



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

Country: \_\_\_\_\_

CURRENT MAILING ADDRESS:

Street: \_\_\_\_\_

Apartment Number: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

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

Fax: \_\_\_\_\_

MARITAL STATUS: \_\_\_\_\_

Do you have dependents (individuals for whom you are financially responsible)? :  Yes  No

If you answered yes to dependents, how are they related to you (child, mother, father, spouse, etc.): \_\_\_\_\_

Please note, the Fulbright FLTA Program does not provide J-2 visa sponsorship for dependents. Will you be able to participate in the program without your dependents? :  Yes  No

PLEASE DESCRIBE ANY PHYSICAL IMPAIRMENT YOU MAY HAVE. (This information is gathered for statistical purposes and to ensure appropriate placement. The Fulbright Program does not discriminate on the basis of race, color, religion, sex, national origin, and/or physical impairment): \_\_\_\_\_

The Fulbright provided Accident and Sickness Program for Exchanges (ASPE) health benefit plan does not cover pre-existing conditions. If you have a medical condition, you are encouraged to consult with your physician about how to manage care while in the U.S. and to consider purchasing an international insurance plan.

AUTHORIZATION OF RELEASE OF INFORMATION:

I authorize the Fulbright Program Office or its administrative agency:  Yes  No

- 1) to receive and/or request my TOEFL, TSE, TWE or any other test score reports;
- 2) to send any of the above score reports to U.S. institutions on my behalf;
- 3) to use my photo image for purposes relevant to program display and promotion.

Signature \_\_\_\_\_

Date (Month/Day/Year) \_\_\_\_\_

## FULBRIGHT FLTA PROGRAM

### Instructions for Completing the Fulbright FLTA Program Application

#### **Print all instructions before completing the application**

*Please carefully read all of the following information before beginning your application. You should have a copy of the instructions on hand when you begin to complete your application online.*

#### **Important: Getting Started**

##### **STEP 1: Learn requirements for submitting an application**

Before you begin this application, you must contact the Fulbright Program Office or U.S. Embassy in your country of citizenship. Deadline dates and requirements for applying for a Fulbright FLTA post will vary from country to country; therefore, you must make sure that you are eligible to apply. Only applicants nominated by an Embassy or Fulbright Program Office will be considered for the program. To link to a listing of Fulbright Program Offices or U.S. Embassies in your country of citizenship, click on the link located on the home page of this application.

##### **STEP 2: Record user ID and password in a safe place**

Your e-mail address is your user ID. When you created an account for this on-line application, you created a password. An e-mail was sent to you indicating your user ID and password. While you cannot change your user ID, if necessary, you can change your password by clicking on "Update My Account" at the top of the Home page of this application.

##### **STEP 3: Keep in mind these general tips**

- You do not need to complete this application in one sitting. You can re-enter at anytime and edit your application. But remember that once you submit your application, you can NO longer make any changes to it.
- All forms in this application are to be completed in English. Items must be answered completely and carefully.
- Avoid using all capital letters when answering items, e.g. name, address, etc. It is better to use upper and lower case, e.g. Ron Smith.
- You can copy and paste all information into text boxes.
- In the text boxes, you must limit your responses to the space provided. Information that **exceeds the space provided will not display or print**. If what you have typed or copied exceeds the space of the box, you must shorten it.
- You can review each page of the application in its PDF format by clicking on the **Preview** button on the upper right-hand corner. Be sure to review so you can make sure all of your text is viewable.
- Closing out of the PDF view will bring you back to your application.
- You will create one long essay. On the essay page, text entered that exceeds the space provided will display and print. However, it is recommended that you try to keep your essay to one and a half pages when possible.

- You have several ways you can create your essays.
  - a. You can compose your essay on-line. Please note there is a 40-minute 'time out' function. In other words, you will need to either complete your essay in 40 minutes or periodically save your essay. You will not be able to customize the formatting of your essay.
  - b. You can copy and paste text from another document and edit online. Again, you will have a 40-minute 'time-out' function. You will not be able to customize the formatting.
  - c. You can upload text from another document. This is the only option where you will be able to have special formatting, e.g. bold, underline, headers, double spacing, etc. While you cannot edit an uploaded document on-line, you can delete your upload, make your corrections in your document off-line, and upload again.
    - You can view each of your essays in their HTML format by clicking on the Preview button. You must use the "Back" browser button to return to your essay. Closing out of the HTML view will exit you from your application.
- Some questions are "required". In other words, you will not be able to complete and submit your application until all required items are completed. When you click on the Application Inspector button on the Home page, your application will be checked for completeness. You will be prompted to enter any missing information on required questions.
- Often specific instructions for completing a question or item will be provided in the application. Please read all instructions carefully.

#### **STEP 4: Complete the application**

**Item 1 – Applicant Name Submission:** *It is very important that you list your name exactly as it appears (or will appear) on your passport.* Please be sure to indicate whether or not you currently have a passport.

**Item 2 – Name:** Please use upper and lower case when entering your name, e.g. Ron Smith. Avoid using all capital letters or using all lower case. Also, do not use diacritical markings (accent marks) as this can sometimes create computer-related problems.

**Item 4 – Date of Birth:** Please list the month of your birth first and then the day.

**Item 10 –** Please answer **ALL** fields regarding U.S. citizenship and residency.

**Item 12 –** If you respond "No" to this item, the expectation is that you will be adaptable to all regions of the U.S.

**Item 13 –** Please note, one of the characteristics important to being a successful FLTA is flexibility and adaptability. Applicants that are inflexible or have trouble adapting to new/different environments are not successful in the program. Item 13 gives you the opportunity to consider whether you are truly compatible with the program's design.

**Item 14 –** Notes above on Item 13 regarding successful FLTAs are applicable to this field.

**Item 15 – Objectives and Motivations: Item 15 is the long essay you must complete for your application.**

Completing the *Objectives and Motivations* essay provides the readers (your home country contact, FLTA Program staff and your future supervisor and other university/college officials) with a picture of you and your career interests. This essay will allow you to:

- Emphasize key qualifications, areas of expertise, skills and/or goals  
*Tip: Reflect on your overall qualifications and career goals: In what ways do they fit with the FLTA Program?*
- Help the readers find out about your character/personality  
*Tip: Think about making a good first impression*
- Tell a story  
*Tip: Consider: What's special, unique, distinctive and impressive about your life story?*
- Present your life experience  
*Tip: Consider: Why might you be a better and more successful FLTA than others?*
- Appeal to college/university supervisor expectations  
*Tip: Consider: What qualifications are most desired by college and university professors in a language teacher/assistant? What other personal qualities do you possess that would make you attractive to them? Think about what role—or roles— you expect to have on campus?*

A good essay for this task will answer these questions:

1. Why are you applying for the FLTA Program?
2. What details of your life (personal or family problems, history, people or events that have shaped you or influenced your goals) might help a person better understand you or set you apart from other FLTA applicants?
3. What are your main qualifications?
4. What are your career goals?

How do you get started?

Research the Fulbright FLTA Program by visiting <http://flta.fulbrightonline.org>:

From your research you should know the program's purpose and the goals of the program that interest you.

A proper essay will include:

- An introductory paragraph
- At least three (3) body paragraphs
- A concluding paragraph

A proper paragraph will include:

- An introductory statement
- Supporting evidence of the introductory statement

Note: Don't write that you would make an excellent FLTA unless you can support your statement with specific reasons. Your desire to become an FLTA should be logical, the result of specific previous experience.

Remember: You will likely need to write *more than one* draft. Use proper grammar and punctuation. Be meticulous. Type and proofread your essay very carefully. You may want another

person to read your essay and check it for errors. You should take great care to write a clear and detailed description. **Take your time. The way a person devises the essay, determines the length, and develops the response is all part of the process. The level of effort sends a message.**

**Item 16 – Academic Interest:** The FLTA Program provides its participants the opportunity to participate in coursework at U.S. institutions for enrichment purposes. This question allows you the opportunity to express your areas of academic interest. Please note that you are not guaranteed courses in the subject fields you indicate interest in.

**Item 20 – Institutions Attended:** Please list all post-secondary institutions attended in reverse order (putting the most recently attended first). List all post-secondary institutions attended even those from which you did not obtain a degree.

**Items 30 and 31 – Teaching Language of Nomination and Sharing Your Culture:** Although these are shorter essays, you should take great care with your responses. These short essays provide another opportunity for you to communicate your understanding of the program's goals and why you would be an appropriate candidate, as well as showcase your ability to meet the language teaching assistant needs of U.S. host institutions.

#### **STEP 5: Print Supplemental Forms**

It is a good idea to print all supplemental forms prior to submitting your application electronically. However, even after submitting your application you will be able to access these forms. The following forms can be found by clicking on the **Supplemental Forms** button on the Home Page of this application.

- **Letter of Reference/Recommendation:** You must have three letters of reference (or recommendation) submitted on your behalf. Letters of Reference are extremely important. All letters of reference should be written by teachers under whom you have studied or pursued research or by someone who has supervised you in your work. Letters of reference should not be written by persons related to you either by blood or marriage or by personal friends. At least one academic and one professional or work related letter should be included among the letters. The letters should be written in English if possible. If they are not, an original English translation must be provided.

Your recommenders have two ways in which they can submit their letters:

1. You can print out the Letter of Reference form and forward it to your recommenders who will then complete the forms and mail to the Fulbright FLTA Program contact (Embassy or Fulbright Office) in your home country
2. Your recommenders can complete the forms online and submit electronically. You must click on the Recommendation button on the Home page of this application to register your recommenders.

#### **STEP 6: Application Inspector**

Before you can submit your application electronically, your application will be reviewed for completeness. If there is missing data, you will be prompted to correct.

**STEP 7: Review and print your application**

Review a PDF version of your application and print a copy for your records.

**STEP 8: Submit your application**

After completing this application and thoroughly reviewing it, you will submit it electronically to the Fulbright Program Office in your country of citizenship. Please note it is very important that you identified your country of citizenship correctly in the preliminary questions. If you entered the wrong country of citizenship when you answered the preliminary questions, you must correct this prior to submitting your application. You can correct your country of citizenship by clicking on the "update my answers to preliminary questions" link on the upper right-hand corner of the Home page.

**Note carefully**, after submitting your application electronically, you will be able to access it in a viewable PDF format as well as be able to access supplemental forms. You will be able to print these documents. However you will not be able to make changes to your application.

**STEP 9: Supporting documentation needed to complete your application**

Your application is not considered complete until your Fulbright Program Office receives all your supporting documentation. The following must be forwarded to your Fulbright Program Office: three letters of reference/recommendation, official academic transcripts from all post-secondary schools attended, copies of diplomas for all post-secondary schools attended, and original English translations.

- a. **Academic transcripts:** Applicants must submit official, complete and certified academic documents covering the entire period of study at universities and other post-secondary institutions. Documents must be accompanied by complete official English translations. These documents must consist of:
1. One certified official record (transcript) from each university or post secondary institution attended, even those schools from which you did not receive a degree or diploma. The transcripts should list the subjects you studied and the grades you received during each year of your enrollment. Official transcripts must be submitted directly from the schools in sealed envelopes to your Fulbright Program Office.
  2. Certified official evidence of each post-secondary or university degree, diploma or certificate awarded to you should be included as part of the completed application.
- b. **Standardized tests:** Applicants to the Fulbright FLTA Program must be fluent in English, as demonstrated by a score of no less than 550 (Paper Based TOEFL); 213 (Computer Based TOEFL - CBT); 79-80 (Internet Based TOEFL - IBT) or 6.0 (Overall Score International English Language Testing System - IELTS). Either a TOEFL or IELTS exam score should be submitted with your application. For instructions on registration for one of these exams, please contact the Fulbright Program Office, the Regional Testing Center for your country, or the Educational Testing Service, Princeton, New Jersey 08541, U.S.

If you have taken another English language proficiency exam and would like to submit those scores, please check with the Fulbright Program Office in your country to determine if the test(s) will meet program standards.

**Note:** The Fulbright FLTA Program provides payment vouchers for the TOEFL, but is unable to do so for the IELTS or any other exam.

## IMPORTANT

You **MUST** indicate that you want your standardized test score reports sent to:

Inst. Of Intl. Educ., New York (IIE)  
CODE 2326

You must be sure to indicate this code (2326) on the registration forms and on the answer sheets provided at the time you take the examinations.

### OTHER IMPORTANT INFORMATION

Duration of the FLTA Program Grant: The Fulbright FLTA grant is awarded for one academic year usually beginning in August and ending in May. The FLTA Program is a NON-DEGREE program. Candidates are required to arrive on the reporting date indicated when notified of an award and will be required to return to their home country when their FLTA Program is completed. There are **NO EXCEPTIONS**. Candidates wishing to pursue an advanced degree in the U.S. should **NOT** apply to the Fulbright FLTA Program or should be aware that they **MUST** return to their home countries and apply for a new visa category before they can return to the United States. Candidates cannot be accompanied by dependents during their assistantships and must be able to travel to the U.S. without an escort.

Universal Language Center (ULC)  
Rue Abane Ramdane  
Constantine  
Tel: 031-91-15-21

Sibawaih Oran  
Gambetta  
Oran  
Tel: 041-53-27-87/0770-32-07-79

**Note Importante :**

Plagiat: Le plagiat est inacceptable. Toutes les demandes seront vérifiées et rejetées en cas de plagiat. Le plagiat est l'utilisation des idées ou mots appartenant à une autre personne sans citer la source originale. Le plagiat peut prendre plusieurs formes différentes et est de loin la plus commune des fraudes académiques. Par exemple, copier un extrait directement d'un texte sans citer la source originale constitue un plagiat flagrant. De plus, reformuler complètement les mots ou les idées d'un autre auteur en les présentant comme les siens—sans citation—constitue aussi un plagiat. Il est très important que chaque étudiant cite bien toute idée, travail, et formulation distinctive qui ne sont pas les siens. Cependant, certaines informations sont considérées comme « bien connues », et peuvent être utilisées sans citation. Ce qui constitue une information « bien connue » varie selon la matière, donc il est important de consulter un professeur ou un manuel de style si vous avez des questions.



# FULBRIGHT



## Initial

### Fulbright Foreign Language Teaching Assistant 2018 (Traduction non officielle)

Le programme Fulbright Foreign Language Teaching Assistanship (FLTA) est une bourse destinée aux professeurs qui enseignent déjà l'anglais ou qui sont en formation pour devenir des professeurs d'anglais. Le programme offre une formation de neuf mois non diplômante, qui vise au renforcement de l'enseignement des langues étrangères dans les collèges, universités et certains lycées américains. Cette bourse donne aux futurs enseignants d'anglais l'opportunité de perfectionner leurs savoir-faire, d'accroître leurs capacités, d'améliorer leurs compétences en langue anglaise et d'étendre leur connaissance sur la société et la culture américaines.

En plus des avantages académiques, ce programme fournit également aux FLTAs et les Américains l'occasion d'en apprendre davantage sur les cultures et les coutumes de l'autre, en améliorant ainsi la compréhension mutuelle

Les FLTAs sont recrutés dans divers milieux, mais sont tenus d'avoir une formation académique et une expérience professionnelle dans l'enseignement. En plus d'enseigner la langue arabe, le travail de l'assistant peut être très variable d'un établissement à l'autre. Bien souvent ce travail consiste à :

- diriger une conversation en arabe avec de petits groupes d'élèves ;
- parler de l'Algérie, de la vie quotidienne, de certains aspects de la culture et de la civilisation au choix de l'assistant(e) en utilisant, si possible, des documents vivants (photographies, diapositives, CD, etc.) ;
- corriger des devoirs/examens d'arabe ;
- participer à des discussions sur l'Algérie à travers les médias ou clubs locaux ;
- corriger la prononciation des élèves dans le laboratoire de langues s'il existe.
- Dans certains cas, l'assistant aura les mêmes responsabilités qu'un professeur (*Primary Teacher*).

**Conditions à remplir:**

- Être de nationalité Algérienne. Les candidats qui ne résident pas en Algérie au moment du dépôt des dossiers ne sont pas éligibles;
- Être titulaire, au minimum, d'une licence;
- Avoir un niveau d'anglais correct (TOEFL ibt: 80) ;
- Parler un arabe clair et précis ;
- Deux années d'expérience (minimum) dans l'enseignement;

**Dossier à fournir:**

- Remplir le formulaire en ligne sur le lien suivant:  
<https://apply.embark.com/student/fulbright/flta/>
- Trois lettres de recommandation provenant de trois personnes distinctes (professeurs, employeurs, etc.). Ces lettres devront être adressées par email directement par le référent à la section des Affaires publiques avant la date limite indiquée ci-dessous. Nous n'accepterons pas plus de trois lettres de recommandation. Ces lettres doivent être écrites en anglais ou en français accompagnées d'une traduction anglaise certifiée
- Curriculum Vitae détaillé en anglais
- Une photocopie du diplôme et des relevés de notes accompagnés d'une traduction anglaise certifiée
- Copies des deux premières pages du passeport
- Formulaire « Personal Information »
- TOEFL 80 (Internet Based TOEFL – IBT)

Les candidats doivent transférer tous les documents demandés à travers le système Embark. Le dossier de candidature (version papier) devra être déposé à la section des Affaires publiques si le candidat est retenu pour une entrevue.

La date limite de dépôt des candidatures est fixée au 30 septembre 2017 à 17h00. Pour toute question concernant le programme FLTA, veuillez contacter Ms. Nadia Ouhenia, à l'adresse courriel: [ouhenianx@state.gov](mailto:ouhenianx@state.gov).

Les institutions concernées par les tests du TOEFL IBT sont les suivantes:

**In-Tuition School**

Cite Said Hamdine

(à côté de l'hôtel d'Hydra)

Hydra

Alger

Tel: 021-54-65-66 à 67/0770-94-94-98

**Universal Language Center (ULC)**

11 Rue Abane Ramdane

Constantine

Tel: 031-91-15-21

**Sibawaih Oran**  
11 Rue Gambetta  
Oran  
Tel: 041-53-27-87/0770-32-07-79

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# FULBRIGHT



## Initial

### Fulbright Foreign Language Teaching Assistant

2018

The Fulbright Foreign Language Teaching Assistantship (FLTA) is a nine-month fellowship for English teachers or those who are in English as a Second Language teaching training programs. Participants teach Arabic in American colleges, universities, or select high schools, and they may take graduate-level English and American studies courses. The program provides future teachers with the opportunity to perfect their teaching skills, increase their capacity, to improve their English language competency and to have a better knowledge of American society and culture. In addition to academic benefits, this program also provides both FLTAs and Americans with an opportunity to learn about each other's cultures and customs, thereby enhancing mutual understanding.

The FLTAs are recruited from diverse backgrounds, but are required to have formal academic training and professional experience in teaching. In addition to teaching Arabic language, FLTAs may serve as:

- Resource persons in conversation groups
- Cultural representatives
- Attendants in language laboratories
- Guest speakers in civilization courses
- Supervisors of language clubs

#### Conditions of Eligibility:

- Algerian citizenship;
- Applicants must be residing in Algeria throughout the nomination and selection process;
- Minimum of two year of teaching experience
- Bachelor degree (Licence);
- Minimum score of 80 (internet based TOEFL-IBT);
- Fluency in classical Arabic (speaking and writing);