

FOREIGN LANGUAGE TEACHING ASSISTANT PROGRAM

Read All Instructions and Information Carefully Before Completing the Application

- 1. All forms in this application are to be completed in English and typewritten in black ink. As applications must be photocopied, do not use blue or other colors of ink.**
- 2. All pages and parts of the application must be completed and returned to constitute a full dossier.**
- 3. Every question must be answered completely and carefully. Please make every effort, however, to limit your response to the space provided.**
- 4. Completed applications should be returned to the sponsoring organization or IIE by February 1, 2005 in order to be considered for the academic year to begin in the U.S. in August or September of 2005. Incomplete applications cannot be considered.**
- 5. Candidates must attach complete and certified academic documents covering the entire period of study at universities or other post-secondary institutions. Documents must be accompanied by complete English translations. Academic documents must consist of: A certified official record (transcript) from each university or post-secondary institution listing the subjects you studied and the grades you received during each year of your enrollment. Include all post-secondary institutions you have attended, even those from which you did not receive a degree or diploma.**
- 6. Teaching Assistantships are only awarded for one nine or ten-month academic year beginning in August or September.**
- 7. Letters of Reference should be written by teachers under whom you have studied or pursued research or by someone who has supervised you in work related to your proposed field of study. Letters of Reference should not be written by persons related to you either by blood or marriage, or by personal friends. The letters should be written in English if possible, or accompanied by accurate translations.**
- 8. All applications must include an official indicator of English language proficiency or copy of the registration ticket for the TOEFL exam by the application due date.**