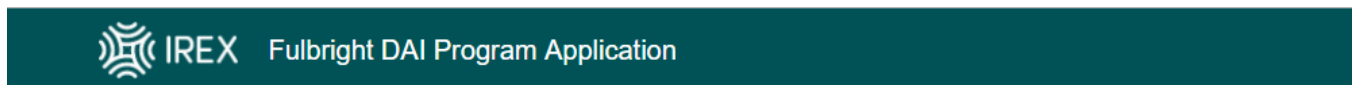# Fulbright Distinguished Awards in Teaching Program
for International Teachers (Fulbright DAI)

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

ONLINE APPLICATION GUIDE
FOR APPLICANTS

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

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

IREX Fulbright DAI Program Application

Welcome to the IREX Online Application System. You can use this system to prepare and submit your application for the 2018-2019 Fulbright Distinguished Awards in Teaching Program for International Teachers (Fulbright DAI).

If you are a returning applicant, please use the form to the right to log in with your existing username and password. You can also click the "I forgot my username/password" link for help retrieving your login information.

If you are a new applicant, please click the button below to begin the registration process. Please note that you must be able to scan documents and upload those documents to complete this online application. Applications that do not include all of the required supplemental documents will not be considered complete.

New Applicant: Register

Start New Application
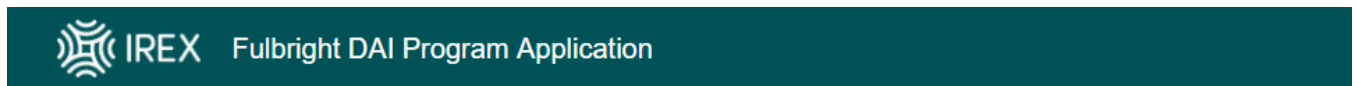
Returning Applicant: Sign In

Username *(Email Address)* *
youremail@hosting.com

Password *

Sign In

I forgot my username/password

IREX Online Application System   Support | Terms & Conditions | Privacy Policy

IREX Fulbright DAI Program Application

To begin a new registration account, please create a username and password. Click here to go back to the Logon screen.

Username *(Email Address)* *
youremail@hosting.com

Password * (must be at least 8 characters)

Confirm your password *

☐ I have read and understand the Terms and Conditions on this page and IREX's Privacy Policy.

Create Account

Terms and Conditions

By registering with this online application system, you acknowledge that you have read and understand these terms and conditions and IREX's privacy policy.

By checking the box that says 'Yes, I have read and I acknowledge these terms and conditions button and IREX's privacy statement' below, you certify that you have the technical means and capacity to produce all supplemental documents associated with this application in one of the following electronic file formats: .doc, .docx, .ppt, .pptx, .zip, .pdf, .png, .gif or .jpg. Please note that you must be able to scan documents and upload those documents to complete this online application.

Applications that do not include all of the required supplemental documents will not be considered complete.

Once you begin the process of filling out the online application, you may save your progress and exit the system without losing the information or attachments that have already been entered.

2. **The home page** allows you to view all of 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.*

	Section Name	Instructions	Status
	I. General Information	Supply general applicant information, including name, and date of birth.	✓ Complete
	II. Contact Information	Supply detailed phone, email, and address information.	✓ Complete
	III. Teaching Disciplines	Supply information about your current teaching assignments.	✓ Complete
	IV. School Information	Supply information about your current teaching position and the makeup and demographics of your school.	🕐 In Progress
	V. Other Applications and Participation	List your previous international experience and any other educational exchange programs for which you are currently applying.	✓ Complete
	VI. Previous Travel Information	Provide information about any programs you are applying for outside of your home country.	✓ Complete
	VII. Education	Please list your educational background.	✓ Complete
	VIII. Foreign Language Proficiency	Please rate your proficiency for each language you know in the categories of reading, writing, comprehension and speaking.	⚠ Not Started

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._

Note: If your country of citizenship is not accepting online applications, please follow the instructions on screen to access the paper application if prompted.

4. **Section XI. Essay Questions:** Please note that there are multiple components of this section.

5. **Sections XII and XIII. 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 and hand-signed 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.

6. **Section XIV. Privacy Policy and Application Certification Statement:** In this section, please download and print the Privacy Policy and Application Certification Statement. Once you sign the form, upload an electronic copy to the system.

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

8.   When you have **completed all sections**, click "Download Application PDF" to save a copy of your application for your records. Finally click "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.

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

Please contact IREX at fulbrightdai@irex.org *if you have any questions about using the Online Application System.*