



**ASLA-Fulbright Graduate Grants
Fulbright-Technology Industries of Finland Grants**

Academic year 2012-2013

INSTRUCTIONS FOR COMPLETING THE ONLINE APPLICATION

Read all instructions carefully before completing the application.

The online application form is used by Fulbright programs worldwide and not all items in the application form are applicable to Finns. Finnish applicants should take note of the specific detailed instructions below.

User ID and Password

- Your email address is your user ID.
- When you created an account for the 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.
- 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.

Helpful tips

- **You do not need to complete this application at one sitting. You can re-enter at anytime and edit your application.**
- **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.**
- **Do not use ä an ö** letters when typing your name and address on the application.
- 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.
- You can review each page of the application in its PDF format by clicking on the **Preview** button on the upper right-hand corner.

STEPS TO COMPLETE THE ONLINE APPLICATION

Program

Applicants for the Finnish ASLA-Fulbright Graduate Grants and Fulbright-Technology Industries of Finland Grants please choose **the Fulbright Foreign Student Program.**

STEP 1: INSTRUCTIONS

- **Read carefully before filling in the application.**

STEP 2 AND 3: APPLICATION FORM AND ESSAYS

- **Name:** 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.
- **Application Cycle:** Please select “2012-2013”.
- **Degree Objective:** Select one degree from the drop down menu of choices. Choose the objective that best describes your plans.
 - a) **Master’s:** Choose if you are planning to earn a master’s degree **in the U.S.**
 - b) **Doctorate:** Choose if you are planning to earn a doctoral degree **in the U.S.** (if you are a doctoral student in Finland and applying for the grant for one year of studies or research in the U.S., select “non-degree” or “visiting student researcher”)
 - c) **Non-degree:** Choose if you are planning to concentrate on full-time coursework in the U.S. for one academic year.
 - d) **Visiting student researcher:** Choose if you are planning to conduct graduate research, such as research for your dissertation. Visiting student researchers do not generally take courses or only audit (= follow courses without receiving official credits) one or two courses in addition to their research.
- **Field of Study:** From the choices, select the field of study most appropriate to your study objective.
- **Briefly describe your field of specialization:** Describe here the field you wish to specialize in. In addition, in case you were not able to find the correct field of study from the drop down menu in the previous question, please write here the term in English you wish the Fulbright Center to use when referring to your academic field. Also add here the Finnish speaking term for your field.
- **Institutions Attended:** Please list all post-secondary institutions attended in reverse order. List all post-secondary institutions attended even those from which you did not achieve a degree.
- **Examination Results:** If you have already taken a TOEFL, GRE or GMAT, please indicate the date of the examination and your results. Please note that these tests are not necessary in order to apply for a Fulbright grant. You must find out, which tests are required from the university you will be applying to.
- **Emergency Contact:** If you do not have an emergency contact in the U.S, you may leave this section blank.
- **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. If your objective is to pursue non-degree studies in the US, explain what you plan to accomplish during your grant period. Students wanting to conduct research for a thesis/dissertation should attach a research plan in Item 29 “Resume/Curriculum Vitae” in addition to this study/research objective essay. Give your Study/Research Objective a title in English and in Finnish/Swedish and start your essay with it. The title should be concise and describe the topic of your study or research in the United States.
- **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.

TECHNICAL NOTES FOR THE ESSAYS (Study/Research Objective and Personal Statement)

You have several ways in which you can create your essays.

a) You can compose your essay on-line. Please note there is a 40-minute 'time out' function. 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.

b) 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.

c) You can upload text from another document. This is the only option where you will be able to retain special formatting, e.g. bold, underline, headers, double spacing, etc. While you cannot edit and uploaded document on-line, you can delete your upload, make your corrections in your document off-line, and upload again.

→ **Try to keep your essays to one page when possible.**

→ **Leave a 1½ inch (4cm) margin** at the top of every page of your essays.

→ **Preview your essays** to make sure the formatting is correct (preview button in the upper right-hand corner of the screen). Use the "Back" browser button to return to your essay in order to stay in the application.

- **Resume/Curriculum Vitae:** Finnish applicants are required to give the following information in this section regardless of the section title. **Please combine all the documents (a-f) as one file and save the file to the online application** by using the *browse* and *upload* functions.
 - a) **Grant Category:** All candidates must indicate here which grant program they are primarily applying for: ASLA-Fulbright Grants for Graduate Study, or Fulbright-Technology Industries of Finland Grants. Please note that you will only need to submit one application to be considered for all grants you are eligible for.
 - b) **Copies of possible correspondence with American universities**
 - c) **Possible financial documents** (please see section Personal Financial Information below)
 - d) **Research Plan** (visiting student researchers only): Applicants who are planning to conduct research for a thesis/dissertation should attach a research plan in this section.
 - e) **Signature Form** can be printed out from the Supplemental Forms section in the online application
 - f) **Tarkistuslista** (check list) can be printed out from the grant program website at www.fulbright.fi

If you wish, you may also add your **CV in English** to this section.

- **Transcripts: Please combine the following documents (a-c) as one file** and attach the file on this section:
 - a) **Official transcripts** in English (translated by the issuing university) to the online system. You need to attach one 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 and have a signature and a stamp.
 - b) **An official copy of your university or post-secondary diploma** for each post-secondary or university degree awarded to you (translated in English by the issuing university or official translator).
 - c) **Diploma Supplement/s.** (See information on Diploma Supplement at www.europass.fi/index.php?node_id=2554).

If you are invited for an interview to the Fulbright Center you are requested to show the official original diplomas and transcripts as well as diploma supplements at the interview.

- **Personal Information:** The information provided on this form will be used by the Fulbright Center and the Fulbright administrative agencies in the United States for internal purposes only.
 - **National Identification Number (32):** Please ignore.
 - **References (37):** Finnish applicants should select “I DO WAIVE” my right to inspect the contents of the recommendation.” Reference letters used in this application process are confidential and they should be submitted by the recommender directly to the Fulbright Center by saving them on the online application or sending them by mail. Fulbright Center will not share the contents of the reference letters with the applicants. Please see instructions for submitting the references below in the *Supplemental Forms* section.
 - **University Preference (41):** It is not an expectation that you have secured a placement at a U.S. university. However, it is for the applicant’s benefit that he/she has investigated suitable programs, universities and their areas of research emphasis, which would match with the his/her academic goals. If you do have university preferences, please complete this section as fully as possible. If you have letters of admission, letters of invitation, or other correspondence from a school, especially a preferred program, please save a copy of this correspondence to the online application, Additional Information section.
- **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 Center. Save supporting documents (such as stipend award letters, statement from employer etc) to the online application, Additional Information section. If you are enrolled at a Finnish graduate school, you need to submit a letter stating that the graduate school salary will be available to you during your studies in the U.S. It is not necessary to provide your parents’ occupation. However, if they will support your studies financially, please indicate the amount.
- **Writing Sample:** Optional

STEP 4 AND 5: SUPPLEMENTAL FORMS AND RECOMMENDATIONS

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.

- **Letter of Reference:**
 - a) **It is strongly recommended that your recommender completes the Letter of Reference form online and submits it electronically.** To enable this you need to register your recommenders to the online application by clicking on the *Recommendation* button (Step 5). After registering your recommender he/she will receive an automated e-mail informing him/her of the online recommendation process. It is strongly recommended that after registering your recommenders you contact them to make sure they have received the recommendation instructions e-mail. In some rare cases the receiving computer system’s firewall may block the notification e-mail. Please note that only three letters of reference can be submitted electronically. **Candidates who are**

required or wish to submit four letters should use the printed Letter of Reference form from the Supplemental Forms section.

OR

b) **Your recommender can complete the Fulbright Letter of Reference form and mail the paper version directly to the Fulbright Center.** You will need to print out the Letter of Reference form from the Supplemental Forms section and forward it to your recommenders.

Only those recommendations your recommenders submit electronically or mail directly to the Fulbright Center will be accepted. The applicant can not submit the recommendations. It is the applicant's responsibility to make sure recommenders submit their letters in time. The recommender can submit his/her recommendation letter even though the applicant would have already submitted the application.

- **Report on Proficiency in English:** Not required.
- **Signature Form:** You must print out, sign, and attach it to the online application Resume/Curriculum Vitae section.
- **Transcript Release Form and Academic Records Information:** Please ignore.

STEP 6: 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.

- **REVIEW AND PRINT THE FINAL VERSION OF YOUR APPLICATION FOR YOUR RECORDS**

STEP 7: SUBMIT YOUR APPLICATION

- After completing this application and thoroughly reviewing it, you will submit it electronically to the Fulbright Center, Helsinki.
- 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 form. However, you will not be able to make changes to your application. At the bottom of the home page of your application, there is a **'track your status'** link. This is a functionality some Fulbright programs use to remind applicants of items that are still needed to complete the application dossier. Please note that the Fulbright Center does not use this part of the application system to communicate with the applicants.
- **It is the applicant's responsibility to make sure that all required items are submitted by the application deadline. The application will be reviewed ONLY if ALL the required documents have been submitted by the deadline.**

OTHER IMPORTANT INFORMATION

- **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.

- **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.
- **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.
- It is the responsibility of the applicant selected for interview to make him/herself available for the interview at the date and time allocated.
- The applicant is responsible for the travel to the interview and any other related costs.
- The grantee is required to attend two orientations on October 17, 2011 and May 2012 (date to be confirmed)

For additional information, please contact Program Manager Karoliina Kokko (tel. 09-5494 7404, karoliina.kokko@fulbright.fi)