Application for the Fulbright Visiting Scholar Program for Iraq

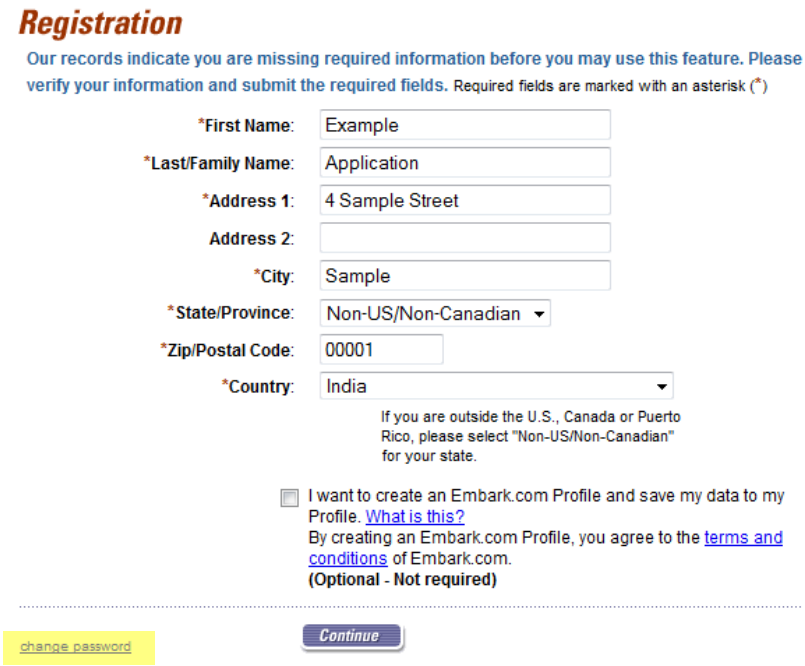
STEP 1: Learn requirements for submitting an application

Before you begin the online application, please visit the U.S. Embassy Baghdad's Exchange Programs webpage at: http://iraq.usembassy.gov/exchangesprograms.html to confirm that the program is open for application, and for information on the application deadline, program requirements and general eligibility, and how to access the online application. Please send any inquiries you have during the application process to Iraqfulbrightscholar@iie.org.

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

The e-mail address you use to register for the Fulbright Visiting Scholar Program for Iraq application is your user ID. When you create your user account for the online application by completing the registration you also create your own password. Keep this information in a safe place. You may log in and out of the online application as frequently as needed. While you cannot change your registered e-mail for the application, if necessary, you can change your password by clicking on 'Update My Account' at the top of the application Home page. **Note**: When registering, certain information will populate on the Application Form, including name and home mailing address; you will have the opportunity to update as you complete the Application Form.

On the registration screen, click Change Password in the lower left corner.



STEP 3: Complete the online application

You do not need to complete the application in one session. You can re-enter the application anytime and edit it. Please remember to save your work frequently. However, once you submit your application you can no longer make any changes to the application. If you find significant errors or omissions, immediately contact the U.S. Embassy Baghdad so that your application can be released back to you for corrections.

THE FULBRIGHT PROGRAM

The flagship international educational exchange program sponsored by the U.S. government, widely known as the Fulbright Program, is designed to increase mutual understanding between the people of the United States and those of other countries. With this goal as a starting point, the Fulbright Program has provided more than 300,000 participants—chosen for their leadership potential—with the opportunity to observe each other's political, economic and cultural institutions, exchange ideas and embark on joint ventures of importance to the general welfare of the world's inhabitants.

The Fulbright Program was established in 1946 under legislation introduced by former Senator J. William Fulbright of Arkansas. The Fulbright Program is administered by the Bureau of Educational and Cultural Affairs of the United States Department of State.

Since the establishment of the Program, 46,800 Fulbright Visiting Scholars have conducted research or taught in U.S. universities, and more than 45,200 Fulbright U.S. Scholars have engaged in similar activities abroad. The Fulbright Program awards approximately 800 grants to Visiting Scholars each year. Currently, the Program operates in approximately 155 countries worldwide.

The primary source of funding for the Fulbright Program is an annual appropriation made by the United States Congress to the Department of State. Participating governments and host institutions in foreign countries and in the United States also contribute financially through cost-sharing and indirect support, such as salary supplements, tuition waivers and university housing.

The **J. William Fulbright Foreign Scholarship Board (FFSB)**, composed of 12 educational and public leaders appointed by the President of the United States, formulates policy for the administration of the Program, establishes criteria for the selection of candidates and approves candidates nominated for awards.

The **United States Department of State, Bureau of Educational and Cultural Affairs,** develops policies to assure fulfillment of the purposes of the Program and administers it with the assistance of binational educational commissions and foundations in some 50 countries that have executive agreements with the United States for continuing exchange programs, United States embassies in 90 other countries and a number of cooperating agencies in the United States.

Binational commissions and foundations propose the annual program plan for exchanges, in consultation with participating universities and organizations in the host country. They also screen, interview, and recommend to the FFSB qualified candidates for student and faculty grants under their exchange programs. In a country without a commission or foundation, the **Public Affairs Section of the U.S. Embassy** develops the program and supervises it locally.

The **Council for International Exchange of Scholars (CIES)**, under a cooperative agreement with the Department of State, administers the Fulbright Visiting Scholar Program for Iraq. CIES is a division of the Institute of International Education (IIE) and has close working relationships with the major disciplinary bodies in the humanities, social sciences and natural sciences. During the terms of their program in the United States, Fulbright Visiting Scholar Program for Iraq grantees are assisted by IIE/CIES.

The Fulbright Visiting Scholar Program for Iraq and General Requirements

OVERVIEW OF THE FULBRIGHT VISITING SCHOLAR PROGRAM FOR IRAQ

The mission of the Fulbright Visiting Scholar Program for Iraq is to increase mutual understanding between the people of the United States and people of Iraq. It aims to provide educational exchange experiences to a maximum number of individuals not previously afforded such an opportunity. The experience should be of intrinsic value to the scholar, the recipient's home institution, its faculty and its students, as well as to the U.S. host institution. Fulbright grantees serve as cultural ambassadors and should be prepared to speak about their countries, cultures and research to academic and community groups.

The Fulbright Program has provided thousands of scholars with the opportunity to establish professional contacts in their field and make long-lasting friendships with colleagues in the United States; to develop collaborative research relationships with U.S. scholars; and to enhance their scholarly publications and other contributions with research conducted in the United States. For many faculty, the Fulbright Program offers an opportunity to pursue scholarly work without interruption. By doing research, guest teaching, and pursuing other scholarly interests in a completely different environment, scholars return home personally invigorated and professionally stimulated.

ELIGIBILITY REQUIREMENTS FOR APPLICANTS TO THE FULBRIGHT VISITING SCHOLAR PROGRAM FOR IRAQ

You must possess **all** of the following qualifications in order to be eligible unless specific exemptions are stated by the Public Affairs Section of the U.S. Embassy Baghdad (hereafter called "Fulbright organization").

- **Citizenship and resident status qualifying you to hold a valid passport issued in Iraq**. Persons selected for a Fulbright grant will be required to submit a copy of their passport data page to the Fulbright organization. Persons applying for or holding permanent residence in the United States are not eligible. Persons who are citizens of both a partner country and the United States are also ineligible. Fulbright grantees enter the United States on an Exchange Visitor (J-1) visa under a U.S. Department of State program and are subject to the two-year home-country residency requirement associated with the J-1 visa.
- **Full-time faculty status at an Iraqi university**
- **Must be residing in Iraq at the time of application and throughout the interview and selection phases leading up to the date of departure**
- **MA/MS degree and at least five years of university-level teaching experience or a Ph.D. and no more than five years of university-level teaching experience. MA/MS holders who are currently enrolled in a doctoral program must possess at least three years of university-level teaching experience. A detailed project statement of proposed activity** addressing all components outlined in the instructions detailed below and relating to the cohort discipline to which you are applying. Cohort disciplines include:
    - American Literature
    - Engineering
    - Science and Technology
    - TEFL/Applied Linguistics

    - Cultural Heritage Preservation
- **Proficiency in English sufficient to effectively carry our grant activities in the United States.** You may be required to take an English proficiency examination or submit a TOEFL score.
- **Commitment to classroom teaching and desire to strengthen teaching and leadership skills**
- **Must be available to travel to the United States and participate for the duration of the grant period of June 26 – September 4, 2016**
- **Commitment to return to Iraq to share knowledge and skills with students, colleagues, and university administrators**
- **Sound physical and mental health.** Those selected for a Fulbright grant are required to submit a Medical History and Examination Report before their grants can be finalized.

In addition, you should note the following conditions affecting review and selection of candidates:

- Applicants will be considered without regard to race, religion, sex, age, and/or physical impairment.
- Preference is given to those without recent experience in the United States.
- Applicants should be representative and responsible citizens who can contribute to a full and fair picture of the culture of their own countries and thereby contribute to understanding between the people of the United States and their country. They should also demonstrate the cross-cultural sensitivity and flexibility needed to adjust successfully to life in the United States.

Grants are <u>not</u> for the principal purpose of:

- Attending conferences
- Completing doctoral dissertations
- Travel and consultation at multiple institutions, or
- Clinical medical research involving patient contact

APPLICATION AND REVIEW PROCESS

- You must submit your application by the deadline set by the Fulbright organization.
- Initial screening and endorsement of a scholar's application are done by the Fulbright organization.
- The application is then forwarded to IIE/CIES and the U.S. Department of State by the Fulbright organization. Final selection for all grants is made by the J. William Fulbright Foreign Scholarship Board.
- You will be notified by the Fulbright organization if you are selected, based on the timeline set by that organization. Before a grant can be confirmed, a Medical History and Examination Report is required and will be reviewed by appropriate personnel.
- It is the policy of the J. William Fulbright Foreign Scholarship Board not to give to individual applicants, to others inquiring on their behalf, or to the public generally, the specific reasons for selection or non-selection of applicants for awards under the program, to the extent not required to do so as a matter of law.

Preparing the Fulbright Visiting Scholar Program for Iraq 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 grantees 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) and three reference letters.
- 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 submitted online**. Use 10-point or larger font on all parts of the application.
- Responses to questions on application must adhere to established character limits**.**
- **You may not attach additional pages** to answer these questions.
- Proofread the entire application before submitting it. 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. Without being redundant or simplistic, you should make it easier for the reviewer to find the key pieces of information you wish to convey.

COMPLETING THE APPLICATION FORM

Please read the instructions carefully before completing each item.

Preliminary Questions

1. U.S. Permanent Residency or Citizenship

- If you have or are applying for U.S. permanent residency or are a U.S. citizen, you are ineligible for the Fulbright Visiting Scholar Program for Iraq.

2. Home Country/Country Applying from

- Country from which you are applying for the Fulbright Visiting Scholar Program for Iraq. **Verify citizenship requirements with the U.S. Embassy Baghdad.**

3. Program

- Select *Fulbright Visiting Scholar* from the pull down menu

4. Category of Grant

This will auto-populate with *Faculty Development*

Online Application Instructions

PERSONAL INFORMATION

1. Home Country/Country Applying from

- This will auto-populate from the selection you made during your application registration.

2. Program

- This will auto-populate from the selection you made during your application registration.

3. Cohort Discipline

- Please select the appropriate cohort by clicking on the *Search Cohort* link and selecting one of the available cohort disciplines.

4. Category of Grant

- This will auto-populate with *Faculty Development.*

5. Title

- Select the most appropriate title from the drop-down menu.

6. Family Name, First Name, Middle Name

- This will auto-populate based on information entered during registration. **Please review and ensure that your name appears exactly as it does on your passport.** This spelling will be used on your grant and immigration related documents.

7. Gender

- Select your gender from the drop-down menu.

8. Country of Citizenship

- Select the country in which you hold primary citizenship from the drop-down menu. **Verify citizenship requirements with the U.S. Embassy Baghdad.**

9. Country of Permanent Residence

- Select the country in which you *permanently* reside from the drop-down menu.

10. U.S. Permanent Residency

- This will auto-populate from the selection you made during your application registration and cannot be changed. Applicants who have U.S. permanent residency status or are seeking it are ineligible for the Fulbright Visiting Scholar Program for Iraq.

11. Date of Birth (Month/Day/Year), City/Country of Birth

- Select the birth month, day and year from the drop-down menus.
- Enter your city of birth in English.
- Select your country of birth from the drop-down menu.

12. U.S. Social Security Number

- Enter your U.S. Social Security Number, if obtained during a previous stay in the United States.

EMPLOYMENT INFORMATION

13. Current Position and Start Date, Department, Institution

- Select your current position title from the drop-down menu. I*f you do not find your position title, please select* **Other** *from the drop-down menu and type your title in the text box in English.*
- Select the start date of your position by choosing the month and year from the available drop-down menus.
- List the name of your institution, department or office, city, and province/state **in English**.
- If you are an independent scholar or currently unemployed please click the "*independent scholar/unaffiliated*' box and enter your residential address.

ACADEMIC CREDENTIALS

14. Academic Credentials

- Enter the Institution name where you obtained your degree.
- Enter the city where the Institution is located.
- Select country, discipline, name of diploma/degree equivalent in English (Ph.D., Doctorate, Masters, etc.), and date received from the drop- down menus.
- You may include a maximum of three academic credentials.

15. 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.

- List up to three principal publications with the title, publication date and publisher's name. (A complete listing of all 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.
- 700 character limit, use Roman characters only.
- For space consideration, separate each item with a semicolon or number rather than beginning a new line; avoid using hard returns in your response.

16. Previous Fulbright Grant(s)

- Include information on previous Fulbright grants awarded, including the year and award type.

PROJECT DETAILS

17. Project Title

- This question is not applicable for your program and has been removed.

18. Summary of Project Statement

- This question is not applicable for your program and has been removed.

19. Proposed Program Length and Dates

- This question is not applicable for your program and has been removed.

20. Academic Discipline and Primary Specialization

- Select the most appropriate field of study and specialization from the drop down menu and Find Specialization feature.

21. Specialization(s)

- List subfields within the broad academic discipline in which you specialize (for example, environmental law, history of modern cinema, class and ethnicity in politics, women and social policies in African societies, Chinese religion and philosophy).

PROFESSIONAL INFORMATION

22. 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.
- Be sure to include residence in the United States during the last five years. If you entered the United States on a J visa, please indicate the J-visa category (professor, research scholar, student, specialist, short-term scholar, etc.) and provide copies of your previous DS-2019, if available.

23. Professional Memberships

- List the four most relevant cultural, educational, and professional organizations to which you belong.

REFERENCES

24. Identification of Referees

- List the names and contact information of three persons from whom you have requested a letter of reference.
- See "Reference Reports" at the end of this document for more detailed information.
- References must be completed in English.

ENGLISH PROFICIENCY

25. Self-Assessment of English Proficiency

- Indicate your personal assessment of your level of competence in English.
- An English proficiency test may 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.

PREFERRED HOST INSTITUTION

26. Preferred Host Institution(s)

This question is not applicable for your program and has been removed.

CONTACT/FAMILY INFORMATION

27. Home Mailing Address

- This will auto-populate based on information entered during registration. Please review and update your home mailing address, as required.
- Select the country from the drop-down menu.

28. Emergency Contact Information

- Enter contact information in the event of an emergency.
- Select the country from the drop-down menu.

29. Marital Status

- Select the appropriate value from the pull-down menu.

30. Accompanying Dependents

- This question is not applicable for your program and has been removed

ALTERNATE FUNDING

31. 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 attach your supporting documentation/financial support statement in the document upload section.

SURVEY

32. Please mark the check box and, if necessary, type in the text field how you learned about the Fulbright Visiting Scholar Program for Iraq.

33. Please select from the drop-down menu.

34. Please select all that apply from the drop-down menu.

PHYSICAL IMPAIRMENT

35. Physical Impairment

- This information is gathered for statistical purposes and to ensure appropriate placement and accommodations. *The Fulbright Visiting Scholar Program for Iraq does not discriminate on the basis of race, color, religion, sex, age, national origin or physical impairment.*

SIGNATURE

- To electronically sign the application form, please type in your first and last name and the date.

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 detailed project statement of no more than five single-spaced pages (3,500 words).

FORMAT

- Do not exceed the character 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 discipline-based cohort to which you are applying 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.
- Explain how participation in the program will benefit not only you, but also others (students, department, and administrators) at your university.
- Which elements of faculty development and/or academic capacity building do you hope to concentrate on during your grant? (e.g. curriculum development, assessment, educational leadership, educational administration, academic governance, use of

technology in the classroom, new methods/research tools in your field, etc.) Explain why?

- How do you plan to implement what you learn through participation in the program upon your return home?
- Explain the specializations or research interests within your broader academic field that you would like to explore through collaboration with U.S. faculty during your grant.
- What do you aspire to learn about American society and culture? Similarly, which aspects of your own culture, history, and background do you wish to share with American faculty and others in the community where you will be living?

The Curriculum Vitae

The curriculum vitae describes academic credentials and demonstrates a record of scholarly achievements (document should not exceed six pages). When composing curriculum vitae, it is important to include:

- Education (universities attended, degrees earned and dates received)
- Professional 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 present more completely your accomplishments.

Note: Copies of diplomas are not typically required, but you should confirm with the Fulbright organization in your home country whether they are required.

Supplemental Materials

English Language Proficiency

- If available, you may upload English Language Proficiency test and/or TOEFL here.

Financial Support/Budget

- This documentation is not required for your program; please proceed to the next page.

J-1 or J-2 Visa (DS-2019)

- If you have previously entered the United States on a J-1 or J-2 visa, please provide copies of your previous DS-2019(s). Note: Dependents are not permitted to accompany Fulbright scholars for this program; therefore you do not need to submit dependent copies of J-1 or J-2 visas.

Passport Copy

- Please upload a copy of the photo identification page of your current passport.

Letter of Support from Home Institution

- This documentation is not required for your program; please proceed to the next page.

Reference Reports

Candid, frank reference reports or letters of reference help reviewers place your research or teaching 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.
- Please provide your referees a copy of your project statement.
- 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 need to accompany the application as it could otherwise be weakened by an insufficient number of references.
- 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 submitted through the online application system. Consult the Fulbright organization in your country of application whether alternative means of submission are acceptable.
- It is your responsibility to ensure that reference reports are submitted by the deadline.