

FULBRIGHT FLTA PROGRAM

Instructions for Completing the Fulbright FLTA Program Application

Read all instructions carefully before completing the application.

STEP 1: Learn requirements for submitting an application

Before you begin this application, you must review the specific instructions from the Fulbright Program Office in the country to which you are applying. Deadline dates and requirements for applying for a Fulbright Grant will vary from country to country; therefore, you must make sure that you are eligible to apply. To link to contact information for the Fulbright Program Office in Colombia, visit: www.fulbright.edu.co.

STEP 2: Record user ID and password in a safe place

Your email address is your user ID. When you created an account for this online application, you created a password. An e-mail was sent to you indicating your User ID and Password. Keep this information in a safe place. You can log in and out of the application as frequently as you like; however, you must have your user ID and password. While you cannot change your User ID, if necessary, you can change your password by clicking on “Update My Account” at the top of the Home page of this application



The screenshot shows the login page for the Fulbright Foreign Fulbright Program. At the top left is the Fulbright logo. Below it, the text reads "Foreign Fulbright Program" and "Welcome to the official online application for Foreign Fulbright Program." The page is divided into two main sections: "New User?" and "Returning Embark User?".

New User?
To begin working on this application, first create a free account.
A blue button labeled "Create an Account" with a right-pointing arrow is visible. Below it are links for "Help Center" and "Privacy Policy".

Returning Embark User?
A "Login Below" box contains the following elements:
- "Email Address:" label above a text input field.
- "Password:" label above a text input field.
- A blue "Login" button with a right-pointing arrow.
- A link for "Forgot your password?" below the login button.

At the bottom of the page, under the heading "Supported Browsers", there is a list of supported browsers:

- Internet Explorer 7.0 and above
- Firefox 2.0 and above
- Chrome 20 and above

STEP 3: General Tips

You do not need to complete this application at one sitting. You can re-enter at any time and edit your application. But remember that once you submit your application, you can NO longer make changes to it. All forms in this application are to be completed in English. Items must be answered completely and carefully. Some helpful “tips”:

- Often specific instructions for completing a question or item will be provided in the application, please read all instructions carefully.
- Avoid using all capital letters when answering items, e.g. name, address, etc. It is better to use upper and lower case, e.g. Ron Smith.
- You can copy and paste information into all text boxes.
- In the text boxes, you must limit your responses to the space provided. Information that exceeds the space provided will not display. If what you have typed or copied exceeds the size of the box, you must edit it. It is a good idea to ‘preview’ each page of your application to make sure that all your data displays.
- You can review each page of the application in its PDF format by clicking on the Preview button on the upper right-hand corner. Closing out of the PDF view will bring you back to your application.
- You will create one long essay. On the essay page, text entered that exceeds the space provided will display and print. However, it is recommended that you try to keep your essay to one and a half pages when possible (see instructions below).

You have several ways in which you can create your essays:

- You can upload text from another document. This is the only option where you will be able to have special formatting, e.g. bold, underline, headers, double spacing, etc. While you cannot edit an uploaded document on-line, you can delete your upload, make your corrections in your document off-line, and upload again
- You can compose your essay on-line. Please note, there is a 40-minute ‘time out’ function. In other words, you will need to either complete your essay in 40 minutes or periodically save your essay. You will not be able to customize the formatting of your essay.
- You can copy and paste text from another document and edit online. Again, you will have a 40- minute “time-out” function. You will not be able to customize the formatting.
- You should preview all of your essays to make sure the formatting is correct before submitting your application by clicking the preview button in upper right-hand corner

of the screen. When you preview an essay, you must use the “Back” browser button to return to your essay. Closing out of the HTML preview (i.e. clicking the X in the upper right-hand corner) will exit you from your application.

- Some questions are “required” In other words, you will not be able to complete and submit your application until all required items are completed. When you click on the Application Inspector button on the Home page, your application will be checked for completeness. You will be prompted to enter any missing information on required questions.

Also, please have in mind the required documents for completing your application. In the following link you will find the checklist that has all of the required documents/instructions:

http://www.fulbright.edu.co/sites/default/files/pdfs_plantillas/Documentos%20requeridos%20-%20FLTA%202016.pdf

STEP 4: Complete the application

Preliminary Question Page: It is very important that the following questions are answered correctly:

Question 2 – Have you checked with your Fulbright Program Office?: Select Yes if you have reviewed the information about the programs offered by the Fulbright Program Office.

Item 1-Applicant Name Submission: It is very important that you list your name exactly as it appears (or will appear) on your passport. Please be sure to indicate whether or not you currently have a passport

Items 2-Name: Please use upper and lower case when entering your name, e.g. Ron Smith. Avoid using all capital letters or using all lower case. Also, do not use diacritical markings (accent marks).

Item 4- Date of Birth: Please list the month of your birth first and then the day.

Item 10- Please answer all fields regarding U.S citizenship and residency.

Item 12- If you respond “No” to this item, the expectation is that you will be adaptable to all regions of the U.S.

Item 13-14-Please note, one of the characteristics important to being a successful FLTA is flexibility and adaptability. Applicants that are inflexible or have trouble adapting to new/different environments are not successful in the program. Item 13 and 14 gives you the opportunity to consider whether you are truly compatible with the program’s design.

Item 15- Objectives and Motivations. Item 15 is the long essay you must complete for your application. Please have in mind that the information you provide in this section is an essential and high important part of your application. You should take great care to write a clear and very detailed essay.

Completing the *Objectives and Motivations* essay provides the readers (Fulbright Colombia, FLTA Program staff and your future supervisor and other university/college official) with a picture of you and your career interests. A good essay for this task will answer these questions:

- Why are you applying for the FLTA program?
- 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 understand you or set you apart from other FLTA applicants?
- What are your main qualifications?
- What are your career goals?

A proper essay will include:

- An introductory paragraph
- At least three (3) body paragraphs
- A concluding paragraph

Before you start research the Fulbright FLTA Program by visiting <http://flta.fulbrightonline.org> to find the program's purpose and the goals of the program.

NOTE: Don't write that you would make an excellent FLTA unless you can support your statement with specific reasons.

Item 16- Academic Interest: The FLTA Program provides its participants the opportunity to participate in a coursework at U.S. institutions for enrichment purpose. This question allows you the opportunity to express your areas of academic interest. Please note that you are not guaranteed courses in the subject fields you indicated interest in.

Item 20-Institutions Attended: Please list all post-secondary institutions attended in reverse order (putting the most recently attended first.) even those from which you did not achieve a degree. Do not include secondary (high school) institution information.

Item 30-31- teaching language of Nomination and Sharing your culture: Although these documents are shorter essays, you should take a great care with your responses. These short essays provide another opportunity for you to communicate your understanding of the program's goals and why you would be an appropriate candidate, as well as showcase your ability to meet the language teaching assistant need of U.S. host institution.

STEP 5: Recommendation/Reference Letters

You must have at least three letters of recommendation submitted on your behalf. Letters of recommendation are extremely important. These are confidential and should be written by teachers under whom you have studied or pursued research or by someone who has

supervised you in work related to your proposed field of study. Recommendations should not be written by people related to you either by blood or marriage or by personal friends.

The letters should be written in English if possible. However, recommendations in Spanish are also accepted.

Your recommenders must complete the forms online and submit them electronically. You must click on the **Recommendations** button on the Home Page of this application to register your recommenders. Your recommender will then receive a message in the registered email with a user and password, so he/she can submit the letter.

STEP 6: Application Inspector

Before you can submit your application electronically, your application will be reviewed for completeness. If there is missing data, you will be prompted to correct.

STEP 7: Review and save or print your application

Review a PDF version of your application and save or print a copy for your records.

STEP 8: Submit your application

After completing this application and thoroughly reviewing it, you will submit it electronically to the Fulbright Program Office in your country of citizenship. Please note, it is very important that the following questions are answered correctly:

- Question 1--Citizenship: Make sure that you identified Colombia as the Fulbright Program country to which you are applying.

If you entered either question incorrectly, you must correct your answer(s) prior to submitting your application. You can easily make corrections by clicking on the **'update my answers to preliminary questions'** link on the upper- right hand corner of the Home page.

Note carefully, after submitting your application electronically, you will be able to access it in a viewable PDF format. You will be able to save or print your application. **Please save it.** However, you will not be able to make changes to your application.