



# Teaching Excellence and Achievement (TEA) Program & International Leaders in Education Program (ILEP) Online Application Frequently Asked Questions

## **Why are you introducing an online application?**

ECA and IREX have heard feedback from several U.S. Embassies and Fulbright Commissions that an online application would be helpful to their recruitment efforts for Teacher Exchange Programs. We hope that the application is helpful to your efforts and please continue to let your IREX contact know if you have questions or feedback. IREX will work to improve the application in years to come.

## **Can we still use the paper application?**

Yes. IREX will accept both paper applications, either submitted in hard copy or emailed to the U.S. Embassy or Fulbright Commission, and applications submitted via the online application system. We know that infrastructure varies between and within countries and would like as many teachers as possible to apply for the program, regardless of access to technology.

## **How can the application be shared?**

The application can be shared via the link sent to the U.S. Embassies and Fulbright Commissions. The link can be sent via email, posted on Facebook, printed on handouts/flyers, and posted to the U.S. Embassy or Fulbright Commission internet website.

## **What about the Institutional Support and Reference Forms (ISRF)? Are those still needed?**

Yes. The Institutional Support and Reference Form is still required for applicants to the TEA and ILEP programs. There is a section within the online application where applicants are prompted to print the form. They then need to upload the completed form and reference to the same section of the application for it to be considered “complete.” The Online Application System will not let them submit their application without uploading the ISRF.

## **A potential applicant has contacted us regarding a technical error in the online application.**

## **Who can we contact to help resolve the problem? Is there something we can do without contacting IREX?**

IREX will provide a guide to the online application for teacher applicants to U.S. Embassies and Fulbright Commissions to share with applicants. Please advise applicants with difficulties to send a message to [teaglobal@irex.org](mailto:teaglobal@irex.org) or [ilep@irex.org](mailto:ilep@irex.org) to receive guidance from IREX.



**What is the deadline for applicants to submit their online application?**

The deadline for teacher applicants to submit applications via the online is April 15<sup>th</sup>, 2016 at midnight Eastern Standard Time.

**This is not consistent with the internal deadline we have the paper applications. Can we change it?**

Due to the number of countries recruiting for TEA and ILEP, it is not possible to have a separate deadline for each country. The best way to launch the online application is to have one uniform deadline for all teacher applicants. Please incorporate this deadline into your recruitment efforts. However, should you wish to have a separate deadline for accepting paper applications, you are free to do so. If an applicant attempts to apply for TEA or ILEP past the specific country deadline, a message stating that the deadline has passed will appear on the screen.

**This deadline is several months before documents are due to IREX. Why is it so early?**

The deadline for the online applications is in April, which usually falls close to when U.S. Embassies and Fulbright Commissions set their internal deadline for teacher applicants to submit applications. Between April 15<sup>th</sup>, and the IREX deadline of June 15<sup>th</sup>, 2016, there should be enough time for you to administer TOEFL tests for the semi-finalists and conduct interviews.

**Will I, as a staff member or officer at the U.S. Embassy or Fulbright Commission, have an opportunity to review the submitted applications?**

Yes! IREX values your partnership and your knowledge of the education system and teachers in your country. In March, IREX will send a step-by-step guide for how you can go into the system to read and evaluate the applications for your country. After April 15<sup>th</sup>, please go into the system and read and evaluate the applications. Please proceed, as you have done with years past, of identifying your semi-finalist candidates from the submitted online and paper applications. These candidates are eligible to take the TOEFL exam to determine English language skills and to have an interview. Please send your ranked list of finalists and their applications to IREX by the June 15<sup>th</sup>, 2016 deadline.