FULBRIGHT FOREIGN STUDENT PROGRAM
Instructions for Completing the Fulbright Foreign Student Program Application

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Read all instructions carefully before completing the application

STEP 1: Learn requirements for submitting an application
Before you begin this application, you must contact the Fulbright Program Office in the country to which you are applying. Deadline dates and requirements for applying for a Fulbright Grant will vary from country to country; therefore, you must make sure that you are eligible to apply. To link to contact information for the Fulbright Program Office in your country of citizenship, click here for a listing.

STEP 2: Record user ID and password in a safe place
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, y**ou 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:

- ***Question1 –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. Most applicants will apply to 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 indicate to which application cycle you wish to apply.

- Most applicants will apply for the next scholarship cycle when you will begin studies in August/September 2014. Please select 2014-2015.
- If the Fulbright Program in your country is still accepting applications for scholarship programs that will begin in August/September 2013, select 2013-2014.
- **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 also indicate your specialization and briefly elaborate on the exact nature of your objective in the text box that follows.

Item 14—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. Check the instructions from your Fulbright Program Office to find out if secondary (high school) institution information must be included as well.

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. 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.

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: Although this page is not required, most applicants attach a professional resume (useful if you intend to pursue a professional degree, e.g. business or law) or curriculum vitae (useful if you intend to pursue a theoretical, academic degree). 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: You can scan copies of your unofficial transcripts and upload them into this application. Just follow the instructions that appear on page 7 of the application. You will still need to submit 'official' transcripts, e.g. transcripts that come directly from your institutions in envelops that have not been opened by you. Contact your Fulbright Program Office to learn at what point official transcripts must be submitted. If you cannot upload scanned transcript copies, you can have official transcripts sent directly to the Fulbright Program Office.

Page 8—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.

Item 32—National Identification Number: This is not a required field. However, if your country or state has a system for assigning an identification number, please enter it here.

Page 9—Personal Financial Information: Since the Fulbright grant that may be awarded to you might only cover a portion of your expenses, you may need to provide funds from your own or other sources. Therefore, many (but not all) Fulbright Program Offices require this form. Please complete this form—when it is required—as completely and accurately as possible based on information that you have at the

time of application. If you should have a major change in your financial resources while your grant is pending, you should immediately inform the Fulbright Program Office in your country.

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.

Page 12--Test Score: Please upload your copy of any available test score reports (e.g TOEFL, GRE, GMAT, etc.)

Page 13 – Additional Information Page: Please feel free to upload any other relevant documents to this section or as instructed by your Fulbright office.

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.

a. **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. The letters should be written in English if possible. If they are not, an original English translation must be provided.
    - Your recommenders have two ways in which they can submit their letters.
        - You can print out the Letter of Reference form and forward to your recommenders who will then complete the forms and mail to your Fulbright Program Office.
        - Your recommenders 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 recommenders.
b. **Report on Proficiency in English:** Complete only the top section of this form and have the remaining portion completed by one of the types of certified English language evaluators listed on the form. Your language evaluator should return this form directly to your Fulbright Program Office.
c. **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. A separate form should be completed for each college or university attended.
d. **Transcript Release Form (for post-secondary U.S. transcripts only):** This form is needed for those students who attended a post-secondary program (undergraduate or graduate) in the U.S. Frequently the fees for acquiring multiple copies of U.S. postsecondary transcripts will be covered by the Fulbright Program. Check with your Fulbright Program Office.
e. **Signature Form:** You must print out, sign, and forward this form to your Fulbright Program Office.

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 your country of citizenship**. Please note**, it is very important that the following questions were answered correctly:

- ***Question 1--Citizenship:*** Make sure that you identified the Fulbright Program country 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.

STEP 8: Supporting documentation needed to complete your application

1. Your application is not considered complete until your Fulbright Program Office receives all your supporting documentation. The following must be forwarded to your Fulbright Program Office: the signature form; three letters of reference/recommendation; official academic transcripts from all post-secondary schools attended, copies of diplomas for all post-secondary schools attended, and original English translations (when necessary).
   a. Academic transcripts*:* Applicants must submit official, complete and certified academic documents covering the entire period of study at universities and other post-secondary institutions. Documents must be accompanied by complete official English translations. These documents must consist of:
      1. One certified, official record (transcript) 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. Official transcripts must be submitted directly from the schools in sealed envelopes to your Fulbright Program Office.
      2. Certified, official evidence of each post-secondary or university degree, diploma or certificate awarded to you should be included as part of the completed application.

   b. Standardized tests: Check with your Fulbright Program Office to find out which standardized tests are required for completion of this application. 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 Fulbright Program Office 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. **TWE** (Test of Written English): The TWE is designed to measure an individual's ability to communicate in writing in English. It consists of essay questions similar to those which students are expected to produce as part of their classroom work at colleges and universities in the United States. The TWE is only administered at paper and pencil TOEFL test locations. The TWE is included as part of computer-based and internet-based TOEFL exams.
         c. **TSE** (Test of Spoken English): The TSE is designed to measure an individual's ability to communicate verbally in English. Graduate candidates who are recommended for teaching assistantships should register for this test. The TSE is included as part of the internet-based TOEFL exam.
         d. **IELTS (International English Language Testing System):** A growing number of U.S. institutions will accept the IELTS in lieu of TOEFL scores.
         e. **MELAB** (Michigan English Language Assessment Battery): The MELAB may be accepted as a preliminary English proficiency evaluation for nonnative speakers of English who have not yet been able to sit for the TOEFL exam.
      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. **GRE SUBJECT TESTS** are required in certain fields. If a GRE Subject Test is offered in your field of study, you should make every effort to register for the earliest possible administration of this exam.
      4. **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 your Fulbright Program Office of any change in your academic status or future plans after your application has been submitted.