

FULBRIGHT STUDENT PROGRAM 2012-2013
***Instructions for Completing the Fulbright Student
Program Application***

Fulbright Program Office Contact Information:

The Fulbright Foundation in Greece

6 Vas. Sophias Avenue

Athens 106 74

GREECE

Tel: +30 210 7292023, 210 7241811/12, ext. 3

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Email. greekprogram@fulbright.gr

http://www.fulbright.gr/greek_graduate.html

Read all instructions carefully before completing the application

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

Eligibility Requirements

- Greek citizenship and a valid Greek passport. Candidates with dual citizenship (US/Greek) or permanent residence in the United States are not eligible. Students will enter the United States on an Exchange Visitor (J-1) visa and are subject to the two-year home residency requirement associated with the J-1 visa http://travel.state.gov/visa/temp/types/types_1267.html#25
- A bachelor degree from a Greek University (AEI) with a grade point average (GPA) of 8.0/10.00 and above, or a degree from the American College of Greece with a GPA of 3.4/4.0 and above.
- Candidates applying for a Master of Business Administration (MBA) should have at least two years of full-time relevant work experience since their

graduation. Part-time employment while in school will not be considered satisfactory work experience.

- Preference will be given to candidates below the age of 28 at the time of application.
- English language fluency test scores are mandatory (TOEFL or IELTS, GRE and/or GMAT in accordance with US university requirements).
- Students who have already begun their studies in the United States are not eligible to apply.
- A Fulbright Selection Committee will interview all candidates, in person, on specific dates. All candidates will be informed of their interview appointment (time and date) with the Selection Committee by email. Interviews are mandatory.
- Candidates selected must provide the Foundation with proof of admission by a U.S. university and sufficient financial resources in addition to the Fulbright award before the issuance of a J1 visa.
- Candidates selected for a Fulbright grant are required to submit a medical history and examination report before their grants can be finalized.

REGISTRATION PERIOD:

Thursday October 13, 2011 - Thursday January 19, 2012

**All applicants must register in person with the Greek
Program Coordinator
at the Fulbright Foundation in Athens**

ELECTRONIC APPLICATION SUBMISSION DEADLINE:

Thursday February 9, 2012

No applications will be accepted after February 9, 2012

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 exceeds the space provided **will display** and print. However, it is recommended that you try to keep your essays to 50 lines of text.

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.
- Make sure to leave a 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 in the upper right-handcorner of thescreen. **You must use the “Back” browser button to return to your essay.** Closing out of this 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 Questions: On the preliminary question page, make sure that for question 1 you selected ‘Greece’ as your country of citizenship and that for question 2 you selected ‘Fulbright Foreign Student Program’. If you are not sure of your response to these questions, you can check by clicking on the ‘**update my answers to preliminary questions**’ link on the upper-right hand corner of the Home page.

Application:

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 **2012-2013**

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

Item 12—Field of Study: From the choices, select the field of study most appropriate to your study objective. You can briefly elaborate on the exact nature of your objective 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 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 and give your reasons for wanting to pursue them. Clearly identify the area(s) within your field of study in which you want to specialize or concentrate and explain how your future study plan fits in with your previous training and your future objectives. If there is specific research that you want to accomplish, please describe. **Leave a 4 cm margin at the top of every page in order to make room for the header that will appear on the print version of your application. It is recommended that you 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 background, education, practical experience, special interests, career plans, and the reason in applying for study in the U.S. Describe significant achievements and influences on your personal and educational development. This is an opportunity for the reviewer to understand your personal uniqueness, clarity, focus and depth of your thinking as well as your writing ability and maturity. **DO NOT** describe the academic program you plan to pursue in the United States. **Leave a 4 cm margin at the top of every page if you upload this essay from an off-line document in order to make room for the header that will appear on the print version of your application. It is recommended that you preview your essay to check the formatting before submitting your application.**

Item 29—Additional Information: List in priority order the universities and departments to which you have applied or you plan to apply. You should also include the cost of one year for tuition and living expenses according to the projected 9-month academic year budget listed by the

institution's catalogue or web site. **Make sure you title the information "University preferences in priority order."**

Item 30—University Transcripts: Please scan and upload certified university transcripts in both Greek and English translation.

Page 8 – Items —Personal Information: The information provided on this form will be used by the Fulbright Program Office and Fulbright administrative agencies 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 Foundation in Greece.

NOTE: Under Item 42 (a) Please make sure you state your parent's occupation and NOT their salary.

STEP 4: 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 submit online ALL three letters of reference (or recommendation).** Letters of reference are extremely important. All letters of reference should be written by professors under whom you have studied or pursued research or by someone who has supervised you in

work related to your proposed field of study. Personal friends or persons related to you either by blood or marriage 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. If they are not, an original English translation must be provided. ***The referee is encouraged to include your ranking position.*** Please make sure that both sides of the form are completed.

Your recommenders can complete and submit the forms at the Embark online system. You must click on the **Recommendation** button on the Home page of this application to register your recommenders. Please, let the Fulbright Foundation in Greece know when you submit your application that the recommenders will be completing the recommendation forms on line.

b. Report on Proficiency in English: Do not complete this form

c. Information Concerning Foreign Student Academic Records: Do not complete this form.

d. Transcript Release Form (for post-secondary U.S. transcripts only): Do not complete this form.

e. Signature Form: Upon submission of your online application you must print out, sign, and email this form to your Fulbright Program Coordinator (greekprogram@fulbright.gr) in order to include in your file.

STEP 5: Recommendations.

Register your recommenders so they can complete the recommendation forms electronically.

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.

STEP 7: Review and print your application

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

STEP 8: Submit your application

After completing this application and thoroughly reviewing it, you will submit it electronically to the Embark Online system.

Please note it is very important that you identified Greece as your country of citizenship correctly in the preliminary question. If you did not enter Greece when you answered the preliminary question, you must correct this prior to submitting your application. You can correct this 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.**

STEP 9: 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. This table should be routinely

updated by the Fulbright Office. Please return periodically to check your status.

STEP 10: Supporting documentation needed to complete your application

Your application is not considered complete until the Fulbright Program in Greece receives all your supporting documentation. The following supporting documents must be uploaded to the Embark Online system: three 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, scores of tests (TOEFL or IELTS/GRE and or GMAT, detailed Curriculum Vitae, scanned copy of your passport. Candidates in Architecture and Fine Arts should also submit in person a portfolio at the Fulbright Foundation office.

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. Documents must be accompanied by complete official English translations. These documents must consist of:

1. 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.
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.
3. **Do not submit high school transcripts.**

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. The Fulbright Foundation in Greece requests from all applicants to submit scores of the standardized tests taken. This is required only if the U.S. institutions that applicant has or plans to apply require these tests. If the institutions do not require tests or the applicant has waived the right to take the test, then you are not required to take the test as part of your Fulbright application. Please consult with the Greek Program Coordinator before proceeding.

- **TOEFL or IELTS**
- **GRE and GRE SUBJECT TESTS**
- **GMAT**

OTHER IMPORTANT INFORMATION

1. **Duration of Grants:** A Fulbright grant from the Fulbright Program in Greece is awarded only for the first academic year beginning in August or September. The Fulbright Foundation in Greece does not offer renewable awards.

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 the Greek Program Coordinator at the Fulbright Foundation in Greece of any change in your academic status or future plans after your application has been submitted.

4. **Interview appointment:** Once you submit your application, the Greek Program Coordinator of the Fulbright Foundation in Greece will work with you to set up an interview appointment with the Fulbright Selection Committee. An E-mail indicating the date and time of the appointment will be mailed to you soon after. Along with the letter a “**Helpful Points for the Fulbright Interview**” document will be sent to you with instructions for the day of the interview.

Registration and Application Procedures

All applicants must register in person with the Greek Program Coordinator at the Fulbright Foundation in Athens. Registration will begin OCTOBER 13, 2011 and conclude JANUARY 19, 2012.

**No registration will be accepted beyond
January 19, 2012**

Following registration, applicants will be given a link to complete the online Embark Fulbright application. Applications which have been submitted without prior registration will not be accepted.

For registration please contact:

Greek Program Coordinator, The Fulbright Foundation
6 Vassilissis Sofias Avenue, 106 74 Athens
Tel.: 210 724 1811 or 210 724 1812, ext. 3

e-mail address: greekprogram@fulbright.gr

From this year onwards the Fulbright Foundation accepts ONLY Online Embark Applications. Faxed or e-mailed or mailed copies of applications will not be accepted.

Online Embark Fulbright Application Procedure

The Fulbright Foundation accepts ONLY electronic submission of applications through the EMBARK Fulbright system. The Embark link can only be obtained after registration with the Greek Program Coordinator.

The following documents must be completed/uploaded in the Embark online application:

- Online application form
- Detailed Curriculum Vitae (proposed CV format <http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/EuropassCV/CVTemplate.csp>)
- Certified transcripts of all university grades both in Greek and English.
- TOEFL or IELTS, GRE and/or GMAT score reports in accordance with US university requirements.
- Three letters of reference are requested as part of your Fulbright application. All candidates should inform their referees that they need to provide online their letter of reference. All letters should be written in English. The letters of reference should be written by professors with whom you have studied or pursued research or by someone who has

supervised your work as related to your proposed field of study. Note: the referee should include your ranking position/class rank (a number or ratio indicating a student's academic standing in his or her graduating class). Please ensure that both pages of the form are completed.

- Scanned copy of your passport as well as scanned copy of any valid US visa issued within the last 4 years.
- **Signature Form: Upon submission of your online application** you must print out, sign, and email this form to your Fulbright Program Coordinator (greekprogram@fulbright.gr) in order to include in your file.

- **Candidates in Architecture and Fine Arts should submit a portfolio. All portfolios submitted for review will be returned to the candidates on the day of the interview. Portfolios should be submitted in person to the Fulbright Foundation, 6 Vassilissis Sofias str., 10674 Athens, (attn: Greek Program Coordinator).**

Important dates for 2012-2013 Fulbright Awards Greek Graduate Students

REGISTRATION PERIOD:

Thursday October 13, 2011 - Thursday January 19, 2012

All applicants must register in person with the Greek Program Coordinator
at the Fulbright Foundation in Athens

ELECTRONIC APPLICATION SUBMISSION DEADLINE:

Thursday February 9, 2012

No applications will be accepted after February 9, 2012

<p>Registration period All applicants must register in person during this period</p>	<p>October 13 2011–January 19, 2012*</p> <p>Please register at greekprogram@fulbright.gr</p>
<p>17th US University Fair & Fulbright Open House</p> <p>Entrance is free to the public</p> <p>Location: Crown Plaza Hotel Μιχαλακοπούλου 50, Αθήνα Tel 210 727-8000</p> <p>Learn about the Fulbright Scholarship Program and graduate studies in the USA</p>	<p>October 12, 2011 4-8pm</p>
<p>Fulbright Open House – Thessaloniki Location: To be announced</p> <p>Entrance is free to the public</p> <p>Learn about the Fulbright Scholarship Program and graduate studies in the USA</p>	<p>November 10, 2011</p> <p>Please register at edadthes@fulbright.gr</p>
<p>Fulbright Open House – Athens Location: Fulbright Foundation Vassilissis Sofias 6, Athens</p> <p>Entrance is free to the public</p> <p>Learn about the Fulbright Scholarship Program and graduate studies in the USA</p>	<p>December 7, 2011</p> <p>Please register at greekprogram@fulbright.gr</p>
<p><u>Application deadline</u></p>	<p><u>Thursday February 9, 2012</u></p>

INTERVIEW SESSIONS All candidates MUST have an interview with the Fulbright selection committee in order to qualify for a Fulbright award	TENTATIVE DATES
Interviews for applicants in the Humanities and Social Sciences	March 7 & 8, 2012
Notification of results by email	March 9, 2012
Interviews for applicants in the Sciences and Business Administration	March 14 & 15 , 2012
Notification of results by email	March 16, 2012
ORIENTATION SESSIONS All successful candidates are required to come to the Fulbright offices for the orientation session (Athens-Thessaloniki)	
Introductory orientation program in Athens	April 4, 2012
Introductory orientation program in Thessaloniki	April 4, 2012
Pre-departure orientation program for Fulbright Grantees (Athens) The program is offered only in Athens and is mandatory	June 20, 2012 (tentative)
AWARDS CEREMONY	June 21, 2012 (tentative)
Academic year begins in the United States	August-September 2012

**The Fulbright Foundation will remain closed from December 26, 2011 to January 6, 2012*