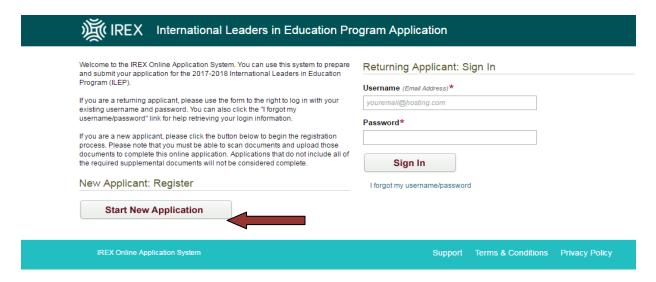
## United States-India Educational Foundation 2017 International Leaders in Education Program Online Application Guide for Indian Applicants

The application for the 2017-2018 International Leaders in Education Program must be completed online. It is important to read and follow the instructions carefully, complete all parts of the application and submit the application by the deadline of **April 3, 2017**.

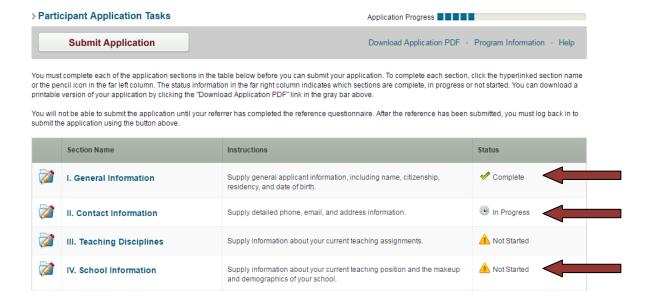
You may access the online application at: http://oas.irex.org/ilep

1. Register as a new applicant.

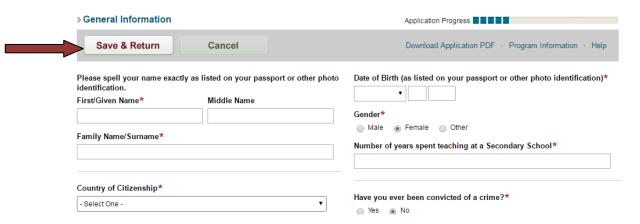


You do not need to finish the application in one sitting. Remember your login information, and you may come back to the application at any time prior to your country specific deadline.

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.



3. Go through 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.

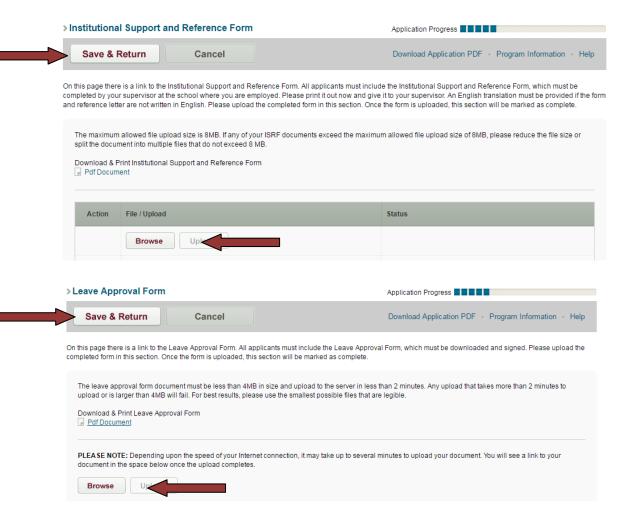


4. **Section XI. Essay Questions:** Please note that there are multiple components of this section. The Statement of Purpose is the most important part of your application.

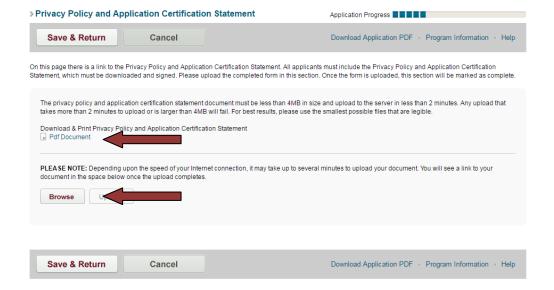


5. Section XII and XIII. Institutional Support and Reference Form and Leave Approval Form: In these sections, please download and print the Institutional Support and Reference Form and Leave Approval Form. Your supervisor in the school must complete these forms for your application to be considered. The forms must be signed in ink. The official who completes and signs these forms must be the official authorized to approve participation in the program and grant a leave of absence. Applicants should discuss their application to the program with their administrator in advance and should be aware that their application will not be considered without the administrator's approval.

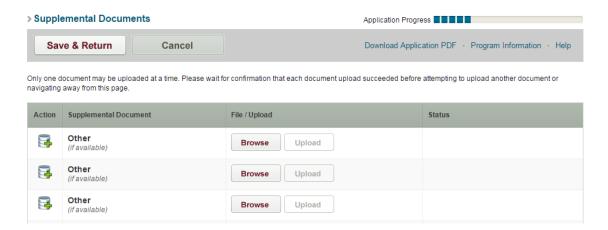
Once the forms are completed, please <u>scan</u> and upload an electronic copy to the system. Do not upload the image taken from your mobile camera. This section is not complete until they are uploaded. The forms should be uploaded by April 3, 2017.



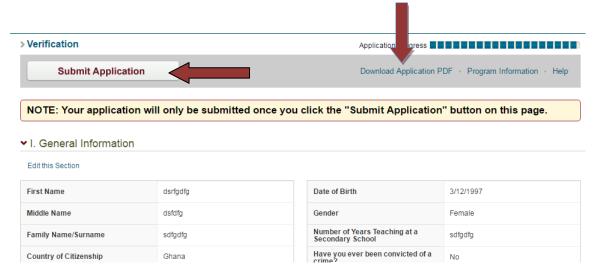
6. **Section XIV. Privacy Policy and Application Certification Statement:** In this section, please download and print the Privacy Policy and Application Certification Statement. Once you sign the form, scan and upload an electronic copy to the system. Do not upload the image taken from your mobile camera.



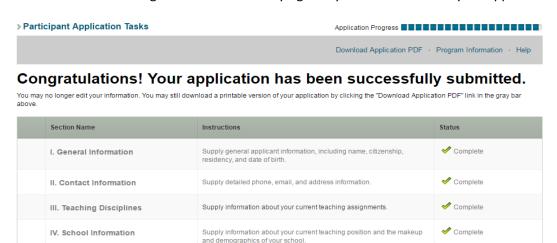
7. **Section XV. Supplemental Documents**: For one of the essay questions, you have been asked to discuss one of your lesson plans. Please upload the lesson plan in this section. If you would like to upload any other documents that you feel strengthen your application, please do so here. Do not upload any image taken from your mobile camera.



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".



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



## **General Tips**

- 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 essays and 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 specified word limit.
- Some questions are "required". In other words, you will not be able to complete and submit your application until all required items are completed. 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.

## **Contact Information**

If you have any questions,

Teachers teaching in the states of **Arunachal Pradesh, Assam, Bihar, Jharkhand, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura and West Bengal** should contact Ms. Shevanti Narayan, Regional Officer, USIEF Kolkata Regional Office, Kolkata, E: <a href="mailto:Shevanti@usief.org.in">Shevanti@usief.org.in</a>; Phone: 033-39846310

Teachers teaching in the states of **Andhra Pradesh**, **Odisha and Telengana** should contact Ms. Pranitha Hemanth, Administrative and EducationUSA Coordinator, USIEF Hyderabad Regional Office, Hyderabad, E: <a href="mailto:usiefhyderabad@usief.org.in">usiefhyderabad@usief.org.in</a>; Phone: 8008465712

Teachers teaching in the states of **Karnataka**, **Kerala**, **Tamil Nadu**, **Puducherry**, **Lakshadweep** and the **Andaman and Nicobar Islands** should contact Ms. Lalitha Nagesvari, Program Manager, USIEF Chennai Regional Office, Chennai, E: <a href="mailto:usiefchennai@usief.org.in">usiefchennai@usief.org.in</a>; Phone: 044-2857 4275

If you have technical difficulties with the online application, please email IREX at ilep@irex.org with a cc to USIEF staff.

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