



## Northeastern University Undergraduate Research and Fellowships

### REQUEST FOR REFERENCE: FULBRIGHT SCHOLARSHIP ENGLISH TEACHING ASSISTANTSHIP

Thank you for agreeing to serve as a recommender for this Fulbright applicant.

**Applicants should share with you a current copy of their Fulbright proposal along with this form.**

There are two deadlines for which you must submit your reference.

**Campus Submission Deadline: 11:59 PM ET, Sept 5, 2025**

**National Committee Deadline: 11:59 PM ET, October 7, 2025**

Student applications, which must include your reference, are due to Undergraduate Research and Fellowships by 11:59 PM ET on Sept 5, 2025. You will submit this reference through our Northeastern University internal Fulbright application portal.

A campus committee will review the application materials, interview the candidate, and prepare a campus committee report. After this internal evaluation is complete, the student will have the opportunity to revise his or her application and submit a final draft to the official Fulbright national screening committee online, registering you as a referee. You will receive an e-mail from the IIE OKTA online application system with instructions and log-in information to access the forms on the web site directly; this is not the same as the Northeastern University application portal.

***At this point, you will be asked to revise and re-submit your responses on the official U.S. Student Fulbright Program application online.*** You can upload or prepare your reference online, save it, and return to it to update or revise it. And you can print from the online system. When you have the final version of the letter or completed form, you can hit "submit." **Once you submit your letter/form, you cannot make any changes to it unless you contact the system administrators directly.** We ask that you submit this by **October 2** (slightly ahead of the hard deadline should any troubles arise).

### TYPES OF GRANTS

**There are two different types of Fulbright grants and two corresponding recommendations for each type. This form is for those completing the English Teaching Assistantship application. Please be sure to complete the form.**

**An English Teaching Assistantship (ETA)** allows grantees to teach or serve as assistants to those teaching English to non-native English-speakers in approximately 80 countries. The age and academic level of students varies widely, from kindergarteners to university students. In most cases, Fulbright ETAs are not responsible for designing curricula or teaching full courses but are expected to develop and carry out a variety of learning activities, make presentations on U.S. culture and society, and/or assist faculty in an English language department with their teaching responsibilities. Many countries request that applicants describe an academic or other project or activity that they would pursue concurrent with the ETA assignment. **Referees for ETA applicants fill out the attached ETA form.**

### TIPS FOR WRITING A STRONG ETA REFERENCE

Recommendations are one of the primary means by which we evaluate the quality of a student's Fulbright candidacy. Strong recommendations will:

- Be **specific and detailed**, describing **specific moments** that illuminate the qualities they seek in an English Teaching Assistant. They are looking for insights that only someone who knows an applicant well can provide.
- Be **appropriately long** and demonstrating an intimate knowledge of the applicant. If you don't have more than a short sentence to share in praise of the candidate's capacities in a particular ETA area, please suggest that they find an alternative reference.
- **Talk about teaching** tactics, strategies, and capacities. If an applicant has taught, there may be particulars about classroom management, lesson planning, content delivery, the things that make a classroom work. For those applicants who may not have had direct classroom teaching experience, good references will help make the case for the relevance of other experiences to the success of an applicant within the teaching setting and with the age group that the applicant aspires to work.
- Make the case for the professionalism required of ETAs. Being an ETA is a job, so Northeastern students with co-op experience have a leg up. If you know the student from co-op, how do you think that that experience can translate into what will be a new workplace?
- Illuminate the positive qualities of the applicant as a person *and* as a representative of the United States. What experiences or observations lead you to believe they will be a positive representative of themselves, Northeastern University and the diversity, capacity, and excellence of the United States?

**Please complete the ETA reference form below. The candidate should have provided you with transcripts, a résumé, and a draft of a program proposal.**

**Please save this form as a PDF (File > Save As > PDF) before uploading to the Northeastern University Internal Fellowship Portal. As you will be sharing the reference through the official U.S. Student Fulbright Program Application at a later date, please retain a copy of this form.**

If you have any questions about drafting this document, please feel free to contact Undergraduate Research and Fellowships by e-mail at [URF@Northeastern.edu](mailto:URF@Northeastern.edu). Thank you.

## **FULBRIGHT ETA REFERENCE FORM**

**Applicant Name:**

**Reviewer Name:**

**Reviewer Title/Position:**

**Reviewer Institution/Organization:**

- 1. Based on your observation of and experience with the applicant, comment on their ability to overcome challenges. (Maximum 750 characters)**
  
- 2. In your view, how has this applicant demonstrated qualities associated with teaching or mentoring? (Maximum 750 characters)**
  
- 3. Based on your observation, how might the applicant interact with students, faculty, and community members, among others, in an unfamiliar or unstructured situation or in a different cultural environment? (Maximum 750 characters)**
  
- 4. What kind of impression, in your view, would the applicant make as a representative of the United States abroad? (Maximum 750 characters)**
  
- 5. Please comment on any other factors which you believe may have a bearing on the applicant's potential to have a successful experience abroad as a Fulbright ETA (comments regarding academic and/or personal experience, maturity, adaptability and flexibility are welcome). (Maximum 750 characters)**