

# FULBRIGHT STUDENT PROGRAM

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

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

#### **STEP 1: Learn requirements for submitting an application**

Before you begin this application, you must contact the Fulbright Program Office in the country to which you are applying. Deadline dates and requirements for applying for a Fulbright Grant will vary from country to country; therefore, you must make sure that you are eligible to apply. To link to contact information for the Fulbright Program Office in your country of citizenship, click [here](#) for a listing.

#### **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 6, 7 and 8. 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 6 (study objective), 7 (Biographical Essay) and 8 (Personal Essay) 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. Most applicants will apply to 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 the Fulbright Office in your country.
- **Question 4 – Academic Level:** You will need to select undergraduate program. Please note that if your country does not offer an undergraduate program, you will not be allowed to proceed with the application.

**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 9—Application Cycle:** Please indicate to which application cycle you wish to apply.

- Most applicants will apply for the next scholarship cycle when you will begin studies in August/September 2010. Please select 2010-2011.
- If the Fulbright Program in your country is still accepting applications for scholarship programs that will begin in August/September 2009, select 2009-2010.

**Item 11—Academic concentration/major:** You can briefly elaborate on the exact nature of your planned study in the text box that follows.

**Item 12—Institutions Attended:** Please list all secondary institutions attended in reverse order (putting the most recently attended first). List all secondary institutions attended even those from which you did not achieve a degree. If you attended or are currently attending a post secondary institution, please list it under the University/College section.

**Page 6—Study Objective:** The study 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. 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 7—Biographical Essay:** This short essay should describe some of the major events in your life. You should discuss where you were born, your parents, brothers, sisters and other important figures who have shaped the person you have become. 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 8—Personal Essay:** You will need to write an essay on one of the topics provided. Please make sure you include the topic you choose in the essay so that the admission committee knows what you are talking about.

**Page 9—Additional Information:** This is not a required page; however, please check with the Fulbright Program Office in your country of citizenship to find out if there is specific information that is required for you to provide on this page. If your Fulbright Program Office does not require specific information, please feel free to use this page to give additional information about yourself. Many applicants attach a professional resume or curriculum vitae. 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 10—University Transcripts:** You can scan copies of your unofficial transcripts and upload them into this application. Just follow the instructions that appear on page 10 of 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. Contact your Fulbright Program Office to learn at what point official transcripts must be submitted. If you cannot upload scanned transcript copies, you can have official transcripts sent directly to the Fulbright Program Office.

**Page 12—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. 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 13—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. Please complete this form as completely and accurately as possible based on information that you have at the time of application. If you should have a major change in your financial resources while your grant is pending, you should immediately inform the Fulbright Program Office in your country.

#### **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 should be written in English if possible. If they are not, an original English translation must be provided.
  - o 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:** Complete only the top section of this form and have the remaining portion completed by one of the types of certified English language evaluators listed on the form. Your language evaluator should return this form directly to your Fulbright Program Office.
- c. **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.
- d. **Transfer Student Form:** This form is only required for Transfer Students. Individuals entering as Freshman do not need to complete this form. Please complete it to the best of your ability.
- 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 Fulbright Program Office in your country of citizenship. **Please note**, it is very important that the following questions were answered correctly:

- **Question 1--Citizenship:** Make sure that you identified the Fulbright Program country 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.
- **Question 4—Academic Level:** Make sure that you selected Undergraduate

If you entered any of these questions 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**

1. 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; three letters of reference/recommendation; official academic transcripts from schools attended, copies of diplomas for all post-secondary schools attended, and original English translations (when necessary).
  1. **Academic transcripts:** Applicants must submit official, complete and certified academic documents covering the entire period of study at institutions. Documents must be accompanied by complete official English translations. To be considered official, each academic document must bear the seal of the issuing institution as well as the signatures of its officials.
  
- a. **Standardized tests:** Check with your Fulbright Program Office to find out which standardized tests are required for completion of this application. 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, contact the Fulbright Program Office or the website for the test.
  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.
  2. **SAT I:** Is a requirement of most U.S. institutions and is required of ALL IIE undergraduate applicants.
  3. **SAT Subject Tests:** Are required by many of the most competitive institutions. Please contact your Fulbright office to see if which subject tests you will need to take.

#### **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 SAT exams, you must use IIE's code: **2326**.

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