



Interactive PDF Form Instructions

The Distinguish Fulbright Awards in Teaching application is an Adobe interactive PDF, an electronic form that allows you to complete the form and submit the data via email. You will find that the form is easy to use and has internal validation checks to assist you with identifying possible errors before your data is submitted.

FILLING IN THE PDF FORM

- **Download a free copy of Adobe Reader** at the following Adobe web address: <http://get.adobe.com/reader/> (Note: your computer may already have Adobe Reader installed, make sure you are using version 7.0 or higher)
- Save a copy of the **Distinguished Fulbright Awards in Teaching Application** file to your computer.
- Click VIEW, >Navigation Panel and select >Pages to create a scroll pages thumbnail menu to the left side of the screen. This will allow you to skip through pages quickly.
- **START BY READING THE INSTRUCTIONS AND REQUIREMENTS ON PAGES (i-iii)**. Page iv contains a document checklist to help you keep track of all components of your application package. Use this checklist to make sure your application is complete before you submit it. Required data begins on page A1.
- **To save the .pdf file, simply click on File in the menu bar, choose File Save As and rename your file. For example, change the file name to 'Smith_John_Application.pdf'. If you are required to submit a correction to your report, this file can be opened, modified and resubmitted.**

SAVING / EMAILING DATA

- Please remember to **retain a final hardcopy and digital copy** of your submission for your records.

SUBMISSION

STEP 1: Submitting your electronic application

Option 1: Submitting your application with a desktop email application

- 1 Click the **"SUBMIT by email"** button located at the top/bottom of the form. Your default email application will open a new email window with the To, Subject, and Attachment fields automatically filled in.
- 2 In the Subject line, write your file name, Lastname_Firstname_Application.PDF.
For example, 'Smith_John_Application.PDF'
- 3 Click **SEND**.

Option 2: Submitting your application with a web-based email service:

- 1 In the Select Email Client dialog box, select Internet Email; then click OK.
- 2 In the Sending The Data File dialog box, click Save Data File.
- 3 In the Save Data File dialog box, select the location you would like to save the file on your computer.
- 4 Open a new browser window, log in to your web-based email service, and use your service to create a new blank email.
- 5 In your blank email message in your Internet email service, click in the To field, type: fulbrightdat@aed.org, in the Subject line, type your file name: **Smith_John_Application.xml**
- 6 Attach the data file (that you saved in step 3) to your email message.
- 7 Click Send.

STEP 2: Submitting your Hard Copy Application

1. Print out two hard copies of your application by selecting File in the menu bar and clicking Print.
2. Save one copy for your records
3. Mail the second copy with all necessary supporting documents to the Academy for Educational Development (AED) at:
Distinguished Fulbright Awards in Teaching Program
Academy for Educational Development
1825 Connecticut Ave., NW
Washington, D.C. 20009
4. **BE SURE** that your hard copy includes pages A1 to A7 and R1 to R8, your essay and Capstone Project Proposal (on p. A6) and all required signatures. Hard copies of reference forms should also be mailed to AED.

TECHNICAL ASSISTANCE

Should you require technical assistance in completing or submitting your application do not hesitate to contact AED directly by email at fulbrightdat@aed.org, or contact **Meredith McCormack** by phone at **202-884-8040**.