FULBRIGHT VISITING SCHOLAR PROGRAM
Instructions for Completing the
Fulbright Visiting Scholar Program Application
2016

Preparing the Application:

FIRST STEPS:
Planning ahead—Advance planning will give you as much time as possible to put together a thoughtful and compelling application. Applicant review and final selection are based upon the actual application and accompanying materials.

Consulting with colleagues— You are encouraged to consult with current or former Fulbright Scholars from your own country or the United States. Fulbright alumni and current participants can provide valuable guidance in formulating a competitive project statement.

GENERAL APPLICATION GUIDELINES:

At the time of application, you **must submit the following: (a) application form; (b) detailed project statement; (c) detailed curriculum vitae; (d) the name of the people who will write your letters of reference (these letters will be required by January 10, 2014 the latest) and (e) letter of invitation.**

To ensure correct completion of the application, **carefully read the detailed instructions** provided in these guidelines.

All items **must be in English.**

The entire application **must be typed or computer-generated.** Use 10-point or larger type on all parts of the application. Handwritten applications will not be accepted.

Responses to application questions must fit on the pages on which the questions originally appear**. Do not attach additional pages** to answer these questions.

Do not change the format of the forms, the pagination, the fonts or the type size.

Proofread the entire application before submitting it to your local Fulbright organization. The **application should be free of grammatical and spelling errors**.

Treat the application as a unitary whole, with all parts reinforcing the project statement. The flow should be orderly: your capabilities should be listed in the application, further documented in the curriculum vitae and confirmed in the references. Use the project statement to make the parts interact by referring to items in the curriculum vitae or research bibliography. Without being redundant or simplistic, you should make it easier for the reviewer to find the key pieces of information you wish to convey.

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM:

Please read the instructions carefully before completing each item.

Item 1. Country of Application: Algeria

Item 2. Category of Grant
RESEARCH: If the primary purpose of your project is to conduct research. (Note: You will be required to submit a research bibliography.)

Item 6. Full Name
Enter your first and last name exactly as they appear in your passport. This spelling will be used on all documents related to your grant and immigration paperwork.

Item 9. U.S. Permanent Residency
If you have or are applying for U.S. permanent residency, you are ineligible for the Fulbright Program.

Item 10. Date of Birth (Month/Day/Year)
Write out the name of the month (for example, February 1, 1967), rather than the numerical figure.

Item 12. Current Position and Start Date, Department/Office, Institution
List the name of your department/office and home institution **in English**.

Item 13. Academic Credentials
Please enter highest degree obtained first. State the degree earned and its equivalency in English (Masters, Doctorate, etc.). You may list up to three completed degrees.

Item 14. Significant Professional Accomplishments and Publications
Professional accomplishments may include teaching and research awards, compositions and exhibitions, etc.

Do not write "See curriculum vitae." List accomplishments and publications as instructed below.

List up to three principal publications with the title, publication date and publisher's name. (A comprehensive listing of recent and significant publications should be included in your curriculum vitae.) Use the following format for bibliographic citation and distinguish between books and articles: for books, give title (underlined), publisher and date; for articles, give title (in quotation marks), journal or collection (underlined) and date.

Limit your list to a maximum of five accomplishments and publications that can be listed within the space provided. Do not attach additional pages.

For space consideration, separate each item with a semicolon or number.

Item 16. Project Title
The project title should succinctly describe the focus of the award activity (for example, "Evaluating Fundamental Tax Reforms in a Globalizing World").

Item 17. Summary of Project Statement
In a few sentences, provide a concise overview that easily allows non-specialists to appreciate the significance of the project and any potential contributions to the field.

The summary of your proposed research and/or lecturing activities should fit within the space provided. It is meant to serve as a brief summary, do not attach additional pages.

Item 18. Proposed Program Length and Dates (maximum 6 months)
Indicate as precisely as possible the period during which you intend to carry out your proposed program in the United States. It is recommended that you plan your program during the U.S. academic year (September through May), when your U.S. colleagues are more likely to be available.

Item 19A. Major Academic Discipline
Select one discipline from the list below that best describes your Fulbright project, and enter it exactly as it appears in the list.

Agriculture Dance Mathematics
American History Economics Medical Sciences
American Literature Education Music
American Studies Engineering Philosophy
Anthropology Environmental Sciences Physics/Astronomy
Archaeology Film Studies Political Science
Architecture Geography Psychology
Art Geology Public Administration
Art History History (non-U.S.) Public/Global Health
Biological Sciences Information Sciences Religious Studies
Business Administration Journalism Social Work
Chemistry Language/Literature (non-U.S.) Sociology
Communications Law TEFL/Applied Linguistics
Computer Science Library Science Theater
Creative Writing Linguistics Urban Planning

Item 19B. Specialization(s)
List subfields within the broad academic discipline you selected in item 19A in which you specialize (for example, environmental law, history of modern cinema, Chinese religion and philosophy).

Items 20A. and 20B. State Department Field of Study and Primary Specialization
Select one field of study category from the list that best describes your expertise and enter it on your application. Select one specialization from the corresponding list the field of study category selected that matches your expertise and enter it on your application.

Item 21. Professional Travel and/or Residence Abroad During the Last Five Years
List the most relevant professional travel and/or residence abroad during the last five years.
If you previously entered the United States on a J visa, please indicate the J category (professor, research scholar, student, specialist, short-term scholar, etc.) and provide copies of your previous DS-2019, if available.

Item 23. Identification of Referees
List the names and contact information of three persons from whom you have requested a letter of reference.
See “Reference Reports” for more detailed information.

Item 24. Self-Assessment of English Proficiency
Indicate your personal assessment of your English language skills.

An English proficiency test should be conducted by the Fulbright organization representative if you are from a non-English-speaking country. The results of this test should be attached to the application by the Fulbright organization.

Item 25. Host Institution(s)
If you have already made arrangements with a U.S. host institution, you must include a copy of your letter of invitation with your application. Non-academic affiliations, while sometimes possible, require additional FSB review, and approval is not always granted.

If you are expecting a letter of invitation that has not yet arrived, note the date you expect it to arrive. Upon receipt, forward the invitation to your local Fulbright organization immediately.

If arrangements for affiliation have not been confirmed, list any preferences you have in order of priority including detailed reasons for your choice (for example, prior acquaintance or correspondence with a U.S. scholar; relevance of the U.S. scholar's work to your own research; reputation of the academic department or research center). Your preferences will be followed, although no assurance can be given regarding placement at the institutions you suggest.
We strongly encourage affiliating with one institution for the duration of your grant period. If the academic program you propose requires affiliation with more than one institution, please justify and indicate the approximate length of time needed at each. We advise against dual or multiple affiliations unless absolutely necessary.

Item 28. Marital Status
Choose from the following options: divorced, engaged, married, separated, single or widowed.

Item 29. Dependents
Please list all dependents (defined as spouse and unmarried children under the age of 21) who may accompany you on your grant. **List names as they appear on their passports**. If you intend to have family members join you for part of your grant, but you are not yet sure if they will accompany you, please list them on the application and keep the Fulbright organization informed of any changes. Those selected for a Fulbright grant will be required to submit copies of accompanying dependent's passport data pages and information about any residence in the United States for the 12 months immediately preceding the grant start date to their local Fulbright organization in order to confirm eligibility and facilitate the issuance of forms required for visa application. Dependents who are U.S. citizens will not be issued J-2 visas and must travel on their U.S. passports.

Note: Visa eligibility alone does not guarantee that a visa will be issued. That decision is made by the Consular Affairs Section of the relevant U.S. Embassy.

Item 30. Alternate Funding
Please list all non-Fulbright funding you expect to receive during your grant (sabbatical funding or other paid leave from your university, personal savings, etc.). Please list funding amounts in U.S. dollars and include supporting documentation (contract, letter, bank statement…)

THE PROJECT STATEMENT:
The project statement is the most important component of the Fulbright application. Scholars with the most compelling, theoretically sound, well-written, feasible proposals are generally recommended for awards. Sometimes those with outstanding professional achievements assume that a brief, general project statement will be sufficient. It is not. To ensure a competitive application, your proposed project, as well as the strategy for completing it, should be thoroughly explained in three to five single-sided pages.
Submit a typed, detailed project statement of five to ten single-spaced pages on plain, white paper with each page numbered. Please keep in mind that the evaluators will have many applications to read! Illustrations should be readable when printed in black and white. In addition, attach a select bibliography of no more than three pages (2,100 words), if appropriate, to your proposed research.

Format:
Do not exceed the page limit of the proposal. Including irrelevant or extraneous material may divert attention from the project statement.

Begin the project statement with your name; country and the project title at the top of page one. At the top of each subsequent page, type your name and country.

Organize your proposal in order of the following points, which appear in bold print, and use them as headings for sections of text in your statement.

FOR A RESEARCH OR PROGRAM:

These points are an indication. You do not have to follow them in this order, but should make sure to address them.

Background: Introduce the research topic. Place the project in academic or professional context by referring to major works by others on the subject.

Objectives: Clearly define the aims of the project.

Methodology: Describe the project. Explain the approach, methods and plan you will use (for example, interviews, library or archival research, or laboratory experiments). Indicate whether the proposed research is quantitative or qualitative.

Significance: Explain the importance of the project for the field, your home country and your own professional development. Indicate what effect you expect the opportunity to have on your teaching or professional work in your home country. (For example: new approaches to curriculum planning, student advising or pedagogy; expanding knowledge in the field through collaboration with U.S. colleagues). Describe briefly the expected impact of your participation on your home institution, community or professional field.
Evaluation and Dissemination: Describe plans for assessment and distribution of research results in your home country and elsewhere.

Justification for Residence in the United States for the Proposed Project: Indicate why it is necessary for the accomplishment of the project to conduct research in the United States.

Duration: Explain how the project can be completed within the time period proposed.

Other: If applicable, indicate the quantity, format and transportation requirements for any botanical, zoological or mineral samples that you will need to bring to the United States for analysis.

THE CURRICULUM VITAE:

The curriculum vita describes academic credentials and demonstrates a record of scholarly achievements. Your C.V. should not exceed six pages in length. When composing a curriculum vitae, it is important to include:

Education (universities attended, degrees earned and dates received)

Positions held courses taught and other services provided to students and the home institution;

Publications (provide full citations and list them starting with the most recent) other professional activities, such as workshops, seminars and consultations

Membership and activities in professional associations;

Professional honors, awards and fellowships

Community service

The application asks for similar information, but provides limited space for answers. In the curriculum vitae, you should expand upon these topics to display more completely your accomplishments.
Note: Copies of diplomas are required.

SUPPLEMENTAL MATERIALS:

Letter(s) of Invitation

Letters of invitation should be typed on institutional letterhead and signed. Invitations do not ensure selection for an award. If an invitation arrives after the application deadline, contact the Fulbright organization in your home country to arrange for its late submission.

Bibliography

For research proposals, provide a list of one to three pages of references relevant to the proposed research.

REFERENCE REPORTS:

Candid, frank reference reports or letters of reference help reviewers place your research or lecturing proposal within your home institution's current conditions and plans for growth. References also provide evidence of your reputation within your discipline. The Reference Report Form in the application packet suggests qualifications that your referees should address. You must submit three references. Do not submit more than three references. A copy of the project statement should be given to each referee. References should be from people qualified to evaluate your professional work; the abilities you bring to the proposed project; your ability to adapt to another country and culture; and the merits of the project itself. References can come from your home institution, but at least one of the references should be from a colleague in your field outside your home institution. If you have recently moved to a new home institution, one of the reference letters should be from your previous institution. Choose your referees carefully and contact them early. The letters of recommendation will be needed if your application is preselected, you will be informed on January 10, 2014. Do not ask someone for a letter of reference unless the person is well acquainted with your qualifications. A pro forma letter from a well-known scholar, a contact abroad or a prominent government official will carry less weight than a realistic assessment of your abilities from someone who knows you and your work well. References must be written in or translated into English. Reference letters should be attached to the Reference Report Forms provided for this purpose and should be sent by the evaluators directly to the Fulbright organization in your home country. We advise you strongly to ask for references to be submitted online. It is your responsibility to ensure that reference reports are submitted by the deadline of **December 3, 2015**.