

# **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**

Please consult the following webpage to learn about requirements and deadlines:

[http://www.fulbright.at/austrians/student\\_stipendien.php](http://www.fulbright.at/austrians/student_stipendien.php)

#### **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.
- 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 the 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 Austria as the country (i.e. country of citizenship) to which you are applying.
- **Question 2--Program:** Make sure that you correctly identify the Fulbright Program to which you are applying. Select the **Fulbright Foreign Student Program**. The other choice, the **International Fulbright Science and Technology PhD Program**, is a special world-wide competition that is a separate competition. If you have any questions regarding the programs, please contact our office.

**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 in 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 2009-2010.** The 2008-09 cycle for Austria has been closed.
- **Degree Objective:** Select one degree from the drop down menu of choices. Please review our homepage for limitations of available degrees:

[http://www.fulbright.at/austrians/student\\_stipendien.php](http://www.fulbright.at/austrians/student_stipendien.php)

**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. DO NOT list secondary institutions (Gymnasium, Höhere Bildende Schulen).

**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.

**Item 27—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 1 ½ 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.

**Item 28—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. Remember to leave a 1 ½ 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.

**Item 29—Additional Information:** Insert your curriculum vitae here.

**Page 7—University Transcripts:** You **should not** scan copies of your unofficial transcripts and upload them into this application. You will need to submit ‘official’ transcripts in hard copy to the Fulbright Commission. Scanned transcripts are not acceptable.

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

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

**Page 9—Personal Financial Information:** This form does not have to be filled at this point. It has to be submitted once you have been accepted to the program.

**Page 10—University Preference:** 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.

You can also use this form to provide other information that is important to you, e.g. climate, large vs. small institution, urban vs. rural location, etc.

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.

#### **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 two letters of reference (or recommendation) submitted on your behalf with your initial application. (Two further letters must be submitted if you are accepted). 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.** 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:** is not needed for 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. 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 Austrian Fulbright Program Commission. **Please note**, it is very important that the following questions were answered correctly:

- **Question 1--Citizenship:** Make sure that you identified Austria as the country to which you are applying.
- **Question 2--Program:** Make sure that you identified the *Fulbright Foreign Student Program* 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 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 you application electronically, you will be able to access it in a viewable PDF format as well as be able to access supplemental forms. You will be able to print these documents. However, you will not be able to make changes to your application.

#### **STEP 8: Track your application for missing documents**

At the bottom of the home page of your application, there is a **'track your status'** link. If items that are still needed to complete your Foreign Fulbright dossier have been identified, they should be indicated here. Only items that are missing will be identified. This table will be routinely updated by the Fulbright Office in Austria. Please return periodically to check your status.

## **STEP 9:** Supporting documentation needed to complete your application

Please check out the following website to see a listing of all documents that have to be sent to the Austrian-American Educational Commission in order for your application to be complete:

[http://www.fulbright.at/austrians/instructions\\_student.php](http://www.fulbright.at/austrians/instructions_student.php)

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; 7 copies of the application (not stapled), 7 copies of your CV (if not included in the application form), two 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. English translations are not necessary at this point. These documents must consist of:
  1. One official and original record (*Nachweis über den Studienerfolg*) 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.
  2. A copy 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:** Results of the necessary standardized tests do not have to be presented at the time of application. If accepted into the program, these test results have to be submitted until mid-September at the latest. 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, check the websites of the test organizations.
  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. OR
    - b. **IELTS (International English Language Testing System):** A growing number of U.S. institutions will accept the IELTS in lieu of TOEFL scores.
  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.

### **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 **IELTS**, select the Institute of International Education from the 'Professional Bodies' listing.

## **OTHER IMPORTANT INFORMATION**

1. **Duration of Grants:** Fulbright grants and other fellowships, assistantships, scholarships and educational grants are generally awarded for one 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.