

FULBRIGHT STUDENT PROGRAM

Instructions for Completing the Fulbright Student Program Application

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Read all instructions carefully before completing the application

STEP 1: Learn requirements for submitting an application

Please consult the following webpage to learn about requirements and deadlines BEFORE starting your application:

<http://www.fulbright.at/fulbright-for-austrians/students/ausstu.html>

Please note that your Fulbright application will only be considered complete if you submit your application online including all required documents (see link above) on May 1, 2012 at the latest.

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, **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.
- 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:

- **Question 1 –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. Applicants for the Austrian Fulbright Student program have to 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 select 2013-2014.

- **Degree Objective:** Select one degree from the drop down menu of choices. (Please check <http://www.fulbright.at/fulbright-for-austrians/students/ausstu.html> to see if your degree of choice is eligible for the Fulbright grant.) N.B.: Only Master programs are eligible for the Austrian Fulbright Student program.
- **Item 12 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. (Please check <http://www.fulbright.at/fulbright-for-austrians/students/ausstu.html> to see if your field of study is eligible for the Fulbright grant.)

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. Please list only post-secondary institutions and not the high school you attended.

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: A CV is required for a complete application. 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: Please **scan** your transcripts and upload them.

Page 8 Personal Information: The information provided on this form will be used by the Fulbright Program in Austria and Fulbright administrative agencies for internal purposes only.

Item 32 National Identification Number: Leave blank.

Page 9 Personal Financial Information: Leave blank. Please do not fill out the personal financial information form at this point of your application.

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 may 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 optional at this stage of the application.

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 have to be written in English.
 - o All letters of reference have to be submitted in the following way:
 - Your recommenders 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.
 - Letters of recommendation sent in by mail or email cannot be accepted.
- b. **Report on Proficiency in English:** You do not need to hand this in at this stage of your application.
- 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.
- e. **Signature Form:** You must send the signature form to the Fulbright office by email/mail.

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 Austria. **Please note**, it is very important that the following questions were answered correctly:

- **Question 1--Citizenship:** Make sure that you identified Austria as the Fulbright Office 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. In addition, you will be able to access tracking information (see below for further information).

STEP 8: Supporting documentation needed to complete your application

- a. Your application is not considered complete until the Austrian Fulbright Program Office receives all your supporting documentation. The following must be forwarded to your Fulbright Program Office by uploading it to the application or sending it in by mail/email:
 1. Signature Form
 2. TOEFL/GRE test. Please see above which test you have to take depending on the subject you wish to study. (GRE subject tests are not required at this point)

IMPORTANT

Note carefully, you **MUST** indicate that you want your score reports sent to the Institute of International Education (IIE) and the Austrian Fulbright Commission. You must indicate the IIE and Austrian Fulbright Commission codes on the registration forms and/or the forms provided at the time you take the exam.

For the *TOEFL* exams, please indicate **CODE: 2326 (IIE) and 7517 (Fulbright)**.

For the *GRE*, please indicate **CODE: 2326 (IIE) and 4800 (Fulbright)**.

Note: TOEFL scores are valid for two years. GRE 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.
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.