Applicants: Please distribute these instructions to your recommenders.

**English Teaching Assistant (ETA) Grants**

**Reference Instructions**

The Fulbright Program requires the submission of an ETA Reference Form and not a letter of reference for ETA applicants. Please note that the Fulbright Program will not accept reference letters for ETA candidates.

To help prepare your responses to the reference form’s questions, you may view a **Sample ETA Reference Form**.

The Fulbright Program requires that references be submitted in the Embark Fulbright Online Application system. References must be submitted through the Embark system because the screening committees will only have access to references submitted electronically.

If you are not familiar with the Fulbright U.S. Student Program please visit: [www.us.fulbrightonline.org](http://www.us.fulbrightonline.org). The most useful sections for referees are **Application Components** and the **Country Summary** for the applicant's proposed host country.

In completing the reference form, keep in mind that the applicant will be serving as a cultural ambassador representing the United States and that personal suitability, as well as academic excellence, is an important criterion to be considered. The ETA applicant should provide you with the Fulbright Statement of Grant Purpose and the Personal Statement.

**Summary of the Fulbright English Teaching Assistant Program**

Fulbright ETA’s are not responsible for designing curricula or teaching full courses. Rather, they serve, under supervision, at their assigned placements and will be expected to develop and carry out a variety of learning activities, make presentations on U.S. culture and society, and/or assist faculty in an English Language Department with their teaching responsibilities, as needed.

Facility with and knowledge of English usage, grammar, spelling, and writing is also important. You may be able to comment on the applicant’s abilities in those areas from tests or papers they have prepared for your course or from formal presentations, classroom discussion or individual interviews with the applicant.

In addition, some countries request that applicants describe an academic or other project or activity that they would pursue concurrent with the ETA assignment. This is a secondary component of the grant and may provide insight into the applicant's interest in the host country, academic or career interests, and/or suitability for the ETA program.

**Factors for Consideration**

In formulating responses for the ETA Reference Form, consider the following general characteristics of Fulbright U.S. Student ETA Programs. Generally, English Teaching Assistants:

- Are placed in elementary or secondary schools or universities outside of capital cities, depending on the country. Please consult the individual Country Summary for a description of the ETA program there.
- Are assigned various activities designed to improve the host country students' capabilities in spoken and written English as well as to enhance their knowledge of the United States. Clear, precise diction and demonstrated grammar skills should be a factor in evaluation.
- Are fully integrated into the host community, increasing their own language skills and knowledge of the host country.
- May pursue individual study/research or engage in community activities, in addition to ETA responsibilities.
Applicants: Please distribute these instructions to your recommenders.

Steps to submit the ETA Reference Form

- Once the applicant has registered you as a referee, an email will be sent to you from the Embark Online Recommendation system with the student’s name will be in the subject line. If you do not receive this email, please let the applicant know or email Tech Support directly, support@embark.com and tell them the name and email address of the applicant and your name and email address.
- Login to the reference system using the User ID and Password sent to you in the Embark email.
- You will see a page with the names of applicants who have listed you as a reference in the Fulbright Embark Online Application System.
- Following the steps in the online system, enter your responses directly into the ETA Reference Form.
- The final step is to submit the reference. Before you click Submit, be sure that this is the information that you wish to have reviewed by screening committees in the U.S. and abroad. Once you submit the reference, you will not have access to edit or change it.

Note: Only references submitted via the Embark Fulbright Online Application System will be reviewed.

The applicant will provide you with the date the reference is due. For currently enrolled candidates or alumni applying through their alma mater, this date will be earlier than the national Fulbright application deadline. References submitted after the campus deadline may not be considered and could affect the candidate’s eligibility.