

# **FULBRIGHT STUDENT PROGRAM**

## *Instructions for Completing the Fulbright Student Program Application*

### **Fulbright Program Office Contact Information:**

*Fulbright JSD Program Application, Public Affairs Office  
United States Embassy, PO Box 90, Gaborone, Botswana*

Tel: +267 395-3982 Ext. 2422/2415 or e-mail to [FulbrightBotswana@state.gov](mailto:FulbrightBotswana@state.gov)

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### **Read all instructions carefully before completing the application**

#### **STEP 1: Be sure you understand the program requirements for submitting an application**

Eligibility Requirements: Applicants **must** fulfill the following requirements:

1. citizen of Botswana,
2. aged between 25 and 45 years of age,
3. high level of English proficiency,
4. holder of an undergraduate (Bachelor's) degree or more advanced degree,
5. outstanding academic record and well prepared to study for an advanced degree in their current field or a related,
6. applying for a full-time advanced degree (Masters or doctoral ) program in the candidate's chosen field at a U.S. university,
7. affiliation with or committed to working at their home institution in Botswana upon returning from the U.S. and have the endorsement of that institution,
8. Preference will be given to candidates who have **not** studied in the United States at all or in the last 5 years

**Deadline for submission of applications: Tuesday, March 31, 2009.**

#### **Online application forms are available at:**

<https://apply.embark.com/student/fulbright/international>. Select the online application format.

#### **STEP 2: Record user ID and password in a safe place**

You can use your email address as your user ID. When you create an account for this on-line application, you create a password. An e-mail message will be 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. Note this carefully, as 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. Be sure to review so that you can make sure all of your text is viewable.
- 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 on one and a half pages 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.

**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. Avoid using all capital letters or using all lower case. Also do not use diacritical markings as this can sometimes create computer-related problems.

**Item 11—Application Cycle:** Please select **2010-2011**.

**Degree Objective:** Select one degree from the drop down menu of choices.

**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. In addition, please include information regarding secondary institutions.

**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 1½ inch (4 cm) margin at the top of every page if you upload this essay from an off-line source. 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:** This is not a required page. Please feel free to use this page to give additional information about yourself. If you intend to pursue a professional degree, e.g. business or law, it is recommended that if you attach a professional resume. If you intend to pursue a theoretical, academic degree, a complete curriculum vitae is useful.

**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 or the application. You will still need to submit ‘official’ transcripts, e.g. transcripts that come directly from your institutions in envelopes that have not been opened by you. Official transcripts must reach the Fulbright Office by mid of June.. Have official transcripts sent directly to the Fulbright Program Office.

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

**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, please complete this form as completely and accurately as possible based on information that you have at the time of application. If you have a major change in your financial resources while your application is pending, you should immediately inform the Fulbright Program Office.

**Page 10—University Preference:** It is **not** an expectation that you will have U.S. university preferences. However, if you do, please be specific. Do not just list the name of a university. 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 in your country of citizenship.

#### **STEP 4: Supplemental 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 four 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. Persons related to you either by blood or marriage or by personal friends should not write letters of reference. At least one academic and one professional or work related letter should be included among the letters. The letters should be written in English.
  - o Your recommenders have two ways in which they can submit their letters.
    - 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.
    - Or you can download the word interactive **letter of reference** form and e-mail it to your recommenders/ referees.
- b. **Report on Proficiency in English:** This form is not required as you will register for TOEFL and GRE, if you are selected.
- 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. University of Botswana graduates can attach a results note that is released with study completion transcripts.
- d. **Transcript Release Form (for post-secondary U.S. transcripts only):** This form is needed for those students who
  - 1) will be placed in U.S. universities by a Fulbright administrative agency or by the Fulbright Program Office in your home country AND
  - 2) who attended a post-secondary program (undergraduate or graduate) in the U.S.
- e. **Signature Form:** You must print out, sign, and forward this form together with the PDF version your online application form, and other required documentation 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, and submit another copy to the Public

Affairs Office. However, the application inspect will not prompt you for grammatical and spelling errors. It is therefore important that you pay attention to avoid these errors when reviewing the application form.

### **STEP 7: Submit your application**

After completing this application and thoroughly reviewing it, you will submit it in **hard copy** to the Public Affairs Office at the American Embassy in Gaborone. **Please note**, it is very important that you identified your country of citizenship correctly in the preliminary questions. In the preliminary question, you were asked to identify your country of citizenship. If you entered the wrong country of citizenship or if the Fulbright program to which you are applying is different from your country of citizenship, you must correct your answer to the preliminary question prior to submitting your application. You can correct your country of citizenship 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 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. Submit a signed application form and submit it together with your supplemental forms to the Public Affairs Office by the deadline.

### **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. Please return periodically to check your status.

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

Your application is not considered complete until the Fulbright Program Office in your country of citizenship receives all your supporting documentation. The following must be forwarded to your Fulbright Program Office: PDF version of your submitted application form; the signature form; four 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. 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:** You will be required to take one or more of the following standardized tests to gain admission to a U.S. university, **after the country selection process is completed**. The Fulbright Office will issue selected candidates with vouchers to take the tests.
  1. **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.
  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.
  3. **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.

#### **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**.

## **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 of the following year. 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.