program's funding organization;
   C. Submitted to potential host schools, universities, and/or organizations that provide Fellowship opportunities;
   D. Used for the evaluation of an individual's participation in the program and in the collection of data for general program evaluation by IREX and the program funding organizations;
   E. Used for notifying program participants/alumni of upcoming events and programs;
   F. Provided to participants/alumni of this and other U.S. Government-sponsored programs for the purpose of fostering alumni networking.





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4. Notwithstanding anything to the contrary herein, IREX may process personal data without the data subject's consent under certain other lawful bases, including when processing is necessary for the performance of a contract to which a data subject is a party; when processing is necessary for compliance with a legal obligation to which IREX is subject; or when processing is necessary to protect vital interests, such as the life of a data subject.
5. Personal data will be handled and processed only by the persons who are responsible for the necessary activities for the purpose above and may be transmitted from the EU to IREX's Information Systems.
6. Refusal of consent may make it impossible for IREX to carry out its necessary activities for the purpose above and may preclude IREX's ability to provide requested educational services, employment, participation in programs, or other services to you.
7. You have the right to withdraw your consent to the collection and processing of personal data. If you would like to withdraw consent, please contact the Data Protection Officer at privacy@irex.org
8. IREX is committed to ensuring the security of your information. We have put in place reasonable physical, technical, and administrative safeguards designed to prevent unauthorized access to your information.

Certification

☐ **I certify that I completed this application myself, without any aid or assistance, that the information given in this application is complete and accurate, and that I have carefully read and understand all notes and disclaimers provided therein. I understand that IREX reserves the right to verify all the information listed in the application. I understand that giving false or misleading information in the application will result in exclusion from the competition or immediate dismissal from this program.**

☐ **Having read this notice, I give consent for the use of my personal data, and the transfer of personal data overseas, for the purpose outlined in this notice.**

Save & Continue

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

My Application

I. General Information Provide general applicant information, including name, gender, date of birth, country of citizenship, and country of residence.	Completed
II. Contact Information Provide detailed phone, email, and address information.	Not Started
III. Teaching Disciplines Provide information about your current teaching assignments.	In Progress
IV. School Information Provide information about your current teaching position and the makeup and demographics of your school.	Completed

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3. Click on **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.

   Questions with a red asterisk (*) are required questions. *The section will not be complete until all of the boxes with red asterisks are completed.*





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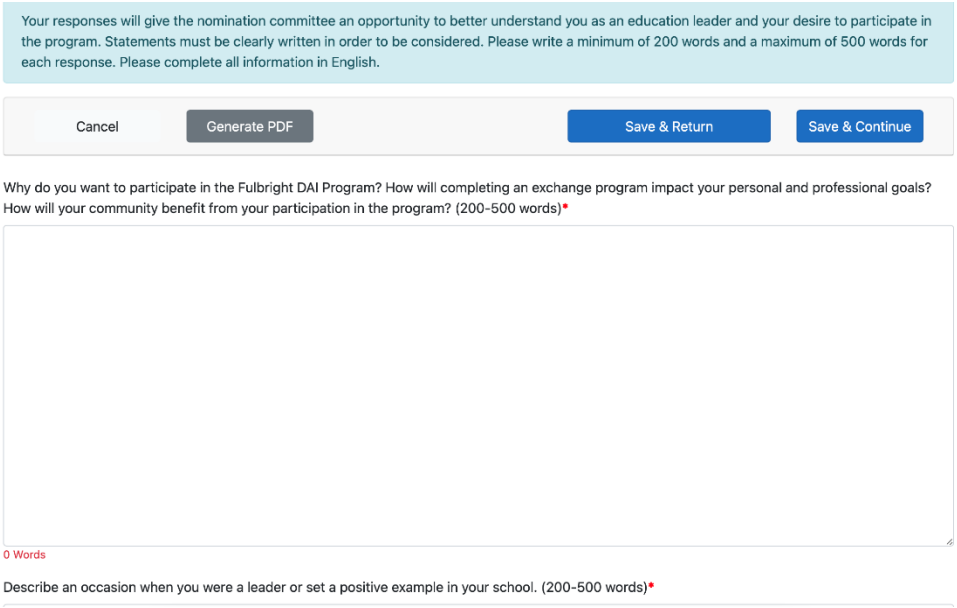
4. **Section XI Additional Education or Professional Experience and Activities and XII. Statement of Purpose:** Please note that there are multiple open-ended questions in these sections.



5. **Sections XIV and XV. 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 for your application to be considered complete. 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.

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Institutional Support and Reference Form

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.

Cancel | Generate PDF | Application Information | Save & Return | Save & Continue

The 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.

To upload a document, first click the browse button to locate the file on your computer. Then click the upload button. A message in the "status" column will confirm when your document is successfully uploaded. You may upload the pages of the form individually or as one file.

Download & Print Institutional Support and Reference Form

Institutional Support and Reference Form

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 message saying that the file has been received once the upload completes. Later, when you revisit this page, a link to your uploaded document(s) will be shown.

Action	Document	File / Upload	Status
	ISRF Document #1*	Select file to upload Browse Upload	
	ISRF Document #2 *(optional)*	Select file to upload Browse Upload	
	ISRF Document #3 *(optional)*	Select file to upload Browse Upload	
	ISRF Document #4 *(optional)*	Select file to upload Browse Upload	

Cancel | Generate PDF | Application Information | Save & Return | Save & Continue





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The 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 file that is legible.

To upload a document, first click the **browse** button to locate the file on your computer. Then click the **upload** button. You will see a message saying that the file has been received once the upload completes.

Download & Print Leave Approval Form

Leave Approval Form

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 message saying that the file has been received once the upload completes. Later, when you revisit this page, a link to your uploaded document(s) will be shown.

Action	Document	File / Upload	Status
	LAF Document*	Select file to upload Browse Upload	

Cancel | Generate PDF | Application Information | Save & Return | Save & Continue





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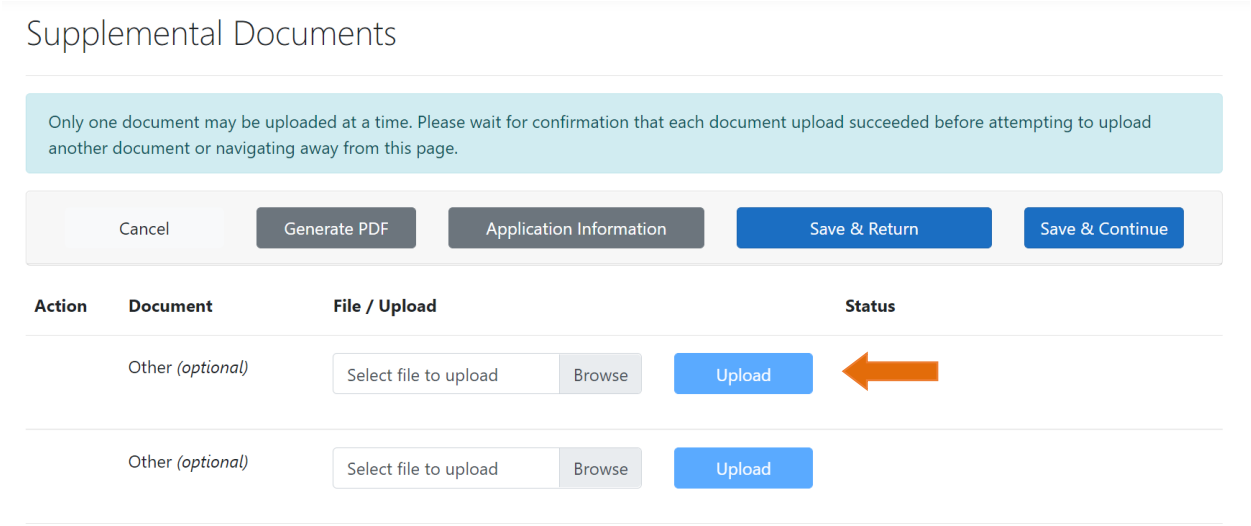
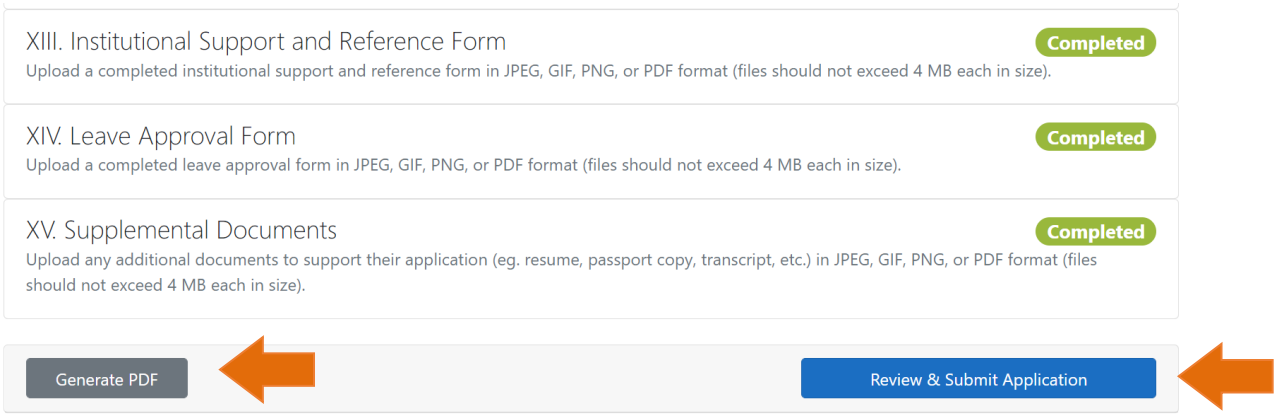
6. **Section XVI. Supplemental Documents:** If you would like to upload any other documents that you feel strengthen your application, please do so here.



7. When you have **completed all sections**, click "Generate PDF" at the bottom of the page to save a copy of your application for your records. Finally click "Review & 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.



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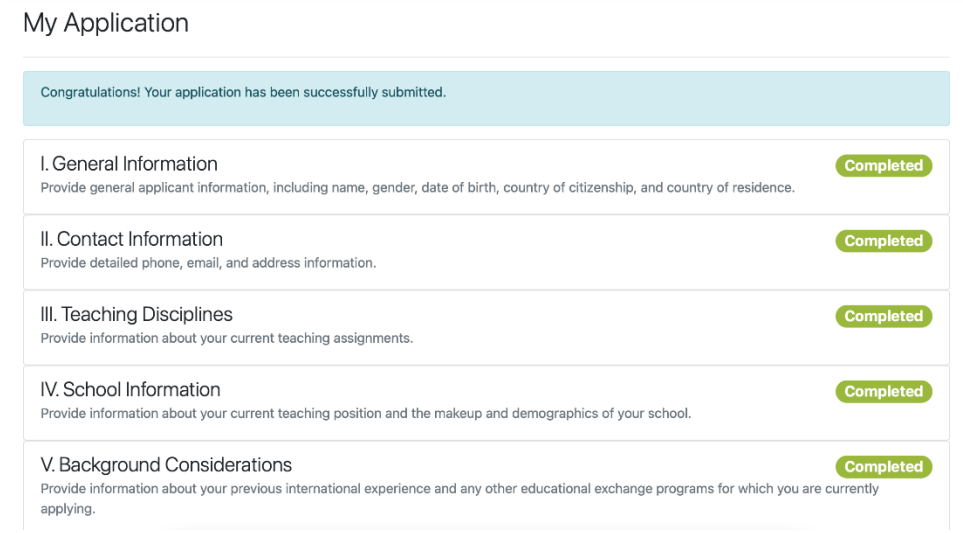
8. You will see a message on the screen verifying that you have **submitted your application**.



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