



# FULBRIGHT STUDENT PROGRAM

## *Instructions for Completing the Fulbright Foreign Student Program Application*

### **Contact information for Fulbright Program Office in Bangladesh:**

The American Center  
U.S. Embassy Annex  
J-Block, Progoti Sharoni  
Baridhara, Dhaka-1212  
(Opposite the U.S. Embassy and next to Notun Bazaar)  
Tel: 88-02-8855500-22, Fax: 88-02-9881677 & 88-02-9885688  
E-mail: [DhakaPA@state.gov](mailto:DhakaPA@state.gov); [KhanSA@state.gov](mailto:KhanSA@state.gov).  
U.S. Embassy Dhaka website: <http://dhaka.usembassy.gov>

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**Read all instructions carefully before completing the application.**

### **STEP 1: Learn requirements for submitting an application**

Please read the program announcement very carefully to learn in detail about the requirements. The program announcement is available at the following link:  
[http://dhaka.usembassy.gov/programs\\_for\\_undergrad\\_grad\\_students.html](http://dhaka.usembassy.gov/programs_for_undergrad_grad_students.html)

### **STEP 2: Record user ID and password in a safe place**

The online application is available at <https://apply.embark.com/student/fulbright/international/>. Your email address is your user ID. When you created an account for this on-line application, you created a password. An e-mail was sent to you indicating your User ID and Password. Keep this information in a safe place. You can log in and out of the application as frequently as you like; however, you must have your user ID and password. While you cannot change your User ID, if necessary, you can change your password by clicking on “Update My Account” at the top of the Home page of this application.

### **STEP 3: Complete the application**

You do not need to complete this application at one sitting. You can re-enter at anytime and edit your application. But remember that once you submit your application, you can **NO** longer make changes to it.

All forms in this application are to be completed in English. Items must be answered completely and carefully.

Some helpful “tips”:

- Avoid using all capital letters when answering items, e.g. name, address, etc. It is better to use upper and lower case, e.g. Ron Smith.
- You can copy and paste information into all text boxes.
- In the text boxes, you must **limit your responses to the space provided**. Information that exceeds the space provided will **not** display or print. If what you have typed or copied exceeds the size of the box, you must edit it. It is a good idea to ‘preview’ each page of your application to make sure that all your data displays.
- You can review each page of the application in its PDF format by clicking on the **Preview** button on the upper right-hand corner. Closing out of the PDF view will bring you back to your application.
- You will create essays on pages 4, 5 and 6. On the essay pages, text entered that exceeds the space provided **will display** and print. However, it is recommended that you try to keep your essays to one page when possible.
- You have several ways in which you can create your essays.
  - You can compose your essay on-line. Please note, there is a 40-minute ‘time out’ function. In other words, you will need to either complete your essay in 40 minutes or periodically save your essay. You will not be able to customize the formatting of your essay.
  - You can copy and paste text from another document and edit online. Again, you will have a 40-minute “time-out” function. You will not be able to customize the formatting.
  - You can upload text from another document. This is the only option where you will be able to have special formatting, e.g. bold, underline, headers, double spacing, etc. While you cannot edit an uploaded document on-line, you can delete your upload, make your corrections in your document off-line, and upload again.
  - Pages 4 (study objective) and 5 (personal statement) contain a header that displays on the PDF view. Therefore, you must leave a 1½ inch (4cm) margin at the top of every page of your essays to allow space for the header that will appear on the print version of your application.
- You should **preview** all of your essays to make sure the formatting is correct before submitting your application by clicking the preview button in upper right-hand corner of the screen. When you preview an essay, **you must use the “Back” browser button to return to your essay**. Closing out of the HTML preview (i.e. clicking the X in the upper right-hand corner) will exit you from your application.
- Some questions are ‘required.’ In other words, you will not be able to complete and submit your application until all required items are completed. When you click on the **Application Inspector** button on the Home page, your application will be checked for completeness. You will be prompted to enter any missing information on required questions.

Often specific instructions for completing a question or item will be provided in the application. Please read all instructions carefully. In addition, please review the following important information.

**Preliminary Question Page:** It is very important that the following questions are answered correctly:

- **Question 1 –Country of Citizenship:** Make sure that you properly identified the Fulbright country competition to which you are applying. Usually this will be the Fulbright Office in your country of *citizenship*.
- **Question 2--Program:** Make sure that you correctly identify the Fulbright Program to which you are applying which is the ***Fulbright Foreign Student Program***.

**Item 1 Name:** It is very important that you list your name exactly as it appears (or will appear) on your passport. Please use upper and lower case when entering your name, e.g. Ron Smith. Also, do not use diacritical markings as this can sometimes create computer-related problems.

**Item 11 Application Cycle:** Please select "2015-2016."

- **Degree Objective:** Select one degree from the drop down menu of choices.

**Item 12 Field of Study:** From the choices, select the field of study most appropriate to your study objective. You can briefly elaborate on the exact nature of your objective in the text box that follows.

**Item 14 Institutions Attended:** Please list all educational institutions attended in reverse order (putting the most recently attended first). List all secondary and post-secondary institutions attended even those from which you did not achieve a degree.

**Item 21 Position Code:** Please select from the drop down menu the position title which best describes the activity in which you are currently (or most recently) involved.

**Page 4 Study/Research Objective:** The study/research objective description that you provide is an essential and highly important part of your application. **You should take great care to write a clear and very detailed description of the program you want to pursue.** Clearly identify the area(s) within your field of study in which you want to specialize or concentrate. Remember to leave a 1½ inch (4 cm) margin at the top of every page to allow room for the header that will appear on the PDF view. Preview your essay to check the formatting before submitting your application.

**Page 5 Personal Statement:** The personal statement is a narrative statement in which you can include information about your education, practical experience, special interests, career plans, and your purpose in applying for study in the U.S. Again, remember to leave a 1½ inch (4 cm) margin at the top of every page to allow room for the header that will appear on the PDF view. Preview your essay to check the formatting before submitting your application.

**Page 6 Resume/Curriculum Vitae:** Please attach a professional resume or curriculum vitae. While there is no 'header' on this page for which you need to leave space, it is still advisable that you preview your information to check the formatting before submitting your application.

**Page 7 University Transcripts:** Please scan copies of your academic transcripts and certificates and upload them into this application. **Do not send hard copies to the American Center.**

**Page 8 Personal Information:** The information provided on this form will be used by the American Center and Fulbright administrative agencies for internal purposes only.

**Item 32 National Identification Number:** This is not a required field. However, if you have one available, please enter it here.

**Page 9 Personal Financial Information:** Personal financial information is not required. Please provide information with regard to dependents only.

**Page 10 University Preference:** It is **not** an expectation that you will have U.S. university preferences. However, if you do, please complete this page as fully as possible. Do not just list the name of a university in which you are interested. Be specific. Provide the name of the department and the specific program within that department in which you are interested. If you have been in contact or correspondence with a faculty member, please provide the name and contact information for that individual.

If you have applied to a U.S. university within the past three years, please list the programs and the results. If you have letters of admission, letters of invitation, or other correspondence from a school, especially a preferred program, please forward a copy (not the original) of this correspondence to the Fulbright Program Office.

**Page 11 Writing Sample:** You should use this page to upload a writing sample that will be submitted along with the rest of your application materials to the universities. This is mainly for Doctoral candidates, as the vast majority of those programs require a writing sample be included with the application materials, but certain Master's candidates would benefit from including a writing sample as well.

#### **STEP 4: Print supplemental forms**

It is a good idea to print all supplemental forms prior to submitting your application electronically. However, even after submitting your application you will be able to access these forms. The following forms can be found by clicking on the **Supplemental Forms** button on the Home page of this application. **Please note, all supplemental forms have to be submitted online as well.**

- **Letter of Reference/Recommendation:** You must have three letters of reference (or recommendation) submitted on your behalf. Letters of reference are extremely important. All letters of reference should be written by teachers under whom you have studied or pursued research or by someone who has supervised you in work related to your proposed field of study. Letters of reference should not be written by persons related to you either by blood or marriage or by personal friends. At least

one academic and one professional or work related letter should be included among the letters.

*You must click on the recommendation button on the home page of this application to register your recommenders by adding their names and e-mail addresses. Once the referees are registered, they will receive an e-mail notification to submit the reference forms. Your recommenders must complete the forms online and submit electronically.*

- a. **Report on Proficiency in English: Not required. The American Center will fill out this form.**
- b. **Information Concerning Foreign Student Academic Records:** In order to assist U.S. academic institutions in evaluating more accurately your academic credentials, this form allows you to provide information about the educational and grading system in the country where you did postsecondary study. Please fill out two separate forms for bachelors and masters degrees. A separate form should be completed for each college or university attended. Please contact the American Center if you have any questions about filling out the form.
- c. **Transcript Release Form (for post-secondary U.S. transcripts only): Not required.**
- d. **Signature Form:** You must print, sign, and upload this form into the application.

#### **STEP 5: Application inspector**

Before you can submit your application electronically, your application will be reviewed for completeness. If there is missing data, you will be prompted to correct.

#### **STEP 6: Review and print your application**

Review a PDF version of your application and print a copy for your records.

#### **STEP 7: Submit your application**

After completing this application and thoroughly reviewing it, you will submit it electronically to the Fulbright Program Office in Bangladesh. **Please note**, it is very important that the following questions were answered correctly:

- **Question 1--Citizenship:** Make sure that you identified Bangladesh as the Fulbright Office to which you are applying.
- **Question 2--Program:** Make sure that you identified **Fulbright Foreign Student** as the award program to which you are applying.

If you entered either question incorrectly, you must correct your answer(s) prior to submitting your application. You can easily make corrections by clicking on the ‘**update my answers to preliminary questions**’ link on the upper-right hand corner of the Home page.

**Note carefully**, after submitting your application electronically, you will be able to access it in a viewable PDF format and access supplemental forms. You will be able to print your application and supplemental forms. However, you will not be able to make changes to your application. In addition, you will be able to access tracking information (see below for further information).

### **STEP 8: Supporting documentation needed to complete your application**

Your application is not considered complete until the American Center receives all your supporting documentation. The following must be submitted online into the application: **The signature form; Information concerning foreign student academic records form; three letters of reference/recommendation; copies of academic transcripts and certificates for all post-secondary institutions attended.**

- a. Academic transcripts:** Applicants must upload copies of transcripts, covering the entire period of study at universities and other post-secondary institutions.

These documents must consist of:

1. Copies of transcripts from each university or post-secondary institution you attended, even those schools from which you did not receive a degree or diploma. The transcripts should list the subjects you studied and the grades you received during each year of your enrollment. Shortlisted candidates will be asked to submit **official** transcripts later.
2. Copies of certificates as official evidence of each post-secondary or university degree, awarded to you should be included as part of the completed application.

- b. Standardized tests:** You will be required to take one or more of the following standardized tests to gain admission to a U.S. university. For instructions on registration, contact the American Center or the website for the test.

**1. Tests of English Language Proficiency**

- a. **TOEFL (Test of English as a Foreign Language):** TOEFL is an admissions requirement at U.S. institutions for applicants whose native language is not English. All non-native English-speaking candidates should immediately register for TOEFL.
  - b. **IELTS (International English Language Testing System):** A growing number of U.S. institutions will accept the IELTS in lieu of TOEFL scores.
2. **GRE (Graduate Records Examination):** The GRE is required by U.S. graduate schools and/or departments for candidates in most fields other than Business Administration and Law. You should make every effort to register for the earliest possible administration of the GRE.
  3. **GMAT (Graduate Management Admissions Test):** GMAT is an admissions requirement for applicants proposing to study Business or Management, as well as any fields which may fall within the scope of offerings of a Business school or department. Arrangements should be made immediately to take the GMAT.

### **IMPORTANT**

*Note carefully*, you **MUST** indicate that you want your score reports sent to the Institute of International Education (IIE). You must indicate the IIE code on the registration forms and/or the forms provided at the time you take the exam.

For all *TOEFL* and *GRE* exams, please indicate **CODE: 2326**.

For the *GMAT*, please indicate **CODE: F0F-4J-28**.

For the *IELTS*, select the **Institute of International Education** from the 'Professional Bodies' listing.

*Note: TOEFL and IELTS scores are valid for two years. GRE and GMAT scores are valid for five years.*

### **OTHER IMPORTANT INFORMATION**

1. **Duration of Grants:** Fulbright grants and other fellowships, assistantships, scholarships and educational grants are generally awarded for nine to twelve months beginning in August or September. Candidates appointed to certain types of Fulbright grants may be required to arrive during the summer for an introductory course or intensive English program prior to the academic year. In some cases, arrangements may be made for an extension of the period of grant beyond the first academic year. Candidates should not assume, however, that awards are automatically renewable.
2. **Duration of Degrees:** The length of your degree program may exceed the available funding and sponsorship limits of your Fulbright grant. The requirements for completing academic work toward a degree vary depending upon the degree desired, the candidate's academic background and the regulations of the individual U.S. institution to which the candidate is admitted. It is usually not possible to obtain a degree in one academic year. Although the minimum time required for a Master's degree is one academic year, a student should expect to spend from at least one summer session to an additional academic year to complete the academic requirements. For the Doctoral degree, at least two to three academic years are required beyond the master's degree. However, many doctoral students find four or five years necessary, and in some cases even longer.
3. **Change of Plans:** You should promptly inform the American Center of any change in your academic status or future plans after your application has been submitted.