



**TEACHER AND ADMINISTRATOR
EXCHANGE PROGRAM**

APPLICATION

2004 - 2005





APPLICATION CHECKLIST

*OMB Approved No. 1405-0114
Expires Date: 09/30/2005
Estimated Burden: 2 Hours

Please complete this checklist and enclose it with your application package. Please do not staple any of your application pages (paper clips may be used). Mail all application materials to:

United States Department of State
Fulbright Teacher and Administrator Exchange Program
600 Maryland Avenue, SW
Suite 320
Washington, DC 20024

The application deadline is **October 15, 2003**

Does your package include:

- a. 1 Fulbright Foreign Scholarship Board form? Yes No
- b. 1 original and 1 copy of the application? Yes No
- c. 1 original and 1 copy of the essay? Yes No
- d. 1 "Administrative Approval for Applicant" form? Yes No
- e. 1 "Immediate Supervisor Reference for Applicant" form? Yes No
- f. 2 additional references? * Yes No

[Please do not send resumes or audio or video tapes.]

Are any of the above documents being sent under separate cover? Yes No
If so, which ones? _____

Is your Administrative Approval completed by the school official authorized to grant the required salary and leave arrangements? Yes No

Make sure you are eligible for all the positions in the countries you listed in Section II of your application:

- a. Are you fluent in the required languages? Yes No
- b. Are you currently employed at the specified teaching level? Yes No
- c. Are you currently employed in the specified subject field? Yes No

*All reference forms submitted must include original signatures. The reference forms may be included with your application package or mailed under separate cover. References mailed under separate cover may be submitted after the October 15 deadline.

Note: Public reporting burden for this collection of information is estimated to average two (2) hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is being collected to evaluate a candidate's eligibility and suitability to be matched with a foreign counterpart for the Fulbright Teacher and Administrator Exchange Program. Responses are voluntary; however, insufficient applicant data could disable successful matching. A federal agency may not conduct or sponsor, and the respondent is not required to respond to, a collection of information unless it displays a valid OMB control number. Send documents regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to A/RPS/DIR, U.S. Department of State, Washington, DC 20520.