

## **Fulbright English Teaching Assistantship (ETA) Reference Form**

Thank you for agreeing to complete a Fulbright English Teaching Assistantship reference form (the ETA recommendation letter equivalent).

Because the Fulbright national review process involves several steps and review panels, they ask that references be provided both electronically and in hard copy format. This multi-step process creates a bit more work for recommendation writers. I hope this outline is helpful.

1/ **Electronic recommendation submission:** You will receive a message from the Fulbright technical support group Embark:

The **SENDER** line will read:

[\[messages@notification.embark.com\]](mailto:messages@notification.embark.com)

The **SUBJECT** line will read:

**STUDENT'S NAME ONLINE RECOMMENDATION**

(for example: Jane Smith's Online Recommendation)

2/ The email will provide a **Reference Form for English Teaching Assistantship Grant.**

**Please complete the form in electronic format, print out, sign, and send to me.**

**PLEASE DO NOT RETURN THE FORM ELECTRONICALLY THROUGH EMBARK UNTIL I HAVE RECEIVED THE HARD COPY FORMAT AND THE CAMPUS FULBRIGHT COMMITTEE HAS REVIEWED THE STUDENT'S APPLICATION AND SUPPORTING MATERIALS.**

3/ **Please remember to sign the reference form**

4/ **Deadlines:** On campus application deadline: **Friday, September 26**

If it is not possible to send me the reference form by that date, please send a hard copy of the form **by Friday October 10.**

**Wednesday, October 15: Reference Forms submitted electronically through Embark**

Please let me know if you have questions.

Thank you for working with me!

Ginny Dosch