



## **International Leaders in Education Program (ILEP)**

*Programs of the Bureau of Educational & Cultural Affairs (ECA),  
U.S. Department of State, and implemented by IREX*

# **APPLICATION MATERIALS for International Teachers**

The U.S. Department of State and IREX (the International Research & Exchanges Board) announce an open competition for two programs that will bring outstanding secondary-level school teachers to the U.S. for a professional development opportunity. International Leaders in Education Program (ILEP) seeks to:

- Enhance teachers' expertise in their teaching discipline and equip them with a deeper understanding of best practices in teaching methodologies, lesson planning, and the use of technology in teaching.
- Create among educators a more nuanced understanding of the U.S.
- Develop productive and lasting relationships and mutual understanding between U.S. and international teachers and their students.
- Contribute to improving teaching in participating countries by preparing participants to serve as teacher leaders, who upon returning home will apply and share their experience and skills with their peers and students.

ELIGIBLE TEACHING DISCIPLINES FOR BOTH PROGRAMS ARE:

- English as a Foreign Language,
- Social Sciences (social studies, civics, history, or geography)
- Mathematics and Science

Please return completed applications to:

**U.S. Embassy Tunis at:**

Address: Les Berges du Lac, 1053 Tunis

Fax: 71.963.263

Telephone: 71.107.259

Email: [saaieds@state.gov](mailto:saaieds@state.gov)

Contact Person: Sami Saaied

***If you have any questions please contact the U.S. Embassy or IREX at:***

Email: [ilep@irex.org](mailto:ilep@irex.org)

Deadline: June 5, 2009

<p><b>International Leaders in Education Program (ILEP)</b> <b>Program Application for International Teachers</b></p>
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## **PROGRAM OVERVIEW**

The International Leaders in Education Program (ILEP) will provide international teachers with unique opportunities to develop expertise in their subject areas, enhance their teaching skills, and increase their knowledge of the United States.

ILEP is a bilateral exchange program that will provide 68 secondary school teachers from East Asia and the Pacific, South and Central Asia, the Near East, and Sub-Saharan Africa with a six-month professional development program at a U.S. University in spring 2010. The program will consist of a semester-long academic program, including coursework and intensive training in teaching methodologies, lesson planning, teaching strategies for their home environment, teacher leadership, as well as the use of computers for Internet, word processing and as tools for teaching. The semester-long program will also include an internship at a secondary school to allow participants engagement with American teachers and students. Trips to U.S. cultural sites and academic support will be provided for participants throughout the program.

Following the international teachers' program, a group of 22 U.S. teachers from ILEP internship host schools will conduct two-week reciprocal visits in spring 2011 to work with the international teachers in their home countries.

ILEP program alumni are eligible to apply for small grants upon their return home. These grants can provide resources to conduct teacher training workshops or other activities that share the teacher's experience in the U.S. and contribute to the growth of their home education communities.

## **ABOUT THE BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS, U.S. DEPARTMENT OF STATE**

The Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State fosters mutual understanding between the people of the United States and the people of other countries around the world. ECA strives to achieve this goal through a wide range of international exchanges as authorized by the Mutual Educational and Cultural Exchange Act of 1961, as amended. ECA works in close cooperation with U.S. Embassies overseas to promote personal, professional, and institutional ties between private citizens and organizations in the United States and abroad.

## **ABOUT IREX (INTERNATIONAL RESEARCH & EXCHANGES BOARD)**

IREX is an international nonprofit organization providing leadership and innovative programs to improve the quality of education, strengthen independent media, and foster pluralistic civil society development. Founded in 1968, IREX has an annual portfolio of \$50 million and a staff of over 500 professionals worldwide. IREX and its partner IREX Europe deliver cross-cutting programs and consulting expertise in more than 50 countries.

## **PROGRAM DATES**

Application Deadline:	June 5, 2009
Semi-Finalist Interviews:	June 2009
Notification of Program Finalists:	September 2009
ILEP U.S. Program Dates:	January – May 2010

## **ELIGIBILITY REQUIREMENTS**

Applicants must:

- Be secondary-level, full-time teachers with five or more years of classroom experience in ILEP teaching disciplines;
  - Be citizens of and residents in eligible ILEP countries;
  - Have proficiency in written and spoken English;
  - Continue teaching for at least five years after completion of the program; and
  - Have submitted a complete application.
- Participants selected for ILEP will be required to obtain paid leave approval from their school.

**Former participants of ILEP, or the Fulbright Teacher Exchange Program are ineligible to apply.**

Applications not meeting the above eligibility requirements will not be forwarded to the selection committee.

Current IREX employees and consultants and their immediate family members (spouses, parents, children, and siblings) are not eligible to compete in any IREX-implemented grant programs, either as individuals or as the responsible party representing an institutional applicant. IREX does not discriminate against grant applicants because of race, color, religion, sex, age, national origin, disability or any other protected characteristic as established by U.S. law.

IRES reserves the right to verify all of the information included in the application. In the event that there is a discrepancy, or information is found to be false, the application will immediately be declared invalid and the applicant ineligible.

#### **FINANCIAL PROVISIONS OF THE FELLOWSHIP**

- J-1 visa support;
- A pre-departure orientation held in participant's home country;
- Round-trip airfare to and within the U.S.;
- A Welcome Orientation in Washington, D.C.;
- Academic program fees;
- Housing (generally shared with other program fellows) and meals;
- Accident and sickness coverage;
- Transportation to the internship school (if necessary);
- A book/professional development allowance;
- A Closing Seminar;
- The opportunity to host a U.S. teacher for two weeks; and
- The opportunity to apply for follow-on grants.

#### **SELECTION PROCESS AND CRITERIA**

ILEP fellows will be selected through a merit-based open competition. After the application deadline, U.S. Embassy and/or Fulbright Commission staff in the applicants' home countries will review all eligible applications. For both programs top candidates will be interviewed by an interview panel and must take the TOEFL (Test of English as a Foreign Language) examination or provide valid results no more than 1 year old.

All completed, eligible nominations will be forward to Washington, D.C. where an independent U.S.-based selection committee will determine the finalists.

#### **Selection Criteria (not in order of importance):**

- Demonstrated commitment to teaching in the field of secondary education;
- Demonstrated leadership potential;
- Professional and educational experience and achievements;
- Potential for developing long-term linkages between U.S. and home country educational institutions and schools;
- Preparedness (including maturity, flexibility, and ability to function independently) for an intensive U.S.-based training program.
- Ability to express ideas clearly and effectively; and
- English language skills adequate to develop lesson plans, conduct research, audit classes in U.S. host universities, and team-teach in U.S. schools (a minimum TOEFL score of 500 is required for ILEP program participation).

Applicants who have had few or no opportunities to travel to the U.S. will be given priority.

#### **GENERAL APPLICATION INSTRUCTIONS & SUBMISSION GUIDELINES**

- Please answer **all** questions on the application.
- Please type or print in black ink.
- If a question does not apply to you, enter N/A (not applicable).
- Include your full, legal name as spelled on your passport (if available) or other photo identification.
- Include complete contact information (including zip codes for all addresses and city codes for all phone and fax numbers if available).
- Write your full name, city, and country in the top right corner of each page.
- You may attach additional pages if necessary to answer the questions completely.

Completed applications must be submitted to the U.S. Embassy **no later than June 5, 2009, 5:00pm local time**. Please note that deadlines vary by country, check with your local Fulbright Commission/U.S. Embassy for local deadlines. Late or incomplete applications will not be considered.

### **RECOMMENDATIONS AND INSTITUTION SUPPORT FORM**

All applicants must include:

- One completed recommendation form from a person who is familiar with your professional work. Recommendations may be from colleagues or supervisors. Recommendations must be submitted with the application. Recommendations submitted separately will not be accepted. A family member may not write the recommendation. Please provide an English translation of recommendation letter if it is not written in English.
- An Institution Support Form completed by the director of the school for which you are employed. This form will confirm that the school supports your participation in this program. Please provide an English translation of the Institution Support Form if it is not written in English.

The same individual may complete the recommendation form and institution support form so long as that person is the head or chair of the school at which the applicant is employed.

**Applicants must submit the original application and four complete copies (for a total of five copies). Each copy of the application should be submitted in the following order:**

1. Application,
2. Curriculum vitae (see sample format attached),
3. Statement of purpose,
4. Completed recommendation form and letter as well as completed institution support form, and
5. A copy of your passport (or photo identification).

**Each complete application should look identical and be stapled. No other form of binding is permitted. (This is a sample CV only – Please do not include sample in submitted application)**

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**Natalia Nikolaevna Ivanova**

**ADDRESS  
COUNTRY  
PHONE  
E-MAIL**

### **PROFESSIONAL EXPERIENCE**

**Secondary School # 102** – Kyiv, Ukraine

**Teacher of History** (10/2002-present)

- Teach History of Middle Ages to grades 5-6
- Teach Modern History to grades 8-10
- Provide training to teachers in the school
- Act as member of weekly editorial team of school History newsletter

**Center for Teacher Training** – Kyiv, Ukraine

**Teacher Trainer** (01/2000-present)

- Responsible for developing curriculum units in History
- Assist Kyiv regional teacher training expert with research in modern teaching methodologies
- Draft monthly reports on teacher training activities

**U.S. Peace Corps** – Kyiv, Ukraine

**Trainer for TEFL teachers** (10/1999-9/2002)

- Provided training about teaching in the secondary schools in Ukraine
- Assisted with analysis of education needs in secondary schools in rural areas of Ukraine
- Developed and implemented project plans to address these needs within the Peace Corps mission

### **EDUCATION**

**Kyiv State Pedagogical University** – Kyiv, Ukraine

*diplom* (09/1994-07/1999)

Department of History

### **PROFESSIONAL DEVELOPMENT**

**Winner of Ministry of Education “Teacher of the Year” Sponsored Competition**

**Teaching History through Internet Workshop** – Moscow, Russia 2003

Participant in workshop on internet resources for teaching history in the secondary schools

*Application Deadline: June 6, 2009 Applications are free of charge and may be duplicated.*

*Applications are also available via the Internet at: <http://tunisia.usembassy.gov/>*

**British Council Small Grant Program Recipient**

**Conference Organizer (01/2003-12/2003)**

- Developed and managed a conference on teaching history in secondary school for 120 secondary school teachers in Kyiv
- Drafted concept paper for funding of conference

**COMMUNITY AND VOLUNTEER ACTIVITIES**

**Advisor for Students History Newspaper** – Kyiv, Ukraine

Volunteer at alma mater, Kyiv State Pedagogical University, 1994-1998

**COMPUTER SKILLS**

Microsoft Word, Explorer, Excel, PowerPoint, Outlook, Adobe PhotoShop, PageMaker

**LANGUAGES**

Ukrainian (fluent), English (excellent), French (basic)

NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

Attach passport-sized  
photo here

**(Photo must have been  
taken within the last  
year. Please write  
your name on the  
back.)**

## International Leaders in Education Program (ILEP)

A program of the Bureau of Educational & Cultural Affairs (ECA), U.S.  
Department of State, and implemented by IREX

1. **NAME** (AS IN OFFICIAL DOCUMENTS): \_\_\_\_\_  
(Family Name) (First Name) (Middle Name)

2. **COUNTRY OF CITIZENSHIP:** \_\_\_\_\_

3. **COUNTRY OF LEGAL RESIDENCE:** \_\_\_\_\_

4. **PLACE OF BIRTH:** \_\_\_\_\_  
(City or Town) (Country)

5. **DATE OF BIRTH:** \_\_\_\_\_

6. **GENDER:**  Male  Female  
(Month) (Day) (Year)

**7. CURRENT MAILING ADDRESS:**

Street / building number: \_\_\_\_\_ Apartment: \_\_\_\_\_

City: \_\_\_\_\_ Postal Index: \_\_\_\_\_

Country: \_\_\_\_\_ Region/Oblast: \_\_\_\_\_

Telephone: ( ) Fax: ( ) Email: \_\_\_\_\_

Emergency contact/Alternate telephone: ( ) \_\_\_\_\_

**8. WORK ADDRESS:**

Institution: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Street / building number \_\_\_\_\_

City: \_\_\_\_\_ Postal Index: \_\_\_\_\_

Country: \_\_\_\_\_ Region/Oblast: \_\_\_\_\_

Telephone: ( ) Fax: ( ) Email: \_\_\_\_\_

Alternate telephone: ( ) \_\_\_\_\_

**9. EDUCATIONAL BACKGROUND:** Please list information concerning your educational background below.

*Application Deadline: June 6, 2009 Applications are free of charge and may be duplicated.*

*Applications are also available via the Internet at: <http://tunisia.usembassy.gov/>*

NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

Name of Institution	Specialization	Degree/Certificate Awarded	Year

**10. ADDITIONAL EXPERIENCE AND ACTIVITIES:** Please tell us what activities you have pursued in the past five years to maintain your professional training. Include the activities that you believe will give us an example of your current contribution to the educational system and your future potential. For example, list professional organizations of which you are a member, relevant work in your community or volunteer activities. Please emphasize collaborative and leadership activities in your larger education community and restrict your response to the space provided below.

**11. FOREIGN LANGUAGE PROFICIENCY: NATIVE LANGUAGE** \_\_\_\_\_

Please list all languages you know and rate your reading, writing, listening, and speaking abilities in each language, using a scale of 1-5 (1 = poor, 5 = excellent).

<u>Language</u>	<u>Reading</u>	<u>Writing</u>	<u>Listening</u>	<u>Speaking</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

**12. FORMAL STUDY OF ENGLISH:** Please provide the following information regarding your study of English.

	<u>Dates</u>	<u>Months per year</u>	<u>Hours per week</u>
<u>University</u>	_____	_____	_____
	_____	_____	_____
<u>Private study</u>	_____	_____	_____
	_____	_____	_____

**13. CURRENT ENGLISH TRAINING:** Please describe what you are doing now or plan to do to increase your English language proficiency.

**14. WORK HISTORY:** Please list below your work history for the last 5 years. If you need additional space, attach a sheet of paper using the same format.

Total number of years teaching/working in your profession: \_\_\_\_\_

**Current Primary Work**

Name of School/Institution: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Grade Level Currently Teaching and Age Range of Students: \_\_\_\_\_

NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

Duties: \_\_\_\_\_

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**Current Secondary Work**

Name of School/Institution: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Grade Level Teaching (if applicable) and Age Range of Students: \_\_\_\_\_

Duties: \_\_\_\_\_

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**Previous**

Name of School/Institution: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Grade Level Taught and Age Range of Students: \_\_\_\_\_

Duties: \_\_\_\_\_

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**Previous**

Name of School/Institution: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Grade Level Taught and Age Range of Students: \_\_\_\_\_

Duties: \_\_\_\_\_

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**15. LESSON PLANNING AND TEACHING EXPERIENCE:** Please describe a typical lesson that you have conducted in your subject area. Please describe a) how you planned the lesson; b) class activities that you conducted with the students to achieve your lesson goals as well as how you motivated and engaged your students; c) techniques that you used to assess the students' understanding. If you need additional space, please attach a sheet of paper.

NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

**16. SAMPLE DAILY SCHEDULE:** Please complete the following chart, providing an example of your schedule on a typical teaching day. If you have responsibilities in addition to teaching, please identify those below as well.

Duration of Class/ Other Responsibility	Title of Class/ Responsibility	Brief Description of Class/Responsibility (if class, identify grade level, number of students in class, and student ages)
9am – 10am	Intermediate English	11 <sup>th</sup> grade course focusing on English literature and oral communication. 43 students aged 16 – 17.
10:15am – 11:15am	Teacher Training	Train junior teachers in lesson planning and teaching strategies.

NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

**17. SCHOOL DEMOGRAPHIC INFORMATION:** In the table below, please provide information about your school.

<b>Type of school:</b>	<input type="checkbox"/> Public (state-run)	<input type="checkbox"/> Private
	<input type="checkbox"/> Urban	<input type="checkbox"/> Rural
<b>Number of students:</b>	_____	
<b>Number of teachers:</b>	_____	
<b>Grade levels in the school (e.g. 1-12):</b>	_____	
<b>Student/teacher ratio:</b>	_____	
<b>Amount of fees charged to students:</b>	_____	

**18.** Are you currently applying to any other U.S.-sponsored educational programs for the 2010 year?

Yes       No

If yes, please specify which program: \_\_\_\_\_

Name of sponsoring organization: \_\_\_\_\_

**19.** Have you previously traveled on a U.S.-Government sponsored exchange program?

Yes       No

If yes, please specify which program: \_\_\_\_\_

Name of sponsoring organization: \_\_\_\_\_

Program dates: \_\_\_\_\_

Has a family member or colleague ever participated in TEA or ILEP?

Yes       No

If yes, please name program alumnus in full: \_\_\_\_\_

**Former participants of ILEP or the Fulbright Teacher Exchange Program are ineligible to apply.**

**20.** In order for IREX to respond to U.S. Federal inquiries, please check the box(es) below, on a voluntary basis, if you have the following disabilities:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Hearing Impairment    | <input type="checkbox"/> Speech Impairment | <input type="checkbox"/> Visual Impairment (Legally Blind) |
| <input type="checkbox"/> Orthopedic Impairment | <input type="checkbox"/> Learning Disorder | <input type="checkbox"/> Other (specify):                  |

NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

**21. STATEMENT OF PURPOSE:** The statement of purpose is the most important part of your application and will be read closely by members of the selection committee. Your response gives the selection committee an opportunity to better understand you as a person and to appreciate the value of your ideas, goals, and reasons for applying to the program. This section of the application is the only opportunity that you have in this stage of the competition to provide a picture of yourself that goes deeper than a simple list highlighting your experience, education, and accomplishments. Thus, we urge you to think carefully through your response before beginning to write. Responses should be properly thought out and developed. Statements must be legible in order to be considered.

On a separate piece of paper, please type or write a Statement of Purpose, in no more than 1500 words, answering the following questions:

1. Why did you become a teacher? Were you involved in another profession before teaching, and if so, why did you change careers? Are you currently involved in a secondary profession in addition to teaching, and if so, how do you balance the two careers?
2. What are your long-term goals and how will participating in this program bring you closer to accomplishing your goals?
3. Based on your experience as a secondary-level teacher, what are some of the critical issues facing secondary education in your country? How would participation in this program help you to overcome these challenges?

NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

## IREX PRIVACY POLICY & APPLICATION CERTIFICATION STATEMENT

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, or organizations and/or organizations that provide internship opportunities; and
- 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, funding agencies or other organizations contracted to conduct evaluations.

IREX does not sell applicant or current/past participant information.

The principles stated herein are binding only to IREX; other organizations involved in the implementation of these programs may adhere to other privacy or similar policies.

**3. 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 the International Leaders in Education Program (ILEP).

Also, I acknowledge that I am aware of the following requirements that I must observe if I am selected for the program:

- I must abide by all program rules and regulations and observe all the laws of the United States during my stay there, including returning to my home country for at least two years at the conclusion of the program in compliance with J-1 visa requirements.
- The medical insurance provided to me during my travels is intended only for emergencies and does not cover ordinary, pre-existing, and dental conditions.
- My spouse, children, other relatives or individuals are not permitted to accompany me to the United States on the program.

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Signature of Applicant

Date

NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

## REFERENCE FORM

This reference form must be written by a colleague or supervisor familiar with the applicant's academic and professional work. All recommendations must be signed.

### TO BE COMPLETED BY THE APPLICANT:

Name of Applicant: \_\_\_\_\_ City & Country: \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_ Title of Evaluator: \_\_\_\_\_

Work Institution of Evaluator: \_\_\_\_\_

Work Address of Evaluator: \_\_\_\_\_

Work Telephone of Evaluator: \_\_\_\_\_ E-mail: \_\_\_\_\_

### TO BE COMPLETED BY THE EVALUATOR:

1. How long have you known the applicant? \_\_\_\_\_

2. In what capacity have you known the applicant? Please check all that apply.

- Teacher/Professor  Other (please specify) \_\_\_\_\_  
 Employer or Job Supervisor

3. Please compare the applicant with others you have known in your professional field in terms of the characteristics below:

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
• Knowledge of the field of study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Resourcefulness & initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Creative & independent thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Adaptability to new situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Leadership Qualities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Commitment to Teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Ability to Work in a Team Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Please choose one of the following:

- Recommend with confidence  Recommend with reservation  
 Recommend  Do not recommend

5. On a separate sheet of paper, please provide a candid evaluation of the applicant's qualifications for participation in this program. Your statements will be given careful consideration by the selection panels reviewing this application. Therefore, your comments should be as complete and as detailed as possible.

6. May we contact you regarding this recommendation?  Yes  No

I hereby confirm that the answers on this form are my own and represent my professional opinion of the applicant.

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date

NAME: \_\_\_\_\_

CITY, COUNTRY: \_\_\_\_\_

## ILEP INSTITUTION SUPPORT FORM

This institution support form must be completed by the head or chair of the school for which the applicant is employed. All institution support letters must be signed.

### TO BE COMPLETED BY THE APPLICANT:

Name of Applicant: \_\_\_\_\_ City & Country: \_\_\_\_\_

Name of School Director: \_\_\_\_\_

Title of School Director: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Work Telephone of School Director: \_\_\_\_\_

E-mail of School Director: \_\_\_\_\_

### TO BE COMPLETED BY THE HEAD OR CHAIR OF APPLICANT'S SCHOOL:

\_\_\_\_\_ (School Name) is pleased to participate in the International Leaders in Education Program (ILEP), funded by the U.S. Department of State's Bureau of Educational and Cultural Affairs and implemented by IREX (International Research & Exchanges Board), in the event the representative of the institution is selected for participation in the program.

\_\_\_\_\_ (School Name) will provide assistance to its representative throughout the program duration by supporting and allowing Ms./Mr. \_\_\_\_\_ to participate in ILEP program activities in the United States from January – May 2009. Program activities will include a semester-long academic program at a U.S. university, including coursework and intensive training in teaching methodologies, curriculum writing, teaching strategies for their home environment, educational leadership, as well as the use of computers for Internet, word processing and as tools for teaching. The program will also include an internship at a secondary school to engage participants actively with American teachers and students. Ms./Mr. \_\_\_\_\_ will be granted leave with pay during this time and will be re-instated upon his or her return to the school.

\_\_\_\_\_ (School Name) would also be interested in partnering with American internship host schools for collaborative education and teacher training projects following the U.S. exchange program component of ILEP.

We recognize the importance of this project in the pursuit of advancement and development for our school's teachers and look forward to our participation in the program.

Name of School Director \_\_\_\_\_

Signature and Seal \_\_\_\_\_ Date \_\_\_\_\_

Institution Name \_\_\_\_\_

Work Address \_\_\_\_\_

Work Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_