

# Fulbright Foreign Student Application Checklist

A complete application for placement purposes consists of the following components.

Required Items	Description	Completed (Please check <input checked="" type="checkbox"/> when completed)
<b>Application</b> <i>Make certain to follow all instructions carefully, especially essay instructions</i>	The web-based Fulbright Foreign Student applications are located at <a href="https://apply.embark.com/student/fulbright/international">https://apply.embark.com/student/fulbright/international</a> . In addition, all supplemental documents are accessible at <a href="http://foreign.fulbrightonline.org/commissions-posts-application-management-resources/student-application-and-supplemental-forms">http://foreign.fulbrightonline.org/commissions-posts-application-management-resources/student-application-and-supplemental-forms</a>	
<b>Letters of Reference</b> <i>These can be submitted online.</i>	Minimum of 3 from instructors, professors or work supervisors who know you well	
<b>Academic Transcripts</b> <i>See reverse for more information on the definition of official transcripts</i>	Official, certified copies of your academic records for all post-secondary institutions attended that come directly from the school(s); must list courses taken and grades received for each year of enrollment ( <i>Note, if you have completed a Bologna-compliant degree in Europe, a diploma supplement in English is also needed.</i> )	
<b>Original translation of transcripts</b> ( <i>when your official transcripts are not issued in English</i> )	Official transcripts translated into English: must be literal, not interpretative	
<b>Diploma(s)</b>	Copy of originals	
<b>Original translation of diploma(s)</b> ( <i>when original is not issued in English</i> )	Diploma(s) translated into English	
<b>Standardized tests</b> <b>TOEFL</b> (sometimes IELTS can be substituted)	Minimum of 79 to 80 IBT ( <i>550 PBT</i> ); recommend a 100 IBT ( <i>600 PBT</i> ) or above ( <i>In Law, a minimum of 600 is required.</i> )	
<b>Standardized tests</b> <b>GRE</b>	Required in most fields of study with the exception of MBA and Law	
<b>Standardized tests</b> <b>GMAT</b>	Required for MBA and business-related programs	
<b>Other standardized tests</b> <b>Subject GRE</b>	Standardized test requirements will vary by field of study and institution	
<b>Possible items that could be needed to complete file</b>	<b>Description:</b> You will be informed if any of these documents might be required.	<b>Completed</b> (Please check <input checked="" type="checkbox"/> once completed)
<b>Writing sample</b> ( <i>Could be a research paper, published article, paper done for a course, etc</i> )	Often required for study in the humanities or social sciences; all doctoral applicants in all fields will generally need as well.	
<b>Work sample</b> ( <i>Could be a portfolio of slides of art work, video, film, cassette of music, OR sample of journalistic work, etc.</i> )	Often required for study in the arts or art-related fields as well as in communication and/or journalism	
<b>Professional Resume</b>	Often advisable for MBA and other professional fields	
<b>Audition</b>	In-person auditions can sometimes be waived and replaced with a video presentation	
<b>Interview</b>	In-person interviews can sometimes be waived and replace with a phone interview	
<b>High School transcript</b>	In some cases, we may require a copy of your official high school transcript or scores of official exams.	
<b>Other</b> ( <i>Can vary by field of study, country, or institution</i> )		
<b>Biodata page of your passport</b>	Required by IIE prior to issuing the DS-2019 form which you need to apply for a U.S. J-1 visa.	
<b>Forms needed later in the year</b>	<b>Description</b>	<b>Completed</b>
<b>Fulbright Medical History Form</b>	Two parts—one completed by you & one by your doctor. Note: please check with your Fulbright Office regarding any deadlines they have set. Generally, this form is completed not earlier than 6 months prior to coming to the U.S. We also recommend that you acquire and complete the health form from the U.S. university you will attend.	

## KEY ELEMENTS

### Application:

- ❖ Take care to answer all questions to the best of your ability.
- ❖ Make sure that you spell your name correctly and in English; do not use diacritical markings, and if you only have one name, use the last name field.
- ❖ Make sure that the information you added into the online application text boxes completely displays. (*You should not need to scroll down to see all the information. If you do, then you have entered too much information. What does not display in the text box will not be viewable.*)
- ❖ On page 2, list all post-secondary schools attended –not just schools at which a degree was awarded—and list in order of those most recently attended.
- ❖ On page 2, list all academic, professional, and personal awards and honors achieved.
- ❖ On page 4, a clearly articulated study objective or academic goal statement is an important component of your application. This is your opportunity to state what you want to study and to achieve. Be specific.
- ❖ On page 5, your personal statement provides you with an opportunity to pull all the pieces of your dossier together. You can both highlight your strengths and address any inconsistencies or perceived weaknesses. This statement is about you and your experiences (Who are you?)
- ❖ On page 6, please feel free to insert your resume or a CV (curriculum vitae)
- ❖ On page 7, feel free to scan in copies of your student transcripts. (*Please note carefully, official transcripts prepared by the schools you attended will still be needed.*)
- ❖ On page 10, University Preferences, for programs that utilize IIE placement services you can indicate your school preferences and share any other pertinent data that someone handling your placement, if you are selected, should know.

### Letters of Reference:

- ❖ Important! Ideally should be from people who know you well in a professional capacity.
- ❖ You might want to focus more on work contacts OR on academic contacts. It depends on what is weighed more significantly by the admissions committee—your work experience or your academic background. This will vary by your field of study.
- ❖ Referees should be able to speak to your strengths.
- ❖ Referees should be chosen so that they say different things about you.
- ❖ Note, in some educational systems the reputation of the referee is important. However, in the U.S. this is not a consideration if the referee does not know you well.
- ❖ We recommend that your referees complete the online reference letter. You register them as part of the online application process. However, if they cannot, you can access all supplemental forms, including the letters of reference at <http://foreign.fulbrightonline.org/commissions-posts-application-management-resources/student-application-and-supplemental-forms>.

### Academic Transcripts and Translations (sometimes referred to a mark sheets or degree statements):

- ❖ Transcripts must list all courses and/or subjects taken and the grades received. Ideally they should indicate when the course was taken. Usually they contain a ‘legend’ which will explain what an ‘excellent’ grade, a ‘passing’ grade, etc. is. (*Please note, a description of the course is NOT needed.*)
- ❖ Must be official. In other words, they must be certified by the school, e.g. the Registrar’s Office or Controller of Examinations (*NOT a professor or other legal authority*) and be forwarded in an envelope that has not been opened by the student.
- ❖ In the official language of the country unless the school provides an official transcript in English.
- ❖ If a translation is necessary, it can be issued by the school or by a qualified translator. Translations must be literal—not interpretive.
- ❖ Note, for those individuals studying in Europe and completing a Bologna-compliant degree, a diploma supplement in English is also needed.

### Test Scores

- ❖ Need official test scores sent from the testing institution. Can initially use an ‘examinee’ copy, but eventually will need “official” test scores.
  - ❖ When taking the test, please make sure to indicate IIE as a test recipient
    - For TOEFL and all GRE exams, the code is 2326
    - For GMAT exams, the code is F0F-4J-28
    - For IELTS, select **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.*