2018-2019 Fulbright Foreign Student Program Visiting Student Researcher Category Competition for Bosnia and Herzegovina

Application Instructions

I. Before Starting the Application

- Learn about program requirements and application deadline at: https://sarajevo.usembassy.gov/fulbright-student.html
- Contact with questions the U.S. Embassy to Bosnia and Herzegovina (BiH) Academic Exchange Coordinator via email: bhexc@state.gov or phone: 033-704-066. When emailing, use the subject line: “2018-2019 Fulbright Foreign Student Program”
- Interested applicants must apply to the U.S. Embassy to BiH by using the official online, free Embark application form at: https://apply.embark.com/student/fulbright/international/20/
- Candidates who need to complete a paper application are encouraged to contact us
- First time users have to create an Embark account. If you previously submitted an application for this program, you are required to use a different email address to apply for the 2018-2019 academic year. If you have a log-in from last year for an application that you did not submit, sign in using your existing credentials and update the Application Cycle to “2018-2019” at “Item 11. Study Plans”
- The Embark Help Center is available at: https://embarksupport.zendesk.com/hc/en-us.

II. Preparing the Application

- Plan ahead: Advance planning will greatly facilitate a thoughtful, well written, concise, and compelling application. Applications that reflect clearly the applicant’s purpose and intent are most competitive. Applicant selection and U.S. institutional placement are largely based upon the actual application and accompanying materials
- Consult with Fulbrighters: You are encouraged to consult with Fulbright program alumni or current program participants from BiH or the United States. They can provide valuable guidance in formulating a competitive Research Objectives and Personal Statement
- The application is a unitary whole: Treat all parts as reinforcing the Research Objectives 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 Personal Statement to pull all pieces together by matching your qualifications and expertise with your Research Objectives, highlighting your strengths, and addressing any inconsistencies or perceived weaknesses. Without being overly simplistic and redundant, you should ensure the reviewer can easily find the key pieces of information you wish to convey.

III. General Online Application Guidelines

- Answer all items as completely as possible
- For security, each login session has a 40-minute inactivity limit
- Unless instructed differently, all items must be completed in English. Do not use diacritical or special characters, as the system only recognizes the English alphabet. For example, enter “Émile” as “Emile” or Srđan” as “Srđan”
- Do not use all upper capitalization. For example, enter “Jane Doe” and not “JANE DOE”
Click the “Save” button at the top or bottom of each page to save your work in progress. Although clicking on any of the navigational tools within the application pages will also automatically save your work, you are strongly encouraged to use the “Save” button often.

When prompted to select from multiple choices, select the answer that is most appropriate.

You can copy and paste information in all text boxes. Use 10-point or larger font on all parts of the application.

Limit your response to the size of the text box or as instructed. Text that exceeds the space provided will generally not display or print on your submitted application. Click the “Preview” button at the top or bottom of the page to verify that your response will fit. You should not need to scroll down to see all the information. If you do, then you have entered too much information.

Do not attach additional pages to answer questions.

On the essay pages, text entered that exceeds the space provided will display and print. However, please keep essays within recommended guidelines.

After you preview an uploaded file, use the “Back” browser button to return to the application. Closing the window by clicking the “X” in the upper right-hand corner will close the application.

Proofread your application before submitting it. The entire application should be free of grammatical and spelling errors.

After you submit the application, you can access it, but you can no longer make changes to it.

IV. Step-by-Step Application Instructions

Preliminary Questions
Your answers to “Preliminary Questions” determine important aspects such as application format and requirements. If you make changes to your answers after you have begun filling out your application, some fields might change and information may be lost. Therefore, verify that your application information is accurate. Answer these questions as it follows:

- **Through which program country are you applying?** Select “Bosnia and Herzegovina”. The U.S. Embassy to BiH facilitates applications for the BiH competition only and cannot assist with the application process for other countries.
- **To which program are you applying?** Select “Fulbright Foreign Student Program”.
- **Have you checked with your Fulbright Program Office?** Select “Yes”. You do not have to contact the U.S. Embassy to BiH, unless you have questions.
- **For which academic level are you applying?** Select “Graduate Study”.

Step 1. Instructions
Each page of the application carries its own instructions that should be read carefully before proceeding. Follow specific instructions for the BiH competition as outlined in this document for referenced questions and items only.

Step 2. Application Form
- **Item 11:**
  - **Application Cycle:** Select “2018-2019”. Applications are accepted for this cycle only.
  - **Degree Objective:** Select “Visiting Student Researcher.” Applications are accepted in this category only.
Item 12. Briefly describe the specific area of the field in which you plan to specialize
- Use this section to provide a very brief, concise summary of the more detailed Research Objectives Statement.
- Introduce first your proposed research project title which should concisely describe the focus of your proposed research objectives. For example:
  - Evaluating Fundamental Tax Reforms in a Globalized World
  - Crashworthiness and Rollover Stability of Heavy-Duty Tanker Trucks
- In addition, in very 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 of study and BiH.
- For space consideration, avoid using the “Enter” function in your return.

Items 15, 16, 17, 18, 19, and 20
- For space consideration, you may limit your entries to top five listings that can be fit in. A complete list should be included in your curriculum vitae. Separate each item with a semicolon or number rather than beginning a new line and avoid using “Enter” in your return.
- Use the following format for bibliographic citation and distinguish between books and articles: for books, give title (underlined in curriculum vitae), publisher, place, and date of publication; for articles, give title (in quotation marks in curriculum vitae), journal or collection (underlined), place, and date of publication. If posted online, please provide the url/website address.

Item 24. Examination Results
- The Test of English as a Foreign Language (TOEFL) is a placement requirement at U.S. institutions for all applicants whose native language is not English. As U.S. host institutions evaluate English language training differently, finalists must be prepared to demonstrate a TOEFL score and test waivers are not considered.
- Registration instructions and test fee vouchers will be provided for finalists. Do not register for TOEFL unless instructed to do so.
- No other standardized tests are required for Visiting Student Researcher candidates.

Step 3. Documents/Essays
- Item 27. Research Objectives Statement
An essential component of the application, this statement provides you the opportunity to state what you want to research and achieve. Candidates with the most compelling, theoretically sound, well-written, feasible proposals are generally recommended for awards.

Write a clear and detailed description of your research objectives and give your reasons for wanting to pursue them. Be specific about your major field of study and your interests within this field. Describe the specific research you expect to undertake, and explain how your research plan fits in with your previous training and your future objectives. Do not mention specific U.S. universities at which you would like to conduct your research.
Style and Format Recommendations

- Keep your proposal simple and straightforward, so that an educated reader from another discipline can understand it.
- Include only the most pertinent information. At the same time, you should avoid writing an underdeveloped or too imprecise proposal so that it will be difficult for the reviewer to understand the project.
- Avoid overuse of the first person or referring to yourself in the third person.
- Limit your response to fifty lines of text, single-line spacing.
- You may structure the narrative in the order of the following points:

  o **Opening Statement**: Why should you apply for a Fulbright award to come to the United States? Emphasize key points in the first paragraph of the proposal. It is not helpful to reviewers to have to search for the main points of the proposed activity. You should grab the reviewer’s attention quickly and state clearly what you want to do, why it is important, and how you will do it. You should use the rest of the narrative to support the statements in the opening paragraph.

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

  o **Objectives**: If selected, what will you do? Define clearly and succinctly the goals of the research project.

  o **Methodology**: How will you complete the research project? What preparations have you already made? Describe clearly the research project. Explain the approach, methods, and the plan you will use such as interviews, library or archival research, or laboratory experiments. Indicate whether the proposed research is quantitative or qualitative.

  o **Significance**: What will the results of your participation be? What is the likely impact of your experience abroad? How will you use what you learned upon your return, professionally and personally? What can you contribute to the Fulbright program?

    - Explain the importance of the project for your field, your home country, and your own professional and personal development.
    - Indicate what effect you expect this opportunity to have on your home institution and teaching or professional work in your home country. For example, new approaches to curriculum planning; student advising; expanding knowledge in the field through collaboration with U.S. colleagues.
    - Emphasize how your project will benefit the U.S. host institution or other colleagues in your field of study in the United States or elsewhere.
    - Do not emphasize only how a Fulbright grant will benefit you or your career. Remember that the program is intended to foster mutual understanding between cultures and nations.
○ **Evaluation and Dissemination**: Describe plans for assessment and distribution of research results in your home country, your home institution, and elsewhere.

○ **Justification for Residence in the United States**: Indicate why it is necessary to conduct the research onsite in the United States versus in BiH or anywhere else.

○ **Duration**: Explain how the project can be completed within the proposed period of stay. Focus on what can be reasonably accomplished during this time.

○ **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.

- **Item 28. Personal Statement**
  A key component of the application, this statement is about you and your experiences. In other words, who are you? Provide a clear, complete, and compelling statement that introduces you academically and professionally to potential host institutions in the United States. Candidates should not assume that their suitability for the proposed research is self-evident. Make your case by covering these points:
  ○ Describe how you have achieved your current goals. It should not be a mere listing of facts. Include information about your education, practical experience, current academic endeavors, special interests, and career plans
  ○ Describe any significant factors that have influenced your educational or professional development
  ○ Comment on the number of years of practical experience already completed in the field in which academic work will be done in the United States. Do not mention specific U.S. universities at which you would like to conduct your proposed research
  ○ Limit your response to fifty lines of text, single-line spacing.

- **Item 29. Curriculum Vitae**
  ○ The curriculum vitae should list academic and professional credentials and demonstrate a record of mainly academic achievements. 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.
  ○ 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
    - Do not include information such as date and place of birth, gender, marital status, family members, passport or driver’s license number, or photos.
• **Item 30. Academic Transcripts**
  o Transcripts must cover the entire period of study at universities and other post-secondary institutions, even if you did not receive a degree or diploma
  o Transcripts must list all courses and/or subjects taken and the grades received during each year of enrollment. Ideally, they should indicate when the course was taken. If a “legend” explaining the grading criteria was also issued, please include this information, as well. A description of the course/subject taken is not required
  o Upload unaltered copies of academic transcripts and awarded degrees or diplomas as issued by institutions. Considering involved costs, English translations are not required at the initial application stage. If readily available, you are encouraged to provide them
  o PDF files with a high readability level are recommended
  o If completing a Bologna-compliant degree, include the diploma supplement, if issued
  o Finalists must provide: official transcripts in original, accompanied by original English translation, unless the institution provides official transcripts in English; original English translation for awarded degrees or diplomas, unless the institution provides official degrees or diplomas in English; and further documentation as required for the placement process.

• **Item 32. National Identification Number.** This is not a required field.

• **Item 38. Proposed Length of Stay in the United States**
  o Indicate as precisely as possible the actual time needed to reasonably accomplish the proposed research
  o The minimum grant duration is four months, generally a U.S. academic semester. A grant can be awarded up to nine months, generally a U.S. academic year of two semesters. Grantees should not plan for extensions beyond nine months
  o Use the format “number months.” For example, “7 months”; enter a U.S. academic year as “9 months” and not “1 year.”

• **Item 39. Approximate Arrival Date**
  o Plan your program and leave of absence during the U.S. academic year. Fall semester general dates are August/September - December followed by winter break. Spring semester general dates are January - May with a spring break in March
  o Actual arrival/departure is subject to the host institution’s availability, among others.

• **Page 9. Personal Financial Information**
  o **Item 42 (c). Other Funds.** Complete, if applicable
  o **Item 45. Dependents**
    - If accompanied by dependents, awardees are responsible for all associated costs of bringing dependents to the United States. This includes airfare and other travel expenses, living expenses, school costs, medical insurance that meets J Exchange Visitor Program regulations, and any uncovered medical bills. A dependent is defined as a spouse, qualified same-sex domestic partner, or an unmarried child under 21 years of age
    - If you intend to have dependents accompanying you on the program, fill out this section as completely and accurately as possible based on information that you have
available at the time of application. Awardees must provide adequate proof of dependent financial support

- If Item 42 (c) and Item 45 do not apply to you, leave this page blank.

**Page 10. University Preferences**

- While it is not a requirement that you have U.S. university preferences, you are encouraged to identify two or three institutions that have appropriate facilities to conduct your proposed research. This will give reviewers and placement officers a sense of the “academic fit” you envision. Please note that placement at a preference program is not guaranteed. Placements are subject to review of academic fit, availability of the university/professor/department to host the grantee as well as availability of funds. For more information, review the guidelines on Page 10 of the application
- You can also provide other information that is important to you such as faculty strengths, climate, location, character, and size of the institution
- You should also consider smaller and less renowned institutions. They are often well equipped to provide important research and networking opportunities and greater individualized attention to grantees than larger, more well-known institutions
- The cost of living can vary significantly from region to region. If you intend to have dependents accompanying you on the program, consider carefully your financial support obligations involved and whether the city/region meets dependent needs
- 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 host institution, upload legible copies at “Page 13. Additional Upload Page.”

**Page 11. Writing Sample.** Upload a writing sample related to your field of study to be submitted with your application materials to potential host institutions.

**Page 12. Test Scores**

- If you have taken the TOEFL exam in the last two years, upload a legible copy
- If available, you may also upload legible copies of valid test score reports such as IELTS, GRE, or GMAT.

**Page 13. Additional Upload Page**

- Upload any other relevant documents that may support your application
- Do not use this page to bypass limitations of text. For example, do not submit additional pages for the Research Objectives Statement
- The followings must be provided:
  - **Letter of Support from Employer.** Candidates are solely responsible for obtaining any necessary leave of absence or making arrangements to enable them to accept the grant. The letter must be on letterhead, preferably in English, signed, dated, and cover the followings:
    - Whether the candidate has a guarantee of employment upon returning home
    - If the candidate will be on leave from a position at home, indicate for what length of time this absence will be approved by the candidate’s employer
• If extensions of leave will be considered, as necessary.
• **Copy of biographical page of a valid BiH passport.** The copy must include the bar code at the bottom and the passport photograph must be visible. Do not include copies of passports for proposed accompanying dependents at this time.

**Step 4. Supplemental Forms**

- At the initial application stage, all listed supplemental forms can be uploaded at “Page 13. Additional Upload Page,” unless otherwise noted in this document
- PDF files are preferred. If documents are not typewritten, use black ink and ensure all submissions are fully legible
- All supplemental documents are also accessible in PDF format and some in interactive Word format, at: [http://foreign.fulbrightonline.org/fulbrightpage.html](http://foreign.fulbrightonline.org/fulbrightpage.html)
- Applicants may be requested to provide originals at any time during the application process.

a) **Letters of Reference.** See “Step 5. Recommendations” section later in this document

b) **Report on Proficiency in English**
   - Complete the top section and have the other sections completed by a certified English language evaluator. Please attempt to locate an evaluator from the first two listed categories before contacting the U.S. Embassy to BiH
   - The evaluator must return directly this form to U.S. Embassy to BiH, via email at: bhexc@state.gov with the subject line: “Candidate Last, First Name Report on Proficiency in English 2018-19 Fulbright Foreign Student Program.” The U.S. Embassy to BiH may contact the evaluator directly for questions or to verify accuracy.

c) **Transcript Release Form**
   - Applicable only if you attended a post-secondary program (undergraduate or graduate) in the United States. Subject to conditions, fees for acquiring multiple copies of U.S. post-secondary transcripts may be covered by the Fulbright program
   - Upload the completed form onto the application.

d) **Signature Form.** Upload the completed form onto your application. Finalists may need to provide the form in original.

e) **Academic Records Information**
   - To assist U.S. academic institutions in evaluating more accurately your academic credentials, this form allows institutions to provide information about the educational and grading system in the country where you completed post-secondary study
   - A separate form should be completed for each college or university attended. Upload the completed forms onto the application. Finalists must provide the form in original.

**Step 5: Recommendations**

- Three letters of reference are required. Do not submit more or less than three letters
- The letters of reference must accompany the application. It is your responsibility to ensure that recommendations are submitted by the application deadline
- We strongly recommend that referees submit recommendations online. Click the “Register a
Recommender” button to start the registration process, drop and add recommenders, track progress, and send reminders

- If they cannot complete the letter of reference online, ask recommenders to email the completed form to U.S. Embassy to BiH at: bhexc@state.gov using the subject title: “Candidate Last, First Name Letter of Reference 2018-19 Fulbright Foreign Student Program.” Letters of reference in interactive Word format are available at: http://foreign.fulbrightonline.org/fulbrightpage.html
- Finalists must provide letters of reference in original if not submitted by the recommender via Embark
- The reports should be written in English. Finalists must provide accompanying certified English translations
- The letter of reference format suggests qualifications that recommenders should address. Recommendations should be from individuals under whom you have studied or pursued research in the proposed field of research or by someone who has supervised you in work related to the proposed field of research; qualified to evaluate your academic and professional work; the abilities you bring to the proposed project; your ability to adapt to another country and culture; and the merits of the proposed research project itself
- Include at least one academic and one professional recommendation
- Candid references help reviewers place your research objectives within your home institution’s current conditions and plans for growth. Referees should be chosen so that they say different things about you and speak to your strengths
- Recommenders cannot be personal friends or individuals related to you by blood or marriage
- In some educational systems, the reputation of the referee is important. However, in the U.S. system this is not a consideration if the referee is not well acquainted with your qualifications
- Recommendations can come from your home institution, but at least one of the references should be from a recommender in your field of study outside your home institution. If you have recently moved to a new home institution, one of the recommendation letters should be from your previous institution.

**Step 6. Application Inspector**
Before you can submit your application electronically, your application will be reviewed for completeness. You will be prompted to enter missing information.

**Step 7. Submit Your Application**
- Sign electronically the form by typing your first and last name in the space provided. For example: “Jane Doe”
- **Paper Signature Form.** Print and upload the completed form onto your application at “Page 13. Additional Upload Page.” Finalists may need to provide the form in original
- Inform promptly the U.S. Embassy to BiH of any change in your academic status or future plans after your application has been submitted.