



FULBRIGHT

AMIDEAST  
اميد ايست

## FULBRIGHT FOREIGN STUDENT PROGRAM

### *Instructions for completing the Fulbright Foreign Student Program application for the Iraq Fulbright Program*

#### **Iraq Fulbright Foreign Student Program**

**Email: [FulbrightIraq@amideast.org](mailto:FulbrightIraq@amideast.org) and/or [FulbrightIraq@state.gov](mailto:FulbrightIraq@state.gov)**

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

#### **1) STEP 1: Eligibility: learn the requirements for submitting an application**

##### **Applicants must:**

- Be Iraqi citizens who are resident in Iraq and demonstrate a clear commitment to return to Iraq at the conclusion of their program.
- Be in possession of an undergraduate degree that is equivalent to a U.S. four-year undergraduate degree.
- Be proficient in English with the ability to score at least an 80 on the Internet-Based TOEFL exam (equivalent to a 550 on the Paper-Based TOEFL exam). Candidates should be prepared to take the TOEFL exam at any time during the selection process.
- Write their personal statement themselves, without copying from the Internet or any other source. Such copying is considered plagiarism and applicants will be disqualified as a result.

##### **Applicants should not:**

- Be U.S. Citizens or residents.
- Be interested in pursuing medical studies.
- Have spent more than six months in the United States in the last five years.

**The deadline for submission of a completed Iraq Fulbright Program application is April 30, 2012.  
*Applications submitted after this date will not be accepted.***

##### **A completed application includes:**

- the online application;

- three letters of reference;
- copies of official undergraduate certificates and transcripts in English;
- resumé/CV;
- copy of G or A series passport, (if available);
- copy of TOEFL (PBT or iBT) or ITP TOEFL (if available).

## 2) STEP 2: Create an account for online application

Create a secure account for you online application at:

<https://apply.embark.com/student/fulbright/international/20/>

Once your account is created, you will be able to begin your online application. Your email address will be your user ID. When you create an account for this online application you will also create a password. An e-mail will be sent to you confirming 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.

## 3) STEP 3: Complete the application

You do not need to complete your application in one sitting. You can re-enter Embark at anytime and edit your application. Remember that once you press “submit” you can no longer make changes.

**\*\*\*Remember to “SAVE” your information frequently\*\*\***

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

Here are some helpful “tips”:

- Refrain from using all capital letters when filling in boxes, such as 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 properly. 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 if possible.
- You have several ways in which you can create your essays.
  - ✓ You can compose your essay on-line. Please note that 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 you created. This is the only option where you will be able to have special formatting (for example, bold, underline, headers, double spacing, etc.). While you cannot edit an uploaded document online, 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. You must leave a 1½ inch (4 cm.) 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.

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. Please review the following important information.

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

1. Select “Iraq”
  2. Select “Fulbright Foreign Student Program”
  3. Select “Yes”
  4. Select “Graduate Study”
  5. Click “Save and Continue”
- **Country of Citizenship:** Make sure that you properly identify Iraq as the country you are applying from.
  - **Program:** Make sure that you correctly identify the **Fulbright Foreign Student Program** as the program for which you are applying.
  - **Name:** It is very important that you list your name **exactly as it appears (or will appear) on your G or A series passport.** Please use upper and lower case when entering your name, e.g. Ron Smith. Do not use diacritical markings as this can sometimes create computer-related problems.
  - **Application Cycle:** Please select scholarship cycle 2012-2013. Classes for this cycle begin in August/September 2013. Do not worry that it does not indicate the entire 2013-2015 period. The “cycle” only represents the first academic year of your program and doesn’t represent the total years of study.
  - **Degree Objective:** Select Master’s [PHD degrees are not allowed].
  - **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.
  - **Institutions Attended:** Please list all post-secondary institutions attended in reverse order (putting the most recently attended first). List all post-secondary institutions attended even those from which you did not achieve a degree.
  - **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.
  - **Emergency Contact Information in U.S.:** Optional – Leave blank if you don’t have one.
  - **Study/Research Objective:** The study/research objective description that you provide is an essential and an exceptionally 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. If there is specific research that you want to

accomplish, please describe. **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. For more helpful information on essay writing skills, read “Application Instructions, Supplement 1”.**

- **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. **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. For more helpful information on essay writing skills, read “Application Instructions, Supplement 1”.**
- **Additional Information:** Many applicants attach a professional résumé 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.
- **University Transcripts:** You can scan copies of your official transcripts and upload them into this application. Just follow the instructions that appear on page 7 of the application. Please note: you will still need to provide paper copies of your official transcripts at a later date.
- **Personal Information:** The information provided on this form will be used by the Fulbright Program in your home country and Fulbright administrative agencies for internal purposes only.
- **National Identification Number:** This does not apply. Leave blank.
- **Personal Financial Information:** This does not apply. Leave blank.
- **Proposed Length of Stay in U.S.:** This does not apply. Leave blank.
- **Approximate Arrival Date:** This does not apply. Leave blank.
- **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. 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.

#### 4) STEP 4: Print supplemental forms

Supplemental forms should be submitted electronically to [Fulbrightiraq@amideast.org](mailto:Fulbrightiraq@amideast.org) (see STEP 9 below). 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.

**Letters of Reference/Recommendations:** You must have **three** letters of reference (or recommendations) 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 written by personal friends. At least one academic and one professional or work related letter should be included among the letters. The letters should be written in English, if possible. If they are not, an original English translation must be provided.

Your referees have three ways in which they can submit their letters.

- Your referees can complete the forms online and submit electronically. You must click on the Recommendation button on the Home page of this application to register your referees.
- You can print out the Letter of Reference form and forward to your referees who will then complete the forms and return to you ***a sealed and signed envelope for submission***.
- Your referees can complete the forms and submit to AMIDEAST by sending an electronic version of the recommendation form to Fulbrightiraq@amideast.org. Please advise your referee to list your name in the subject line.

*Please make sure you share a copy of “Application Instructions, Supplement 2” with your referees so that they can write you an effective letter of recommendation.*

**Report on Proficiency in English:** This form is not required.

**Information Concerning Foreign Student Academic Records:** This form is not required.

**Transcript Release Form (for post-secondary U.S. transcripts only):** This form is not required ***unless you attended a post-secondary program (undergraduate or graduate) in the U.S.***

**Signature Form:** You must print, sign, and scan this form and send it to **Fulbrightiraq@amideast.org**

**IMPORTANT:** When emailing signature forms to this address, use the following format for subject line, “Signature form: [Your Name as is appears or will appear on Passport].”

## 5) STEP 5: Application inspector

Your application will be reviewed for completeness before you can submit your application electronically. You will be prompted for missing data.

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

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

## 7) STEP 7: Submit your application

**Please note,** it is very important that the following questions are answered correctly:

**Question 1--Citizenship:** Make sure that you identified Iraq as your country of ***citizenship***.

**Question 2--Program:** Make sure that you identified the ***Fulbright Foreign Student Program*** 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 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).

## 8) STEP 8: Track your application for missing documents

At the bottom of the home page of your application, there is a “**track your status**” link. If items that are still needed to complete your Foreign Fulbright dossier have been identified, they should be indicated here. Only items that are missing will be identified. This table should be routinely updated by the AMIDEAST Fulbright Office. ***Please return periodically to check your status.***

## Guidelines on How to Write Effective Application Essays

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The Statement of Purpose/Research Objectives is one of the most important parts of your application. It gives the Fulbright Selection Committee, as well as colleges and universities (if nominated), the best opportunity to learn more about you, your goals, and aspirations. It is the part of the application that you have the most control over and that you should take the most time to complete.

While good content is critical, keep in mind that the Statement of Purpose/Research Objectives is also a test of your English and writing abilities. For many universities, the Statement of Purpose is the only test of your English abilities outside of the TOEFL and GRE, and it will be reviewed both on content and as a writing sample.

### **Helpful Hints for Writing a Strong Essay**

***Use the space allotted.*** Take advantage of the entire page provided to allow the selection committee to learn as much about you as possible.

***Brainstorm First.*** Before you begin writing your essay, take the time to consider what you really want from a Master's program in the U.S. and why you are pursuing your particular field of study. Your essay will be used to match you with an appropriate program, so it is important that you express your interests and goals *clearly* and *accurately*.

***Don't limit yourself.*** If you have researched some programs that you are interested in, don't limit your Research Objectives essay to elements that you liked in a specific program. Instead, try to concentrate on the field itself and what your objectives are within that field.

***Don't Wait Until the Deadline.*** Good college application essays are not done in one day, one weekend, or even one week. Effective college essays can easily go through ten to fifteen drafts before they are ready to submit, and this always takes longer to accomplish than you suspect. Start brainstorming and drafting your essay well before the deadline. Don't forget to proof your essay!

***Make it your Own.*** Be personal and use examples to show the selection committee who you are. ***Do not copy from other sources, such as books, the internet, or having a friend write your essay. This is considered plagiarism, and applicants will be disqualified as a result.***

***Don't Just Rewrite your Resume.*** While your application essay will naturally talk about things that are also on your résumé or CV, remember that it doesn't have to mention every single detail. The person who reads your essay will also have access to your résumé, so it's best to use the space to speak about *how* your education and experiences have prepared you for the academic program that you are currently pursuing.

***Be Positive.*** Don't take up space explaining your weaknesses. Focus on the positive aspects of your education, skills and abilities, and why you'd be an asset to a university.

## Guidelines on How to Write an Effective Recommendation Letter

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***If you are a professor*** and have taught the candidate: please provide a typed, candid evaluation of the applicant's past academic performance and his/her ability to pursue and successfully complete a program of higher study in the proposed field. State any special qualities, characteristics, or achievements that distinguish the applicant from his or her peers.

***If you are a supervisor or colleague***: please provide a typed, candid evaluation of the applicant's current or past performance in his/her job. State any special qualities, characteristics, or achievements that distinguish the applicant from his or her peers.

***The committees at the U.S. universities which will review this candidate's application will pay considerable attention to your statement. Therefore, please be as complete and detailed as possible in your evaluation.***

To write a good letter of recommendation, you must take the following into consideration:

1. Present a well-rounded picture of the candidate and be as detailed as possible.
2. Include how long and in what capacity you have known the candidate.
3. Highlight the outstanding practical aspects of the candidate's personality. Examples help give the reader a clearer and more well-rounded impression of the candidate in practical terms.
4. Avoid being too generic and general and don't repeat information that the reviewer has already read in the candidate's application and/or supplemental documents.
5. You should seek feedback from the applicant as to the focus of the recommendation, but please write the recommendation yourself.

Please note that hundreds – even thousands – of international students are applying to the university that the candidate is applying to. Help the reviewing committee learn what makes the candidate that you're recommending so unique and worthy of their consideration, and why they should select this candidate out of all the others!