

# UNIVERSITY OF THE MIDDLE EAST PROJECT 2008 TEACHER EDUCATION INSTITUTE

## APPLICATION INSTRUCTIONS

*\*Only for this form.*

**To apply to the 2008 Teacher Education Institute, you must meet the following criteria:**

- Be a **citizen and resident** of a Middle Eastern or North African community
- Be proficient in written English – **all applications must be written in English.**
- Be proficient in spoken English – **all interviews will be conducted in English.**
- Be a certified secondary school teacher of students, 14-19 years of age, with at least 2 years of teaching experience.

**Please complete** the entire TEI 2008 application by typing in the fields or by handwriting a printed copy. When you have completed all sections of the applications:

- Save your application as one, single text document including all 11 sections and both essays. Do NOT send your application as jpg files or as a pdf. You may attach your picture separately
- Save the document as *Your Country\_Your Family Name* (for example, USA\_Smith)
- Email it to [TEI2008@ume.org](mailto:TEI2008@ume.org).
- Type Your Country and Your Family Name in the subject line of the email

If you must send your application by post, it is strongly recommended that you send it via an express delivery service such as Aramex, DHL or Express Mail. Please send your completed application to:

University of the Middle East Project  
Application for 2008 Teacher Education Institute  
66 Church Street  
Cambridge, MA 02138 USA

**Deadline:** Applications must be received by UME before **December 5, 2007**. Early applications will be given priority

**\*\*\*IF you send your application by post, please send an email with “confirmation request”** in the subject line to [TEIquestions@ume.org](mailto:TEIquestions@ume.org). State your name, your nationality and the date your application was sent in the body of the message.

**\*\*\*IF you send your application by email,** send it once only and by one method. You will receive an auto-reply message that will serve as your confirmation. If you do not receive an auto-reply message, follow the instructions in the preceding paragraph for a “confirmation request”. Please be patient. It may take several days for us to respond.

In our correspondence, we will also respond to you with more information including the date you should expect to be notified about your status. Normally, if you are accepted in the first round, you will be asked to attend an interview in your country with a UME representative.

**Use the checklist** provided in the application to ensure that you have included all the required pieces. Every year, many applications are disqualified for being incomplete or not adhering to the instructions.

**Please email all questions to** the [TEIquestions@ume.org](mailto:TEIquestions@ume.org). Be sure to include your full name and nationality in all inquiries.

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2008 TEACHER EDUCATION INSTITUTE**

**APPLICATION CHECKLIST**

*Did you ...*

	Verify your eligibility to apply to TEI according to the criteria listed in the instructions?
	Complete the entire Application Form (all 11 sections)? Both NEW and PAST applicants must complete the entire application form and essays. We can no longer refer to past applications.
	Write a Personal Statement (Essay #1, Section IX) of less than 400 words?
	Write Essay #2, Section IX, of less than 700 words?
	Save your application as one, single text document including all 11 sections and both essays? Do NOT send your application as jpg files or as a pdf. You may attach your picture separately
	Save the document as Your Country_Your Family Name (ie USA_Smith)
	Email it to <a href="mailto:TEI2008@ume.org">TEI2008@ume.org</a> .
	Type Your Country and Your Family Name in the subject line of the email
	If you do not receive an auto-reply message, send a "confirmation request" email to <a href="mailto:TEIquestions@ume.org">TEIquestions@ume.org</a> , and in the body of the message include your name, your nationality, and the date your application was sent.

**Thank you for your application and Good Luck!**