

United States-India Educational Foundation 2017 Teaching Excellence and Achievement Program *Online Application Guide for Indian Applicants*

The application for the 2017-2018 Teaching Excellence and Achievement 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/tea>







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.

You must complete each of the application sections in the table below before you can submit your application. To complete each section, click the hyperlinked section name or the pencil icon in the far left column. The status information in the far right column indicates which sections are complete, in progress or not started. You can download a printable version of your application by clicking the "Download Application PDF" link in the gray bar above.

You will not be able to submit the application until your referrer has completed the reference questionnaire. After the reference has been submitted, you must log back in to submit the application using the button above.

Section Name	Instructions	Status
 I. General Information	Supply general applicant information, including name, citizenship, residency, and date of birth.	✔ Complete 
 II. Contact Information	Supply detailed phone, email, and address information.	🔄 In Progress 
 III. Teaching Disciplines	Supply information about your current teaching assignments.	⚠ Not Started
 IV. School Information	Supply information about your current teaching position and the makeup and demographics of your school.	⚠ Not 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.

> **General Information** Application Progress

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Save & Return

Please spell your name exactly as listed on your passport or other photo identification.

First/Given Name* Middle Name

Family Name/Surname*

Country of Citizenship*

Date of Birth (as listed on your passport or other photo identification)*

Gender* Male Female Other

Number of years spent teaching at a Secondary School*

Have you ever been convicted of a crime?* Yes No

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.

XI. Essay Questions		
	International Exposure	 In Progress
	Classroom Experience	 Not Started
	Community Issues	 Not Started
	Statement of Purpose	 In Progress

5. **Section XII and XIII. Institutional Support and Reference Form and Leave Approval Form:** In this section, 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 scan 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 form should be uploaded by April 3, 2017.

> Institutional Support and Reference Form

Application Progress

Save & Return

Cancel

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On this page there is a link to the Institutional Support and Reference Form. All applicants must include the Institutional Support and Reference Form, which must be completed by your supervisor at the school where you are employed. Please print it out now and give it to your supervisor. An English translation must be provided if the form and reference letter are not written in English. Please upload the completed form in this section. Once the form is uploaded, this section will be marked as complete.

The maximum allowed file upload size is 8MB. If any of your ISRF documents exceed the maximum allowed file upload size of 8MB, please reduce the file size or split the document into multiple files that do not exceed 8 MB.

Download & Print Institutional Support and Reference Form

Pdf Document

Action	File / Upload	Status
	<input type="button" value="Browse"/>	

> Leave Approval Form

Application Progress

Save & Return

Cancel

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On this page there is a link to the Leave Approval Form. All applicants must include the Leave Approval Form, which must be downloaded and signed. Please upload the completed form in this section. Once the form is uploaded, this section will be marked as complete.

The leave approval form document must be less than 4MB in size and upload to the server in less than 2 minutes. Any upload that takes more than 2 minutes to upload or is larger than 4MB will fail. For best results, please use the smallest possible files that are legible.

Download & Print Leave Approval Form

Pdf Document

PLEASE NOTE: Depending upon the speed of your Internet connection, it may take up to several minutes to upload your document. You will see a link to your document in the space below once the upload completes.

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.

> Privacy Policy and Application Certification Statement

Application Progress

Save & Return

Cancel

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On this page there is a link to the Privacy Policy and Application Certification Statement. All applicants must include the Privacy Policy and Application Certification Statement, which must be downloaded and signed. Please upload the completed form in this section. Once the form is uploaded, this section will be marked as complete.

The privacy policy and application certification statement document must be less than 4MB in size and upload to the server in less than 2 minutes. Any upload that takes more than 2 minutes to upload or is larger than 4MB will fail. For best results, please use the smallest possible files that are legible.

Download & Print Privacy Policy and Application Certification Statement

Pdf Document

PLEASE NOTE: Depending upon the speed of your Internet connection, it may take up to several minutes to upload your document. You will see a link to your document in the space below once the upload completes.

Save & Return

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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.

> **Supplemental Documents** Application Progress

Save & Return
Cancel

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Only one document may be uploaded at a time. Please wait for confirmation that each document upload succeeded before attempting to upload another document or navigating away from this page.

Action	Supplemental Document	File / Upload	Status
	Other <i>(if available)</i>	Browse Upload	
	Other <i>(if available)</i>	Browse Upload	
	Other <i>(if available)</i>	Browse Upload	

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.

> **Verification** Application Progress

Submit Application

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NOTE: Your application will only be submitted once you click the "Submit Application" button on this page.

▼ **I. General Information**

[Edit this Section](#)

First Name	dsrfgdfg	Date of Birth	3/12/1997
Middle Name	dsfdg	Gender	Female
Family Name/Surname	sdfgdfg	Number of Years Teaching at a Secondary School	sdfgdfg
Country of Citizenship	Ghana	Have you ever been convicted of a crime?	No

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

> Participant Application Tasks

Application Progress 

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Congratulations! Your application has been successfully submitted.

You may no longer edit your information. You may still download a printable version of your application by clicking the "Download Application PDF" link in the gray bar above.

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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.	✔ Complete
V. Additional Information		✔ Complete

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 provided.
- 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 Chandigarh, Delhi, Haryana, Himachal Pradesh, Jammu and Kashmir, Punjab, Rajasthan, Uttarakhand and Uttar Pradesh should contact Dr. Gayatri Singhal, Indian Program Manager, USIEF, New Delhi, E: Gayatri@usief.org.in ; Phone: 011 4209 0949

Teachers teaching in the states of Chhattisgarh, Goa, Gujarat, Madhya Pradesh, Maharashtra, Daman and Diu, and Dadra and Nagar Haveli should contact Mr. Sachin Nikarge, Indian Program Manager, USIEF Mumbai Regional Office, Mumbai, E: Nsachin@usief.org.in ; Phone: 022 2262 4603

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