



**FULBRIGHT CENTER GRADUATE STUDENT PROGRAMS
2009-2010**

Instructions for Completing the Online Application

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Read all instructions carefully before completing the application

1: LEARN REQUIREMENTS FOR SUBMITTING AN APPLICATION

These instructions are intended for the applicants of the following grant programs:

ASLA-Fulbright Grants for Graduate Study
Fulbright-Technology Industries of Finland Grants
Cost Share Grants

In addition, Finnish applicant can apply for **The International Fulbright Science and Technology Award**. Please note this program has separate application forms and deadlines. Application forms and instructions are available at <http://www.fulbright.fi/index2.php?lang=fi&m=3&id=1107>.

You can find the requirements for each grant program on the Fulbright Center website at <http://www.fulbright.fi>.

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

A complete application includes the following:

- Online application submitted by the application deadline, with the following information entered in item 29 - Additional information:
 - grant category
 - research plan (available as a supplemental form in the online application system)
- Signature form mailed to the Fulbright Center (one of the supplemental forms provided in the online application). Attach copies of correspondence with American universities and financial documents when applicable.
- Academic transcripts and diplomas
- Three letters of reference (a minimum of four in Music, Fine and Performing Arts)
- I will be available for interviews in September 2008
- I will attend the orientation on October 13, 2008.

The deadline for applications is **August 1, 2008**. Please note that **all** application documents – submitted online or mailed directly to the Fulbright Center - must be **received** by August 1, 2008. Applications with missing documents are considered incomplete and cannot be reviewed.

Detailed instructions are given below. These instructions include special requirements for Finnish applicants. It is important that you read these instructions carefully and have them available when you complete the online application.

It is a good idea to review all the menu items of the online application to familiarize yourself with the complete set of application requirements.

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.

3: COMPLETE ALL STEPS OF 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 retain 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 online application. In case of differences between instructions on the online form and these instructions, please follow these instructions. You should read all instructions carefully.

Preliminary Question Page: It is very important that the following questions are answered correctly:

- **Question –Country of Citizenship:** Make sure that you properly identified Finland as the Fulbright country competition to which you are applying.
- **Question 2--Program:** Applicants for the Finnish ASLA-Fulbright Graduate Grants, Fulbright-Technology Industries of Finland Grants, and Cost Share Grants, please choose **the Fulbright Foreign Student Program**. The other choice, the International Fulbright Science and Technology, is a special world-wide competition that is a separate competition. If you have any questions regarding the programs, please contact the Fulbright Center.

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.

Item 11—Application Cycle: Please select ‘2009-2010’.

- **Degree Objective:** Select one degree from the drop down menu of choices. Consider the options carefully and choose the objective that best describes your plans.
 - **Master’s:** Choose if you are planning to earn a master’s degree **in the U.S.**
 - **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”)
 - **Non-degree:** Choose if you are planning to concentrate on full-time coursework in the U.S. for one academic year. Non-degree students usually pay full tuition.
 - **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. Generally, visiting student researchers do not pay tuition, but smaller fees may be charged.

Item 12—Field of Study: From the choices, select the field of study most appropriate to your study objective. You should briefly elaborate on the exact nature of your specialization in the text box that follows.

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.

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 24 – 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.

Item 25- Experience Abroad: Please list any experience abroad, in particular any prior visits in the United States. Please list dates and purpose of visits.

Item 26: Emergency Contact: If you do not have an emergency contact in the U.S, you may leave this section blank.

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. 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 “Additional Information” in addition to this study/research objective essay. 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. 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. Please note that in spite of the instructions listed in the online form, Finnish applicants **may** mention the institution(s) they plan to attend.

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. Again, 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: The online application system does not require candidates to submit this item. However, please note that Finnish applicants are required to give the following information in this section. A is required from all applicants, B from candidates who are planning to conduct research for a thesis/dissertation.

- A. **Grant Category:** All candidates must indicate here which grant program they are primarily applying for: ASLA-Fulbright Grants for Graduate Study, Cost-Share Grants, 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. **Research Plan:** Applicants who are planning to conduct research for a thesis/dissertation should attach a research plan in this section.

You should provide information requested in A and B in a single document (the document length can be one or more pages) you either upload from your own computer or manually enter on page 9 by clicking the link to access the text entry field.

Page 7—University Transcripts: You can scan copies of your transcripts and upload them into this application. Just follow the instructions that appear on page 7 of the application. At a later stage of the application process, candidates invited for an interview will be asked to provide official copies of the transcripts. If you cannot upload scanned transcript copies, you can have transcripts sent directly to the Fulbright Center. The mailing address is:

Fulbright Center
Graduate Selection Committee
PL 1269
00101 Helsinki

Any transcripts mailed must be received at the Fulbright Center by August 1, 2008.

Page 8—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.

Item 32—National Identification Number: Please ignore.

Item 37 – References: 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. Fulbright Center will not share the contents of the reference letters with the applicants. Instructions for submitting the references are given below.

Item 41—University Preference: It is not an expectation that you have secured a placement at a U.S. university or that you have decided to which universities you are going to apply. However, if you do have university preferences, please complete this section as fully as possible. Provide the name of the universities and the departments in which you are interested. 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 Center with your signature form.

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. 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. Send supporting documents (such as stipend award letters, statement from employer etc) to the Fulbright Center with your signature form. If you are enrolled at a Finnish graduate school, you need to provide 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.

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:** All candidates must have a minimum of three letters of reference (or recommendation) submitted on your behalf. Applicants in Music, Fine and Performing Arts are required to provide a minimum of four letters. 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. The letters should be written in English if possible. If they are not, an original English translation must be provided.
- 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 directly to the Fulbright Center. The mailing address is:
Fulbright Center
Graduate Selection Committee
PL 1269
00101 Helsinki, Finland
 - 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. 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 for the additional recommender (mailing instructions above).
If you ask your recommenders to submit letters electronically, 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. If your recommender has not received the instructions by e-mail, you can print the Letter of Reference form and ask it to be returned to the Fulbright Center by mail.

Only those recommendations your recommenders mail directly to the Fulbright Center or which they submit electronically will be accepted. Please note that the letters of recommendation must be received at the Fulbright Center by August 1, 2008. It is the applicant's responsibility to make sure recommenders submit their letters in time.

- b. Report on Proficiency in English:** Not required.
- c. Signature Form:** You must print out, sign, and forward this form to the Fulbright Center. The mailing address is:
Fulbright Center
Graduate Selection Committee
PL 1269
00101 Helsinki
- d. Transcript Release Form and Academic Records Information:** Please ignore.

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.

6: REVIEW AND PRINT YOUR APPLICATION

Review a PDF version of your application and print a copy for your records.

If you are applying for a Cost Share Grant, you may need to print a copy for your own university.

Some universities may want the application to be submitted earlier and a paper copy to be mailed to the university before the August 1 deadline. Cost Share applicants should check the application deadlines and instructions for submitting the application from the international departments and/or research services units of their own university.

When you print a copy of the application, the copy will be marked with the text “applicant copy, submit this application online”.

7: SUBMIT YOUR APPLICATION

After completing this application and thoroughly reviewing it, you will submit it electronically to the Fulbright Center, Helsinki. **Please note**, it is very important that the following questions were answered correctly:

- Question 1--Citizenship: Make sure that you identified your country of citizenship correctly.
- Question 2--Program: Make sure that you selected **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 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. 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. The Fulbright Center will review submitted applications only after the application deadline. It is the applicant’s responsibility to make sure that all required items are submitted by the application deadline.

8: SUPPORTING DOCUMENTATION NEEDED TO COMPLETE YOUR APPLICATION

Your application is not considered complete until the Fulbright Center receives all your supporting documentation. The following must be forwarded to Fulbright Center: the signature form; three letters of reference/recommendation (a minimum of four for applicants in Fine and Performing Arts); academic transcripts from all post-secondary schools attended; copies of diplomas for all post-secondary schools attended (in English or with English translations).

- a. Academic transcripts:** Applicants must submit complete academic documents covering the entire period of study at universities and other post-secondary institutions. Documents must be accompanied by complete English translations. These documents must consist of:
 1. One transcript (“opintorekisteriote”) 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 your university or post-secondary diploma (“tutkintodistus”) for each post-secondary or university degree awarded to you should be included as part of the completed application.

You can scan copies of your transcripts and upload them into the online application. At a later stage of the application process, candidates invited for an interview will be asked to provide official transcripts. If you cannot upload scanned transcript copies, you can have transcripts sent directly to the Fulbright Center.

The mailing address is:
Fulbright Center
Graduate Selection Committee
PL 1269
00101 Helsinki

The transcripts must be received at the Fulbright Center by August 1, 2008.

b. Standardized tests: Finnish candidates are not required to submit test results by the grant application deadline. However, at a later stage, most students will be required to take one or more of the following standardized tests to gain admission to a U.S. university. Therefore it is a good idea to find out about the tests and register for them as early as possible. For more information on the tests, contact the Fulbright Center or visit www.fulbright.fi.

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. All non-native English-speaking candidates should immediately register for TOEFL.
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.
4. **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. Arrangements should be made immediately to take the GMAT.

OTHER IMPORTANT INFORMATION

There are several phases in the selection process, including reviews by the selection committee, outside experts, and personal interviews. The grant interviews will take place in Helsinki in September 2008. 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 Fulbright Center Board of Directors will make the selections by the end of September 2008. All applicants will be notified of the decisions as soon as possible after that.

The first full-day orientation for the selected grantees will be held in Helsinki on **Monday 13.10.2008**. All selected grantees are required to participate in the orientation.

Applicants should start researching programs offered by U.S. universities as early as possible. Additional information on graduate study and research in the United States is available at the Fulbright Center office tel. +358-9-5494 7400 or at our website www.fulbright.fi. You are welcome to visit the Fulbright Center office located on Kaisaniemenkatu 3 B, 5th floor, 00100 Helsinki. Our open hours are Mon-Wed and Fri 9:00 – 15:00, Thu 9:00 – 17:00. Exceptions to open hours are published at www.fulbright.fi. Due to the summer vacations service during the summer months may be limited. The Fulbright Center office will be completely **closed during June 30 - July 27, 2008**. Therefore, we recommend applicants to contact the Fulbright Center in good time before the vacation period.