

## **Fulbright Distinguished Awards in Teaching Program for International Teachers (DAI)**

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### **ONLINE APPLICATION SYSTEM (OAS) GUIDE FOR U.S. EMBASSIES AND FULBRIGHT COMMISSIONS**

*Subject: Accessing and Monitoring Applications*

#### **I. Introduction: Online Application System (OAS) Tutorial**

In line with an expansive recruitment approach for the Fulbright TEA Program, both online and paper applications are available for candidates. IREX developed the Online Application System (OAS) Guide (Subject: Accessing and Monitoring Submitted Applications) to provide U.S. Embassies and Fulbright Commissions with necessary instructions for their role in:

- accessing the online application system (OAS);
- viewing Fulbright TEA Program applications submitted online; and
- monitoring application progress for their country

#### **II. Accessing the OAS System**

All in-progress and submitted applications may be viewed by U.S. Embassies and/or Fulbright Commissions by using an account in OAS. U.S. Embassies and/or Fulbright Commissions will access the OAS at <https://fulbright.irex.org>

##### OAS Country-Specific Usernames

U.S. Embassies and/or Fulbright Commissions will access OAS as 'administrator' and will be given an initial system administrator username (CountryAdmin). The example below shows a sample username for the United States.

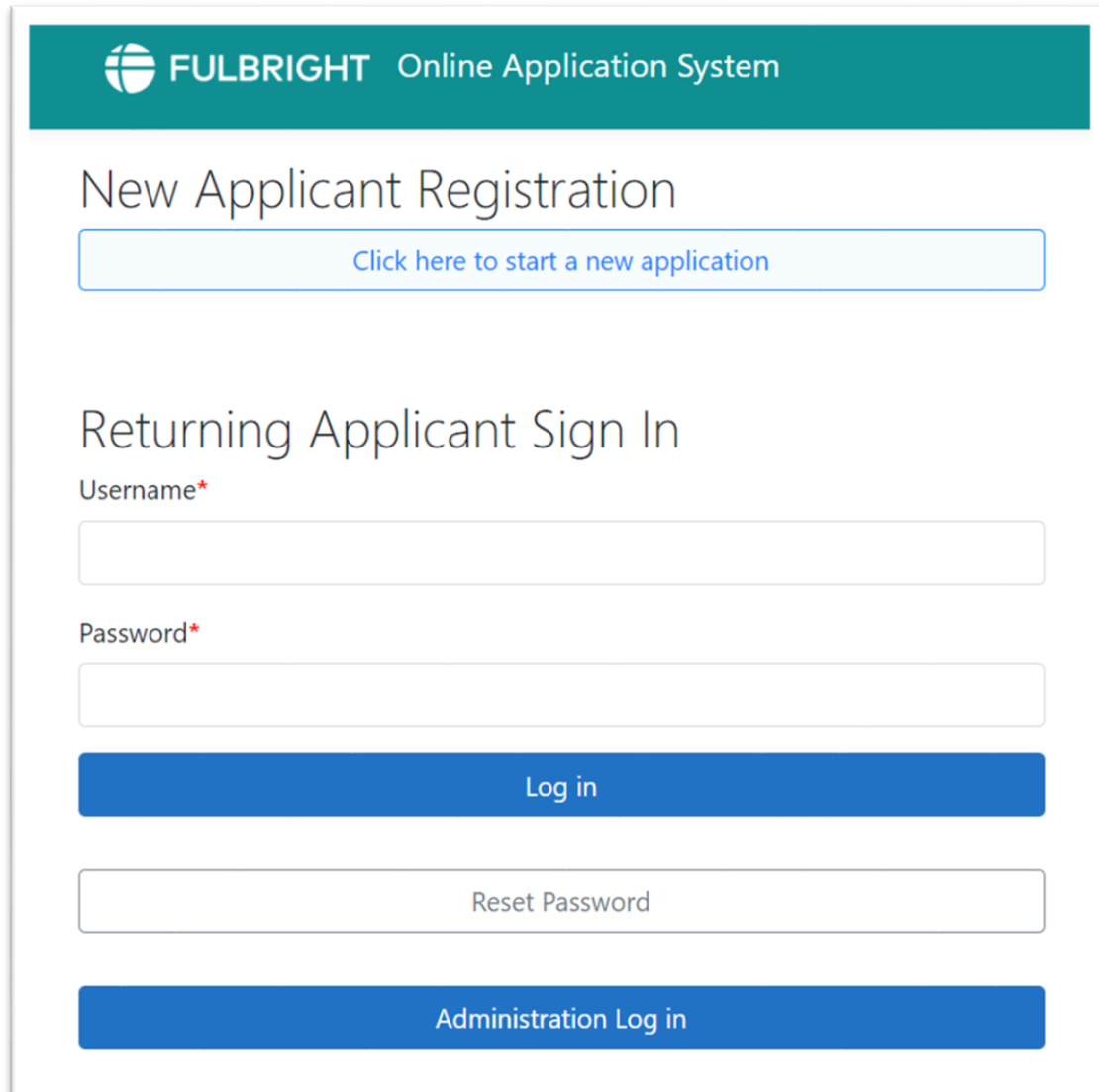
**Administrator:** UnitedStatesFulbrightDAI

Each system administrator will have access to submitted online applications from the corresponding country.



Logging into the OAS

The login screen of <https://fulbright.irex.org> will look like this:



The screenshot shows the Fulbright Online Application System (OAS) login interface. At the top, there is a teal header with the Fulbright logo and the text "FULBRIGHT Online Application System". Below the header, the main content area is white. It features a section for "New Applicant Registration" with a light blue button that says "Click here to start a new application". Below this is a section for "Returning Applicant Sign In". This section contains two input fields: "Username\*" and "Password\*", both with red asterisks indicating they are required. Below the password field is a blue "Log in" button. Underneath the "Log in" button is a white button with a grey border that says "Reset Password". At the bottom of the sign-in section is another blue button that says "Administration Log in".

Enter the username and password emailed to you by IREX.



### III. Viewing the Applications

Once an Administrator logs in to the OAS account, you will be able to search for applications by first name, last name, email, cohort preference, citizenship, application type, status, and dates applications were submitted.

## View Applications

### Search Applications

First Name	Last Name	Email	Cohort Preference
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Citizenship	Application Type	Status	
<input type="text" value="Bulgaria"/>	<input type="text" value="TML-2021"/>	<input type="text" value="Submitted"/> Rejected Ineligible Semi-Finalist	

**Date Range:**  Search Application Creation Date  Search Application Submission Date  Search Both

Start Date  End Date

Below the search area, you will be able to access all the applications from your country that are in-progress and have been submitted. The **'Status'** column will automatically change to 'Submitted' when the candidates have completed all application components and submitted their application in the system.



Action ▾ Show 10 records

Last Name	First Name	Email	Application Type	Citizenship	Cohort Preference	Date Submitted	Status	Upload
					Fall 2022 Cohort		In Progress	<a href="#">Upload</a>
					No preference		In Progress	<a href="#">Upload</a>
					No preference		In Progress	<a href="#">Upload</a>
					Fall 2022 Cohort		In Progress	<a href="#">Upload</a>
					Spring 2022 Cohort		In Progress	<a href="#">Upload</a>
							In	<a href="#">Upload</a>

To **view** an individual application, click on the name of the applicant. This will open the application that the candidate has submitted.

Action ▾ Show 10 records

Last Name	First Name	Email	Application Type	Citizenship	Cohort Preference	Date Submitted	Status	Upload
					Fall 2022 Cohort		In Progress	<a href="#">Upload</a>
					No preference		In Progress	<a href="#">Upload</a>
					No preference		In Progress	<a href="#">Upload</a>
					Fall 2022 Cohort		In Progress	<a href="#">Upload</a>
					Spring 2022 Cohort		In Progress	<a href="#">Upload</a>
					<a href="#">[Not]</a>	<a href="#">[Not]</a>	bitieto@yahoo.com	TML-2021

Showing 1 to 7 of 7 records Previous **1** Next



Click on the next and previous buttons at the bottom of the screen to **scroll** through all applications. The bottom left text will tell you how many applications from your country and which ones you are currently viewing. You may also change the number of applications you see on the screen.

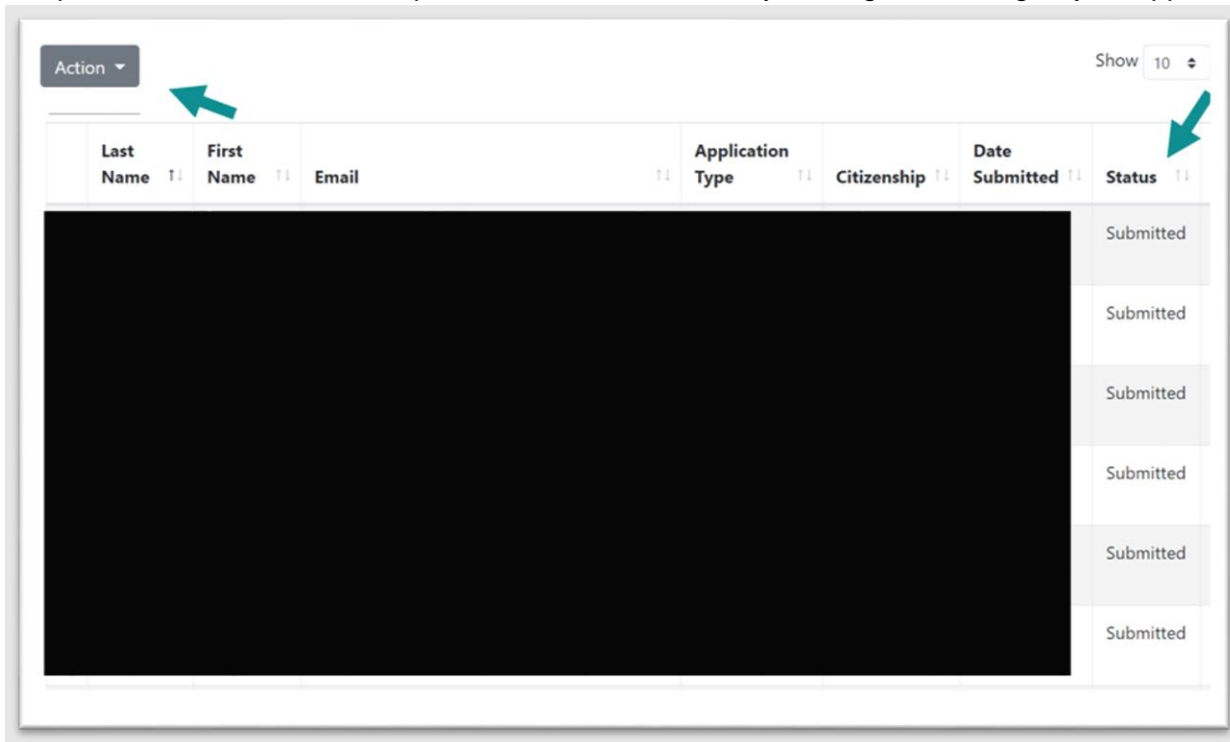
You can **sort** applications by the categories at the top of the page (name, status, etc.) by clicking on the up or down arrows next to that category. For your purposes, it may be most useful to sort applications alphabetically by Status.

#### IV. Monitoring Application Progress

Once an application has been submitted in the system, you will see the application listed as 'submitted,' rather than 'in progress.' The status will change at each stage of the process.

Some U.S. Embassies and Fulbright Commissions find it helpful during the recruiting process to generate a report of the contact information for all applications, to be able to contact them and to encourage them to complete their applications.

If you would like to generate a report of basic candidate information (i.e., candidate name, email address, school city, discipline, etc.) of the applications in progress and submitted, without having to click on each individual application pdf, you can do so on the home screen. Click on the 'Action' button and it will drop down one option: Export Result Set. Select "Export Result Set" and an excel will download to your computer. The information will export into an excel file for easy viewing and filtering all your applications.



Last Name	First Name	Email	Application Type	Citizenship	Date Submitted	Status
						Submitted
						Submitted
						Submitted
						Submitted
						Submitted
						Submitted



#### V. Using OAS for Nomination Process

In February 2022, IREX will share information about TOEFL testing and will provide U.S. Embassies and Fulbright Commissions with an OAS Guide with instructions for uploading any paper applications into the system, along with candidate interview score forms. IREX requests that you submit information about country specific language testing arrangements, TOEFL voucher requests, and dates for in-person interviews to IREX by March 18th, 2022. In the meantime, please contact IREX with any questions about viewing and monitoring applications in OAS.

#### VI. Next Steps: Requires Immediate Action

Please also share your country's internal application deadline information with IREX ***if you have not already done so*** This will ensure that the application system closes on this date and that applicants are no longer able to submit materials past this deadline.

