

German Language Teaching Assistantship

General Information

Candidates wishing to be considered for a German Language Teaching Assistantship should submit:

1. the application form: online AND hardcopy (please submit 5 copies)
2. 3 letters of recommendation
3. school transcripts and diplomas (no English translation needed !)

The deadline for applications is November 15, 2009.

The Application

Candidates can access the online application at:

<https://apply.embark.com/student/fulbright/flta/27/>

The forms for the letter of references can be found at:

http://www.fulbright.at/dokumente/austrians/student/ta_referenceletter.doc

Please read these instructions very carefully. If you have any questions please contact the Fulbright Commission at 01-236 7878 14.

As part of the application, candidates are required to submit biographical information, a short essay describing their objectives in applying for a Teaching Assistantship and a personal statement. The short essay on objectives should clearly explain how the FLTA fits with previous educational training and future career plans. The personal statement should focus on relevant experience and strengths and should include influences on personal or professional development as well as reasons for applying. A good personal essay is more than just a recitation of accomplishments. It serves as a letter of introduction and offers the chance to learn more about the character and personality of the candidate.

Candidates must also provide:

- Official academic transcripts from all post-secondary schools attended. Candidates should submit transcripts (*Nachweis über den Studienerfolg*) for all subjects studied and examinations taken, including grades if the candidate is a student/graduate. Graduates of

the *Pädagogischen Hochschulen* should include a copy of their *Studienbuch* to confirm grades.

Please note: No English translations are needed at this point!

- Copies of diplomas from all post-secondary schools attended. Candidates should submit *Diplomprüfungs* and *Abschlusszeugnisse* for all diplomas and degrees.
- 3 reference/recommendation forms. These forms should be completed by professors (or former employers). The forms can be downloaded and sent to the recommenders. The recommenders should send the forms directly to the Austrian-American Educational Commission or the candidates may send them in with their applications provided they are in signed and sealed envelopes.

Please note that Austrian GLTAs are not required to submit a Personal Identification Number or to submit official transcripts from schools in sealed envelopes.

Candidates are requested to submit the application form online AND send in 5 printed copies of their complete application to the

Austrian-American Educational Commission,
quartier21/MQ,
Museumsplatz 1,
1070 Wien.

The deadline to receive complete applications is November 15, 2009. Incomplete applications and late applications will not be considered.

Questions about the application process can be addressed to the Fulbright Commission.