



ONLINE APPLICATION INSTRUCTIONS

The online application is composed of 7 parts: Bio-Data, Employment History, Education, Survey Data, Professional Background, Program Information, and Reference Submission.

The first five parts require that you answer survey questions with personal and professional information. In the Program Information Section, you will be asked to write three essays of approximately 6000 characters each. We strongly suggest that you compose these essays in a word processor and copy and paste them into the online application.

Finally, in the Reference Submission Section, you will be asked to provide names, titles and email addresses for two professional references.

As you complete the application, we encourage you to constantly save your progress. For security reasons, the system will time-out. If this happens, you may lose any changes to the application that have not been saved previously.

Logging On

In order to start an application, you must first register in the system. To register, click on "Click here to start a new application."

You will be asked a series of questions to determine your eligibility for the Toyota International Teacher Program. Because of the competitive nature of this award the eligibility requirements are strict and we can not accept applications from applicants who do not completely comply with the eligibility requirements.

Please use an email address that you check frequently, we will use this address to send you updates on the status of your application.

Bio-Data, Employment History, Education, Survey Data, Professional Background

These first five sections require that you answer survey questions with personal and professional information. All fields with a red asterisk are required information. You must fill out this portion completely to be considered for an award.



ONLINE APPLICATION INSTRUCTIONS

Program Information

This section is composed of one survey question and three essay questions. We highly encourage you to compose and save your responses to the essay questions in a word processing document and copy and paste your answers into the application. Please note that the application is text-only, so any pictures, bullet points, or special fonts will not show up in your answers.

Spanish Language Self-Assessment

This question should be completed honestly after considering your own experience and comfort level speaking, listening, reading and writing in Spanish.

NOTE: Spanish language ability is not a requirement to participate, and applicants with little or no Spanish linguistic or cultural experience will not be at a disadvantage in the selection process. However, it is highly recommended that participants have attained at least the equivalent of two years of university-level Spanish language ability to fully benefit from all activities.

Personal Statement

Use this section to present your interest in participating in the Toyota International Teacher Program. Describe your skills, qualifications and personal and professional goals and indicate their relevance to the Toyota International Teacher Program.

Questions to consider when writing your personal statement:

Why do you want to participate in this Program?

What are your qualifications? Include experiences or other factors that would make you a good candidate for this kind of international program.

Describe your professional goals and the steps you have taken to achieve them. Explain how your goals compare to program objectives.

Impact Plan

In this section please describe your plans for sharing the Toyota International Teacher Program with your students, school, and community. Excellent plans will be feasible, innovative, and linked to Toyota objectives.



ONLINE APPLICATION INSTRUCTIONS

Plans should also address why travel to the program country is necessary. Please provide specific details on how your project will impact your classroom, school, and community in the short-term and in the long term. It is also important to discuss how you will share other knowledge gained while traveling on the program with the greater community.

Questions to consider when writing your impact plan:

How will you draw on your experience in the Program country to enrich your work as an educator? As a community member?

How will you share your experiences with your colleagues to foster increased collaboration and the teaching of environmental themes across disciplines?

How will you share your experiences with your community to foster increased awareness of environmental issues?

How is travel on the Toyota International Teacher Program essential for the implementation of your impact plans? If applicable, please detail specifically how participation in this program will build on previous experience in the Program country.

Are your plans detailed, feasible, and relate to program themes? Have you demonstrated your ability to implement these plans in your application?

Sample Lesson Plan

In this section you should create an outline for a sample hands-on lesson that addresses an environmental topic in your area of study. Excellent plans will be participatory and present creative teaching strategies for how to teach the environmental topic your subject area.

Questions to consider when writing your sample lesson plan:

Does my plan creatively demonstrate an environmental topic in my area of study?

Does my plan use resources or technologies that might not be available in other areas of the U.S. or the world? If so, are there alternatives or substitutes that can be used?

How can my plan form part of a larger, interdisciplinary lesson on this environmental topic?

Reference Submission

****IMPORTANT**** All references must be submitted online to IIE no later than October 20, 2008.



ONLINE APPLICATION INSTRUCTIONS

For your application to be considered complete, you must provide one reference from your Principal or School Head and one other professional reference. In this section you must provide the names and titles of your two references.

Once you click on the "Save" button, an automatic email will be sent to this referenc. After you click "Save" you will not be able to change any of your references.

All references must be submitted online. IIE will not accept any paper or emailed references.

Preview and Submission

Once you have completed all sections of the online application, please click on the "Preview and Submit" button located on the left scroll bar.

Step 1

Please click the "Check Application" button located at the top of the page. This will automatically scan your application for any omissions or errors that will prevent the successful submission of the online portion of your application. Please follow the links provided to update your answers to the questions.

Step 2

You may next preview your application. The application will appear as a pop-up in a PDF format. You must have Adobe Acrobat Reader installed to view your application.

You can download this program free at www.adobe.com.

You will not be able to see the preview if you have a pop-up blocker activated. Please change your security settings to allow pop-up windows before viewing the preview or final versions of your application.

Please note: The PDF file size may be large, so please allow a few minutes for it to download.

Step 3



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Once you are content with your application, read the disclaimer text fully, and click the "Submit Online Application" button. After you have submitted the application, you can not make any changes to your application.

Please be sure that you are satisfied with your application before you submit it online. After you successfully submit, you will receive an email confirming the receipt of the online portion of your application.

Principal Approval Form

The Principal Approval Form must be received by the Institute of International Education (IIE) no later than October 10, 2008.

This form must be completed and signed by your school principal, superintendent or other person responsible for granting leave from your classroom teaching duties. Applicants should obtain supervisor clearance and make other necessary arrangements to be absent from school to participate in the program before submitting their applications. Schools should regard their educators' participation in this program as a valuable investment for their students and communities.

Toyota Motor Sales, USA, Inc. will award each participant's school a \$500.00 stipend to help defray the costs of participation during the school year; however, school administrators are encouraged to explore with participants avenues for sharing any substitute costs not previously budgeted.

Use this link, www.iie.org/programs/toyota/PAF.pdf, to access the Principal Approval Form.

DO NOT send a hard copy of your online application or any other additional materials to IIE. The Selection Panel will not consider any additional materials other than the online application and Principal Approval Form.



ONLINE APPLICATION INSTRUCTIONS

Application Checklist

Please check off each item as you finish it to ensure that your application is complete.

Online Application

- Bio-Data
- Employment History
- Education
- Survey Data
- Professional Background
- Program Information
- Reference Submission:
 - Principal Reference Email Saved
 - Professional Reference Email Saved
 - Verified with references that they received information via email for how to complete reference*
- Essay 1: Personal Statement
- Essay 2: Impact Plan
- Essay 3: Sample Lesson Plan
- Application Completed and Submitted

Principal Approval Form

- Printed
- Given to Principal
- Sent to IIE

****Please verify with your references to ensure that they received an email from IIE detailing how to complete the reference. Many times these messages are blocked as spam from school email address. Please inform IIE if your reference does not receive the email. We recommend that you suggest to your references to write their recommendations in Microsoft Word first and then cut and paste their letter into the webpage. That will ensure that no information is lost.***



**Toyota International Teacher Program
Costa Rica 2009**
Toyota International Teacher Program
Institute of International Education
1400 K Street, NW Suite 650
Washington, DC 20005-2403
Phone: 1-877-832-2457

The applicant's principal or school head must sign and date this form in order for the applicant to be considered for the Toyota International Teacher Program. This certifies that he/she will allow the applicant to participant in the program, if accepted.

Applicant's Principal or School Head

Prefix (Mr., Mrs., Ms., Dr.)

Last Name

First Name

Official Title

I certify that the below named applicant is employed **full-time** as a **classroom or librarian teacher** of **grade(s) 6 -12**. I understand that acceptance of this award will require this applicant's participation from **April 18 – May 2, 2009** and I certify that as this applicant's principal or school head, he/she has my support in participating in the program and implementing his/her Post-Program Impact Proposal.

Signature

Date

Applicant

Prefix (Mr., Mrs., Ms., Dr.)

Last Name

First Name