



Administrative Approval for Applicant

*OMB Approved No. 1405-0114
Expires Date: 09/30/2005
Estimated Burden: 2 Hours

1. Name of Applicant (*last, first, middle*):

2. **INSTRUCTIONS FOR APPROVING ADMINISTRATOR:** Please complete the following sections and sign this form to certify your approval or disapproval of the applicant's pursuit of an exchange, one-way assignment, or seminar opportunity through the Fulbright Teacher and Administrator Exchange Program. Indicate the type of leave to be granted and whether or not your teacher has undergone a criminal background check (you may check more than one box). (*Please see reverse of this form*)

A. APPROVAL

The above applicant is employed full-time by our college, school or school system. The applicant has, in my judgment, superior qualifications and will be excellent representative of American education abroad. If we and all other necessary parties agree to a proposed assignment, the following leave(s) of absence will be approved and the applicant will be released under the conditions checked below in order to accept a position under the Fulbright Teacher and Administrator Exchange Program.

With salary Without salary

Summer Seminar: Either no leave of absence is required, or the teacher will be given, with or without pay, the leave of absence required for participation in the Seminar.

Yes No According to institutional/district procedure, we conducted a criminal background check of the applicant at the time of his/her employment.

B. DISAPPROVAL

The above teacher/administrator is employed by our school or school system and will not be granted a leave of absence.

C. OFFICIAL SIGNATURE

Note: This form must be completed and signed by the official who is authorized to approve participation in the exchange, grant a leave of absence, and approve the appropriate salary arrangements for the college, school or school system in which the applicant is employed, e.g., President, Headmaster, Superintendent or District Official.

Name and Job Title of Chief Administrator or Authorized Official (*President, Headmaster, Superintendent or District Official*):

Name and Address of School or School System (*include number, street, city, state, and zip code*):

Signature of Chief Administrator or Authorized Official (President, Headmaster, Superintendent or District Official)

PRINT NAME: _____ TITLE: _____

SIGNATURE : _____ DATE: (*mm-dd-yyyy*) _____

Note: Public reporting burden for this collection of information is estimated to average two (2) 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 and Administrator 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/RPS/DIR, U.S. Department of State, Washington, DC 20520.

This form is subject to release, on written request, to the applicant. (Privacy Act of 1974, Freedom of Information Act)

About The Fulbright Teacher and Administrator Exchange Program

The purpose of the Fulbright Teacher and Administrator Exchange Program is to help promote mutual understanding between the people of the United States and the people of other countries through educational exchange. Teachers and administrators participating in the program have the opportunity to live and work abroad by exchanging positions with educators from similar institutions in more than twenty countries. Teachers may also apply to attend summer seminars or special initiative/pilot programs.

Fulbright exchange teachers usually exchange positions with foreign teachers for an academic year. By living and working in the cultures of their host countries, they gain an understanding and appreciation of the similarities and the differences between nations. If your teacher is proposed for an exchange, you will have the opportunity to review the credentials of the foreign teacher and to accept or reject the proposed exchange arrangement. In order for an exchange to take place it must be accepted by the U.S. teacher, the U.S. administrators, and the foreign teacher, and the foreign administrators, and must be approved by the J. William Fulbright Foreign Scholarship Board (FSB).

At the time of this application your signature on the reverse administrative approval form simply enables your teacher to be eligible for the program and indicates your willingness to consider a Fulbright Teacher Exchange at your school/college.

The success of the Fulbright Teacher and Administrator Exchange Program in increasing international understanding and properly representing the educational system and other aspects of American life and culture depends greatly upon the exercise of judgment by school administrators in approving their teachers'/administrators' participation in the program. It is important to the reputation of the program and the American educational system, as well as that of the participating school, that an applicant be approved for participation only if the approving official has no reservations about his or her character, reliability, and judges him or her to have superior qualifications and to be an excellent representative of American education.

Most exchanges occur with both U.S. teachers and foreign teachers receiving their regular salaries from their home schools while teaching and living abroad, though specific arrangements vary for each country. U.S. schools will not be asked to pay the salaries of the foreign exchange teachers. Housing arrangements are the responsibility of the teachers involved.

Both the U.S. and the foreign teacher will be provided with a limited medical insurance policy by the U.S. government. However, your teacher should continue his or her current coverage from your school, and we encourage you to consider including your foreign teacher and any accompanying family members in your local group health plan.

**Please return this form to:
Fulbright Teacher and Administrator Exchange Program
600 Maryland Avenue, SW, Suite 320
Washington, DC 20024
Tel (202) 314-3520**