

FULBRIGHT STUDENT PROGRAM

Instructions for Completing the Fulbright Student Program Application

Fulbright Commission
Oranienburger Strasse 13-14
W-10178 Berlin, Germany
Tel: 49-30—28 44 43-772
Fax: 49-30-284-44 3-42
Email: germanprograms@fulbright.de

Read all instructions carefully before completing the application

STEP 1: Learn requirements for submitting an application

If you have not already done so please check the scholarship information provided by the German Fulbright Commission at <http://www.fulbright.de/tousa/stipendien>

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”:

- 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. 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 exceed the space provided **will display** and print. However, it is recommended that you try to keep your essays to one page when possible. Please leave a 4,5 cm margin on top of every page of your essays.

- 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.
- You can review each of your essays in their HTML format by clicking on the Preview button. **You must use the “Back” browser button to return to your essay.** Closing out of the HTML view 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 *Germany* as Fulbright country competition to which you are applying.
- **Question 2--Program:** Make sure that you correctly identified the *Fulbright Foreign Student Program* as the program to which you are applying.

Item 1—Name: It is very important that you list your name exactly as it appears (or will appear) on your passport.

Item 11—Application Cycle: Please select

- ⌚ Applicants will apply for the next scholarship cycle that will begin in August/September 2009. Please select 2009-2010.

Degree Objective: Choose only between Bachelor's or Master's or Doctorate or Nondegree from the drop down menu of choices. Do not select Other or Visiting Student Researcher

Item 12—Field of Study: Select your proposed field of study from the drop down menu of choices.

Specialization: Briefly describe in which area within your field of study you wish to specialize.

Fulbright Program: Select the Fulbright Program to which you are applying 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

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 29—Statement of Proposed Study: The description of your proposed study that you provide is an essential and highly important part of your application. Please describe your reasons for wanting to study in the United States. Explain what you want to accomplish academically during your studies at an American university.

Item 28—Personal Statement /Curriculum Vitae: The personal statement is a narrative statement dealing with your

- personal history, family background and intellectual development
- your special interests and abilities, career plans and life goals
- your personal and cultural interest in the U.S.

Please be sure to identify your essays, add the headline and the item number and include your name at the top of the page.

Item 29—Additional Information: This is not a required page.

Page 7—University Transcripts: It is not necessary for you to upload your transcript into the online application. Please mail your transcripts (Uebersicht ueber akademische Leistungen & Zeugnisse) together with the printout of the online application.

Page 8—Personal Information: The information provided on this form will be used by the Fulbright Commission for internal purposes only.

Page 9—University Preference: Please list the U.S. universities that you intend to contact or list the U.S. partner university of your exchange program.

STEP 4: Supplemental forms

Please use only the supplemental forms provided on the homepage of the Fulbright Commission
(<http://www.fulbright.de/tousa/stipendien>).

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 three copies. One copy is for your record, the other two copies must be mailed as described in Step 7.

STEP 7: Submit your application online and by mail

After completing this application and thoroughly reviewing it, you will submit it electronically to Germany when you click on the submit button. **Please note**, it is very important that the following questions were answered correctly:

- **Question 1--Citizenship:** Make sure that you identified **Germany** as the Fulbright Office 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.

If you entered either question 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.

If you are **currently enrolled at a German university** you must mail two print-outs of your application together with the supporting documents to the **“International Office / Akademisches Auslandsamt” of your German university.**

If at the time of application you have already **graduated or are applying from outside Germany** the complete application package must be mailed to the Fulbright Commission in Berlin.

Please note: Your printout will show a watermark saying “Applicant Copy – submit this application online”. It is o.k. to submit this print-out to the “International Office/Akademische Auslandsamt”. If the watermark makes your application illegible, please try a better print-out.

STEP 8: Supporting documentation needed to complete your application

Your application is not considered complete until you have submitted the following supporting documents (forms are provided on the Fulbright homepage: (<http://www.fulbright.de/tousa/stipendien>):

- Application Cover Sheet
- Signature Page
- Two Letters of Recommendation (in English or with translation)

Please also submit:

- Uebersicht ueber akademische Leistungen
- Abiturzeugnis