



U.S. Department of State English Language Fellow Program

Host Institution Application Form

Application Deadline – June 30, 2015

English Language (EL) Fellows are U.S. English language educators in the field of Teaching English to Speakers of Other Languages (TESOL). EL Fellow projects are 10-month assignments at key host institutions overseas to promote English language learning and to develop relationships between the host institution and the U.S. Embassy. In addition to university-level teaching, EL Fellows also carry out projects that support the integration the U.S. Embassy's program resources into a country-wide English language strategy, such as teacher training, materials development, outreach programming, mentoring and training, or supporting programming at American Spaces and English Access Microscholarship Programs.

HOST INSTITUTION RESPONSIBILITIES: The host institution should have the institutional and human resources to make effective use of outside talent and ideas, to integrate foreign educators into its staff, and to commit to some level of cost sharing. Posts are responsible for ensuring that EL Fellows are well-integrated into the host institution and that host institutions are fully committed to supporting the professional and personal needs of the EL Fellow. Host institutions may be universities, teacher preparation and development centers, ministries of education, bi-national centers, or other tertiary-level institutions with significant English as a Foreign Language (EFL) programs. Cost sharing can include a supplement to the EL Fellow's monthly living expenses, which may include housing, utilities, food, local transportation, and/or local salary.

For more information please contact the Regional English Language Office - RELOManila@state.gov If your institution is interested in hosting an EL Fellow, please provide the following information.



Host Institution Contact Information

Institution Name and Location:

Name of Contact Person:

Mobile Number of the Contact Person:

Telephone Number of Contact Person:

Email of Contact Person:

Host Institution Information

Describe your institution (maximum 500 words).

Please list the dates of your academic year:

Has your institution hosted a Fellow before? If so, when?



Proposal Information

Describe the expected primary duties to be carried out by the EL Fellow. Also, list the amount of expected time they will spend on these per week.

If applicable, describe the expected secondary duties to be carried out by the EL Fellow (*maximum 30% of the Fellow's time/effort*):

Costs in Your Community

Please provide an estimate of a) the monthly cost of living, and b) one-time costs for a typical professor in your community.

Monthly Costs of Living Estimates

<u>Item</u>	<u>Monthly Cost</u>
1. Rent	
2. Utilities	
3. Food	
4. In-country transportation	
5. Internet	

One-Time Costs of Living Estimates *such as visa and permits, realtor fee, internet installation*

<u>Item</u>	<u>Cost</u>
1.	
2.	
3.	
4.	



Your Institution's Contributions

Please indicate a) the monthly amount and/or b) any one-time contributions your institution is ready to provide toward the cost of having an EL Fellow.

a. *Monthly* Contribution Estimates

<u>Item</u>	<u>Monthly Contribution</u>
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1. Rent
2. Utilities
3. Food
4. In-country transportation
5. Internet

b. *One-Time* Contributions *such as permits, realtor fee, internet installation*

<u>Item</u>	<u>Contribution</u>
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- 1.
- 2.
- 3.
- 4.