GUIDELINES FOR REFERENCE FORM 9B
ENGLISH TEACHING ASSISTANTSHIP (ETA) GRANTS

Thank you for agreeing to write a recommendation for the Fulbright English Teaching Assistantship Program. The recommendation is one of the most influential elements in the entire application. **Please note that the recommendation for the ETA is not a standard letter of recommendation. You will actually respond to a series of questions per the guidance on the Fulbright website at [http://us.fulbrightonline.org/instructions-for-eta-reference-writers](http://us.fulbrightonline.org/instructions-for-eta-reference-writers).**

In responding to the questions on the ETA Reference Form, consider the following general characteristics of Fulbright U.S. Student ETA Programs. Generally, ETA grantees:

- Are placed in elementary schools, secondary schools or universities outside of capital cities, depending on the country.
- Are assigned various activities designed to improve host country students’ abilities in spoken and written English and knowledge of the United States.
- Are fully integrated into the host community, increasing their own language skills and knowledge of the host country.
- May pursue a small individual study/research or engage in community activities, in addition to ETA responsibilities.

For the Fulbright recommendation to be effective, your reference must be **personal, detailed** and **enthusiastic**. Please write only for someone you feel to be genuinely outstanding. If you cannot demonstrate such a claim, it is in the candidate’s interest that you withdraw your offer.

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**You will be asked by the FSO to upload the FORM 9B to the online EMBARK system by Tuesday, September 6, 2016.**

*Once you submit the reference, you will not have access to edit or change it.*

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If you have any questions, please feel free to contact Joanna Dickert, Carnegie Mellon’s Fulbright Program Advisor, at joannad@andrew.cmu.edu.