



Teaching Excellence and Achievement (TEA) Program & International Leaders in Education Program (ILEP) Online Application Guide for Applicants

1. Register as a new applicant

International Research & Exchanges Board

IREX ONLINE APPLICATION SYSTEM

Participant Application Sign In

Welcome to the IREX Online Application System. You can use this system to prepare and submit your application for the 2015-2016 International Leaders in Education Program (ILEP).

If you are a returning applicant, please use the form to the right to log in with your existing username and password. You can also click the "I forgot my username/password" link for help retrieving your login information.

If you are a new applicant, please click the button below to begin the registration process. Please note that you must be able to scan documents and upload those documents to complete this online application. Applications that do not include all of the required supplemental documents will not be considered complete.

New Applicant: Register

Start New Application

Returning Applicant: Sign In

Username (Email Address)*
youremail@hosting.com

Password*

Sign In

[I forgot my username/password](#)

IREX Online Application System

IREX

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2. You do not need to finish the application in one sitting. Remember your login information and you can come back.



- 3. Home Page- allows you to view all of the sections and keep track of which sections are complete and which are in progress.

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Welcome back aahearn@irex.org · Sign Out

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2015-2016 International Leaders in Education Program (ILEP)

> Participant Application Tasks

Application Progress

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You must complete each of the application sections in the table below before you can submit your application. To complete each section, click the section name or the pencil icon in the far left column. The status information in the far right column indicates which sections are complete, in progress or not started. You can download a printable version of your application by clicking the "Download Application PDF" link in the gray bar above.

You will not be able to submit the application until your referrer has completed the reference questionnaire. After the reference has been submitted, you can log back in to submit the application using the button above.

Section Name	Instructions	Status
I. General Information	Supply general applicant information, including name, citizenship, residency, and date of birth.	⚠ Not Started
II. Contact Information	Supply detailed phone, email, and address information.	⚠ Not Started
III. Teaching Disciplines	Supply information about your current teaching assignments.	⚠ Not Started
IV. School Information	Supply information about your current teaching position and the makeup and demographics of your school.	⚠ Not Started
V. Other Applications and Participation	List your previous international experience and any other educational exchange programs for which you are currently applying.	⚠ Not Started
VI. Previous Travel Information	Provide information about any programs you are applying for outside of your home country.	⚠ Not Started

- 4. Go through each section of the application to enter information about yourself.

> General Information

Application Progress

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First/Given Name* Middle Name Date of Birth* Gender* Male Female

Family Name/Surname* Number of years spent teaching (not including student teaching practicums)*

Country of Citizenship* Have you ever been convicted of a crime? Yes No



5. You can keep track on the home page of which sections are complete.

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You will not be able to submit the application until your referrer has completed the reference questionnaire. After the reference has been submitted, you can click back in to submit the application using the button above.

Section Name	Instructions	Status
I. General Information	Supply general applicant information, including name, citizenship, residency, and date of birth.	✔ Complete
II. Contact Information	Supply detailed phone, email, and address information.	✔ Complete
III. Teaching Disciplines	Supply information about your current teaching assignments.	⚠ Not Started
IV. School Information	Supply information about your current teaching position and the makeup	⚠ Not Started

6. Section XII- Institutional Support and Reference Form: In this section, please download and print the Institutional Support and Reference Form. Your supervisor needs to complete this form and reference for you. Once it is completed, please upload an electronic copy to the system. This section is not complete until it is uploaded.

> Institutional Support and Reference Form Application Progress

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On this page there is a link to the Institutional Support and Reference Form. All applicants must include the Institutional Support and Reference Form, which must be completed by your supervisor at the school where you are employed. Please print it out now and give it to your supervisor. An English translation must be provided if the form and reference letter are not written in English. Please upload the completed form in this section. Once the form is uploaded, this section will be marked as complete.

The reference document must be less than 4MB in size and upload to the server in less than 2 minutes. Any upload that takes more than 2 minutes to upload or is larger than 4MB will fail. For best results, please use the smallest possible files that are legible.

Download & Print Institutional Support and Reference Form
 Pdf Document

PLEASE NOTE: Depending upon the speed of your Internet connection, it may take up to several minutes to upload your document. You will see a link to your document in the space below once the upload completes.

Browse Upload



7. Section XIII- Supplemental Documents: For one of the essay questions, you asked to discuss one of your lesson plans. Please upload the lesson plan in this section. If you would like to upload any other documents, please do so here.

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> Supplemental Documents Application Progress █ █ █ █

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Only one document may be uploaded at a time. Please wait for confirmation that each document upload succeeded before attempting to upload another document or navigating away from this page.

Action	Supplemental Document	File / Upload	Status
	Lesson Plan*	Browse Upload	
	Other (if available)	Browse Upload	

Save & Return Cancel Download Application PDF · Program Information · Help

8. When you have completed, all of the sections- press “Submit Application.”

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Section Name	Instructions	Status
I. General Information	Supply general applicant information, including name, citizenship, residency, and date of birth.	✔ Complete
II. Contact Information	Supply detailed phone, email, and address information.	✔ Complete

9. If you have difficulties with the online application, please email IREX at teaglobal@irex.org for the TEA Program and ilep@irex.org for the ILEP Program.