

# HOSTING APPLICATION INSTRUCTIONS

## Fulbright Teacher Exchange Program

Note: This application may be copied. Please use additional pages, if necessary to elaborate on any part of the application.

The hosting application is to be submitted by U.S. individuals and/or schools/districts that are interested in hosting a Fulbright teacher or administrator during a specific inbound short-term program or to host an international Fulbright teacher for a one-way year/semester length exchange.

If you are applying to host an international teacher or administrator for a specific inbound short-term program, please read the description of that program on the OTHER OPPORTUNITIES page of our website carefully before completing the application (<http://www.fulbrightexchanges.org/View/ViewOtherOpps.asp>). Be sure that you meet eligibility requirements for the program.

The application forms may be photocopied for interested colleagues, and applications may be submitted on photocopied forms. However, applications must bear original signatures.

Hosting applicants should complete the entire application to the fullest extent. Depending on the hosting program for which you are applying, there may be some questions that may not directly reflect your situation. Please adapt those questions to fit your own experience. Please use additional sheets, as necessary, to elaborate on any section of the application.

### Deadlines

**Hosting applications are accepted on a rolling basis and kept on file and considered for all programs. If you wish to be considered as a host for a specific short-term program, your application must be received before the published deadline.**

### Mailing Address

Applications, related documentation, and all future communication should be sent by post to:

Fulbright Teacher Exchange  
HOSTING PROGRAMS  
600 Maryland Avenue, SW, Suite 320  
Washington, DC 20024-2520

### Special Instructions

#### NAME OF PROGRAM FOR WHICH YOU ARE APPLYING TO HOST

List the specific short-term program for which you are applying to host. Include country, length of time and dates if available, or write "all."

If you are applying to host any international Fulbright Teacher, please list your countries of interest and whether you prefer to host for a year, semester, or short program (3-5 weeks).

#### HOST PERSONAL INFORMATION

"Email Address(es)": Please list all addresses where you can be contacted in order of priority.

"Description of Current Position": Information on the current position of the host is critical to finding suitable matches. This section should be filled out thoughtfully and completely.

"Foreign Language Fluency" and "Foreign Language Assistance": Please list languages that might be relevant to the hosting experience you would like to have and any other fluency of your staff.

#### HOST SCHOOL INFORMATION

"School Description": Information on the school/district of hosting applicants is critical to finding suitable matches. This section should be filled out thoughtfully and completely.

U.S. hosts must provide a mentor for the international teacher. The mentor's job is to assist the incoming teacher or administrator in the host school system. If the mentor is different from the host, please list the mentor's full contact information here.

Please list the principal and superintendent names and contact information. For year and semester exchanges, the school system must accept placed candidates through an official letter of acceptance from the Superintendent's office and completion of a proposed assignments form (PAF) by the principal. These forms will be provided by Fulbright at the time the placement is proposed.

#### HOST INFORMATION

In some cases we may give preference to schools/districts that can host more than one educator. Please accurately assess the number of international educators you can host at one time.

For year- and semester-long exchange hosting applicants, please describe the type of assignment you will provide for the incoming international teacher, as well as support and monitoring that you will offer the teacher.

Short-term hosts should describe the experiences and activities that you will provide. Please feel free to attach a sample daily schedule for the exchange duration.

## HOUSING INFORMATION

Hosting applicants must provide or assist the international educator in finding accommodation.

Applicants to host a year or semester one-way exchange should fully describe inexpensive housing options that might be available to the international teacher.

Short-term hosts should fully describe any home-stay or hotel accommodation that will be provided. Home-stay is preferred, except in the case of the Brazil principal program.

### Miscellaneous

Applicants should inform the Fulbright Teacher Exchange Program in writing of:

- a change of address or phone number;
- b. change of plans affecting the application;
- c. desire to withdraw the application;
- d. termination of teaching contract;
- e. change in assignment or school administration.

**PAPERWORK REDUCTION ACT:** Public reporting burden for this collection of information is estimated to average one and a half (1.5) 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 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/ISS/DIR, U.S. Department of State, Washington, DC 20520.

## PRIVACY ACT STATEMENT

**AUTHORITIES:** The information is sought pursuant to Section 102 of the Mutual Educational and Cultural Exchange Act of 1961, as amended (*the Fulbright-Hays Act*) (22 U.S.C. 2452).

**PURPOSE:** The information solicited on this form is necessary to evaluate a candidate's eligibility and suitability for participation in the Fulbright Teacher Exchange Program, for general statistical use within the Department of State, and to direct program outreach strategies in subsequent program cycles. Failure to provide the information requested on this form may result in non-selection.

**ROUTINE USES:** The information may be shared with overseas counterpart agencies of the Bureau of Educational and Cultural Affairs or field personnel in selected countries to ensure matching with a foreign counterpart, and with local school authorities for their concurrence on the exchange. The information provided may also be released to federal, state, local, or foreign government entities for law enforcement purposes.



### FULBRIGHT TEACHER EXCHANGE PROGRAM HOSTING APPLICATION

**NAME OF PROGRAM FOR WHICH YOU APPLYING TO HOST**

*(List country, length of time and dates if available) (If applying in general, please list countries of interest)*

**HOST PERSONAL INFORMATION**

Title:  Mr.  Ms.  Dr.  Mrs.  Miss

Last First Middle Initial

Home Mailing Address

Home Phone

Cell Phone

Email Address(es)

*(Please list all address where you can be reached in order of priority)*

Position Title

In Present Position From *(Date (mm-dd-yyyy))*

Description of Current Position *(Subject, Level, Duties)*

Foreign Language Fluency *(list those languages relevant to hosting program(s) to which you are applying and any others and check the level of fluency for each language)*

- |          |                                    |                               |                               |                               |
|----------|------------------------------------|-------------------------------|-------------------------------|-------------------------------|
| 1. _____ | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> None |
| 2. _____ | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> None |
| 3. _____ | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> None |

Foreign Language Assistance *(If you are not fluent in a language(s) relevant to the hosting program to which you are applying we would like to know if there are other speakers of the language(s) in your school or community. Please check the box below and list the language if you have other speakers that are available to assist.)*

There are other \_\_\_\_\_ speakers in my school/community available to assist with communication

**Explain why your school or school system would like to host a Fulbright grantee for a year, semester or short-term program. Please explain how your school or school system would make use of the opportunity to host an international educator (a) during the exchange, and (b) after the exchange. Feel free to write this essay on a separate page.**

HOST SCHOOL INFORMATION	
School Name, Address, Phone, Fax, and Website	Name of official Mentor for grantee <i>(if different from host)</i>
	Title of official Mentor <i>(if different from host)</i>
	Mentor's phone and e-mail <i>(if different from host)</i>
School Principal/Dean Name	School Principal/Dean Job Title
School Principal Phone Number and Email Address	
Dates of School Year Terms <i>(mm-dd-yyyy)</i> : Fall ( <i>from</i> <i>to</i> ) Spring ( <i>to:</i> ) Year-round <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of Teaching Staff	Number of Students in School
School Type <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Religious	School Location <input type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural
School Description <i>(include academic level, composition of student body, teaching methods, resources, special features or program).</i>	
School District Name and Address	Superintendent's Name
	School District Phone

**HOSTING INFORMATION**

Number of Educators You Can Host	Preferences <input type="checkbox"/> Teacher <input type="checkbox"/> Administrator <input type="checkbox"/> Other	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Either
----------------------------------	---	---

*(For some programs we may give preference to schools/districts that can host more than one educator.)*

Describe any previous hosting experience

Describe how you and your school/school district will benefit from hosting

Describe how you and your school district will support the incoming international teacher through mentoring and other activities. Describe the teaching assignment you can offer the incoming international teacher *(especially important for year long or semester hosting applicants)*. Use additional pages, if necessary.

Describe the types of other experiences you will be able to provide the incoming international teacher *(classroom observation - 1 day is required - observation of PTA meetings, school board meetings, local volunteerism, etc.)*

**HOUSING INFORMATION**

For year/semester programs, please explain what inexpensive housing options the school will be able to provide or assist with - housing for the grantee should be near the school or near public transportation routes. Grantees will be able to pay their own rent.

For either a semester/year or short term program, a home-stay is to be provided:

- I will provide home-stay: attach brief description of accommodations
- Someone else will provide a home-stay: attach sheet with name, address and phone of home-stay host(s) and a brief description of accommodations.  
*(Please include number and type of pets, smoking or non-smoking accommodations, etc.)*

For short-term programs, hotel accommodation will be provided:

- We will be able to organize a reasonably-priced (*government rates or lower*) hotel for the group near out school.  
*(Participants will carry funds for hotel rates).*  
Please provide the name of the person in your district who will be responsible for making these hotel arrangements, the name of the prospective hotel, and the cost per room (*double occupancy*):

**For Year and Semester Exchanges**

The school system must accept placed candidates through an official letter of acceptance from the Superintendent's office and completion of proposed assignment form (PAF), and mentoring form provided by Fulbright at the time the placement is proposed.

Mail / Fax Completed Applications to:

Hosting Program  
 FULBRIGHT TEACHER EXCHANGE PROGRAM  
 600 MARYLAND AVE SW SUITE 320  
 WASHINGTON, DC 20024

FAX: 202-479-6806