

## **FULBRIGHT STUDENT PROGRAM**

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

#### **Fulbright Program Office Contact Information:**

The Fulbright Program in Greece

6 Vas. Sophias Avenue

Athens 106 74

GREECE

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

Fax: +30 210 7226510

Email. [greekprogram@fulbright.gr](mailto:greekprogram@fulbright.gr)

<http://www.fulbright.gr/>

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#### **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. 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.
- A 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. TOEFL or IELTS, GRE and/or GMAT scores are mandatory.
- Students who have already begun their studies in the United States or who have a bachelor's degree from an American or European University are not eligible to apply.
- A Fulbright Selection Committee will interview all candidates, in person on specific dates. All candidates will be informed for their interview appointment with the Selection Committee with a letter, after submitting their application. Interviews are mandatory.
- Candidates selected for a Fulbright grant are required to submit a medical history and examination report before their grants can be finalized.
- 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 J1 visa.

## Application deadline: Monday, January 18, 2010

### **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-hand corner of the

screen. **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 **2010-2011**.

**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: Do not scan copies of university transcripts – please submit in paper format, 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 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. **NOTE: If you already have a letter by a professor in his/her letterhead simply submit the letter in a sealed envelope – don't ask him/her to complete the Foundation's form again.**

Your recommenders have two ways in which they can submit their letters.

1. You can print out the Letter of Reference form and forward to your recommenders who will then complete the forms and mail to the ***Fulbright Foundation in Greece, 6 Vas. Sophias Avenue, 106 74, Athens, Greece, c/o Greek Program Coordinator.*** Note: Ask your professors not to use registered mail when submitting these.
2. 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, 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:** You must print out, sign, and forward this form to your Fulbright Program Office along with your application form.

**STEP 5: Recommendations.**

Register your recommenders so they can complete the recommendation forms electronically. Please, let the Fulbright Foundation in Greece when you submit your application that the recommenders will be completing the recommendation forms on line.

**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 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 Foundation in Greece. 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 8: 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 9: 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 submitted to the Greek Program Coordinator: the signature form; 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. Candidates in Architecture and Fine Arts should also submit a portfolio.

**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. One 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 Selection Committee. A letter 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.

#### **Submission of paper application**

In addition to the online application, **all applicants must submit six printed versions of the application form and supporting documents.** Fulbright application and supporting documents (**in six copies**) should be delivered in person or by mail at the ***Fulbright Foundation in Athens, 6 Vassilissis Sophias Avenue, 106 74 Athens, Attn: Greek Program Coordinator.*** Faxed or e-mailed copies of applications will not be accepted. The following documents must be submitted

- **Six copies of the signed Fulbright online application form** (printed version of the online application). **Each application should have one staple in the upper left hand corner. DO NOT USE special binding, multiple paper clips, plastic cover sheets, or any other materials.**

- Six copies of transcript of all university grades in Greek and English.

- Six copies of TOEFL or IELTS, GRE and/or GMAT score reports.
- Three letters of reference are requested as part of your Fulbright application. All candidates should download the form “Letter of Reference” and forward it to the appropriate referee. All candidates should inform their referees that they will need to provide both online and in original hard copy their Letter of reference. All three letters should be written in English and should be submitted in sealed envelopes at the same time with the application. The letters of reference should be written by professors with whom you have studied or pursued research or by someone who has supervised you in work related to your proposed field of study. **Note: the referee is encouraged to include your ranking position.** Please make sure that both sides of the form are completed. If you already have a letter by a professor in official letterhead simply submit the letter in a sealed envelope.
- Candidates in Architecture and Fine Arts should also submit a portfolio. All portfolios submitted for review will be returned to the candidates on the day of the interview.

**Application deadline: Monday, January 18, 2010**

**Important dates for 2010-2011 Fulbright Awards –  
Graduate Students**

Competition opens	October 19, 2009
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<b>Registration period</b>	October 19, 2009–January 11, 2010*
<b>Fulbright Open House – Athens</b> <b>Location: Fulbright Foundation, Vassilissis Sofias 6, Athens</b>  <b>Entrance is free to the public</b>  An opportunity to meet with American academics and Fulbright Foundation officials and discuss studies in the United States and the Fulbright Awards	Wednesday, November 4, 2009  2 sessions will be given: 11-13.00 and 14.00-16.00;  Please register at <a href="mailto:greekprogram@fulbright.gr">greekprogram@fulbright.gr</a>
<b>Fulbright Open House – Thessaloniki</b> <b>Location: To Be Announced</b>  <b>Entrance is free to the public</b>	November 10, 2009
<b>Competition closes</b>	January 18, 2010
Interviews for applicants in the sciences and business administration	February 10 & 11, 2010
Notification of results	February 12, 2010
Interviews for applicants in the humanities	February 17 & 18, 2010
Notification of results	February 19, 2010
Introductory orientation program in Athens	February 22, 2010
Introductory orientation program in Thessaloniki	February 24, 2010
Pre-departure orientation program for Fulbright Grantees-Athens	June 21, 2010
<b>Awards Ceremony</b>	June 22, 2010 (tentative)
Academic year begins in the United States	August-September, 2010

*\* The Fulbright Foundation will remain closed from December 24, 2009 to January 6, 2010*