ETA Candidate Checklist

Starting the Application

- Contact the Fulbright Program Adviser at your school to discuss the campus application process (pertains only to candidates applying through a U.S. institution).
- Carefully review the program summary for the country to which you are applying.
- Draft a Statement of Grant Purpose that details your interest in teaching English. Describe what you will bring to the classroom and indicate why you have chosen to apply to this particular country.
- Draft a Personal Statement that provides the screening committee members with a fuller picture of who and what has motivated you to pursue this Fulbright opportunity.
- Consult with professors and/or colleagues with background in the country to which you are applying or professionals in the English/TESOL fields.
- Solicit critiques on the draft Statement of Grant Purpose from professors, advisers, mentors, colleagues, etc., and make revisions as appropriate.
- Contact 3 individuals to complete the reference forms for the English Teaching Assistant Program grant. These individuals should be those who can best speak to your ability to succeed in assistant-teaching English to non-native speakers. You should provide a copy of the Statement of Grant Purpose to each individual completing a reference form.
- For candidates submitting Foreign Language Evaluations: Contact the professor or other professional foreign language instructor who will complete the Foreign Language Evaluation form for the application.
- Obtain transcripts from each post-secondary institution attended.

Before Submitting the Application

- Make any necessary revisions based on feedback from the Campus Interview Committee (pertains only to candidates applying through a U.S. institution).
- Check for typos—misspellings, capitalization errors, grammatical mistakes, etc.
- Make sure that all of the required fields on the Biographical Data pages have been filled in, including the Project Title and Abstract of Proposal sections.
- Check to make sure that the Statement of Grant Purpose, the Personal Statement, and the transcripts have been uploaded into the correct sections of the application.
- Confirm that recommenders and language evaluators have submitted their documents.
- Preview the complete application in the Embark system.
- Print a copy of the application for your records.