

## Instructions for Completing the Application for Renewal of Fulbright Sponsorship

### **YOUR PERSONAL INFORMATION:**

Provide your Name, Home Country, IIE Grantee ID #, U.S. Address, E-mail, Phone Number, U.S. University/Institution and Field of Study.

**IIE Grantee ID #:** This is your eight-digit Fulbright Grantee Identification number located on the first page of your IIE/Fulbright Terms of Appointment.

**U.S. Address:** please indicate if the address listed on your application is new. This will avoid delays in mailing your documents.

#### **Home Employment:**

If you are on leave of absence from employment in your home country and your leave of absence expires during your requested renewal period, you must contact your home employer and request an extension of your leave of absence. In order to process your Application for Renewal of Fulbright Sponsorship, IIE must receive a copy of the approval letter from your employer.

#### **J-2 Dependents:**

If you have J-2 dependents with you in the U.S., you must complete the J-2 Dependent Data Sheet (*available at [http://www.foreign.fulbrightonline.org/current\\_j2\\_dependent\\_info.html](http://www.foreign.fulbrightonline.org/current_j2_dependent_info.html)*). Attach proof of personal funds available to support each J-2 dependent, e.g. copy of an official bank statement or a bank letter verifying your account balances. This must be separate from funds for your own personal and academic expenses.

#### **Transcript:**

An official transcript of your grades is required. Any incompletes must be explained. If your academic progress to date is not satisfactory, final action on your renewal application cannot be taken until term grades are available. You are responsible for arranging for the official transcript to be sent to your IIE Regional Center directly from your university Registrar's Office. Indicate on your Application for Renewal of Fulbright Sponsorship the date you requested the official transcript.

## **SECTION 1: ACADEMIC PROGRAM INFORMATION**

### **Credits (Hours) and Research Credits (Hours) Required:**

Indicate how many credits are required for you to complete your degree and any research credits, if applicable. If you are in a Ph.D. program include **coursework** and **research** credits required for completion of your degree. As required by J-1 visa regulations, students must register for full-time status throughout the Exchange Visitor program unless he or she is in the last term of study and needs less than a full-time course load to complete all academic requirements.

### **Completed Credits:**

Indicate the total number of credits you will have completed by the end of the current academic year, don't forget to include credits from previous terms.

### **Proposed Credits:**

Indicate the proposed number of credits you plan to take for the next academic year. For all of the proposed semesters you must be enrolled as a full time student. If you indicate that you will be enrolled for less than full time, please explain.

### **Degree Completion Date:**

State the date by when you will complete your degree. If this date has changed from previous reports, explain the change.

### **Current academic term:**

Indicate the courses that you are currently enrolled. Also indicate the dates of your current term.

## **SECTION 2: SUMMER PLANS**

### **Academic Study:**

Indicate if you plan to take any courses during the summer. If your Fulbright Terms of Appointment indicate that you will receive funding during the **summer**, then you **must** be engaged in academic study or required research for your degree under the supervision of a professor. If you plan to engage in required research for your degree, attach an outline or description of your proposed research along with a statement from your academic advisor or supervising professor confirming the research requirement.

**International Travel:**

If you plan to travel abroad, list the dates of travel and indicate whether you need to renew your J-1 visa while you are abroad. *Review the travel information on the Fulbright website at:*

[http://www.foreign.fulbrightonline.org/current\\_j1\\_status\\_and\\_travel\\_information.html](http://www.foreign.fulbrightonline.org/current_j1_status_and_travel_information.html).

Note: if you are traveling for an extended time, you may not be eligible to receive Fulbright funding during this period.

**Other:**

If you do not plan to engage in academic studies, clearly outline your proposed plans. Continuation of your Fulbright funding (*if applicable*) during this period can be authorized only if you will be engaged in academic study or required research for your degree under the supervision of a professor. If you propose to engage in employment or a required internship, you must first confirm your eligibility and request work authorization from your IIE advisor.

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**SECTION 3: ACADEMIC ACTIVITIES FOR NEXT ACADEMIC YEAR**

**Period of Extension Requested:**

Indicate the start and end date of each academic semester. You must fill out at least the fall and spring semester. If you are not sure of the dates of each academic semester, please check the University academic calendar.

**Courses and Credits/Hours:**

List anticipated courses to be taken during the next academic year and summer, if applicable. If courses are not yet published, list the approximate credits per academic term you plan to take. **If you are not required to take courses, describe your academic plans in detail.** Attach additional sheets as necessary.

**Leave of Absence:**

If you are planning to take a leave of absence from your academic institution to pursue required fieldwork and research, you must attach a timeline and description of the proposed research along with a letter from your academic advisor or supervising professor confirming that the research is required and verifying approval of leave by the necessary university departments.

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**SECTION 4: FUNDING**

**University Tuition/Fees Waiver/Scholarship:**

Indicate if you have received any tuition funding during the current academic year. If you received a tuition/fees waiver/scholarship, be sure to indicate whether it is a full or partial waiver and list the amount. You must include written confirmation of the award(s).

**Your Fulbright renewal cannot be approved without this information.**

**Non-Tuition Funding:**

Indicate if you have received any non tuition funding (i.e. graduate/teaching/research assistantship). If you received non-tuition funding please indicate which non-tuition funding you received and indicate the amount. In the Other category list all other university awards or financial aid that you received in the current academic year. Some universities require that you apply for a renewal of these awards every academic year. Check with your academic department or graduate school for eligibility information. If you receive other awards, you must provide written confirmation of the source(s), amount(s), and duration of the award(s) as soon as this information is confirmed. **Your Fulbright renewal cannot be approved without this information.**

**Please don't forget to indicate if you have applied for any NEW University awards. List the name, the semester, estimated amount and expected date of decision of each award.**

Note: if you do not receive an award you applied for, you will need to submit documentation of personal funds to cover your expenses. If tax status (pre or post tax) is unknown, inquire with your academic department or other funding source.

**Other Non-University Awards:**

List any non-University award(s) (i.e. home country government awards, private scholarships, foundation grants, Fulbright award paid directly to you by home country Commission or Foundation) that you have received in the current academic year, be sure to indicate the amount.

**Please don't forget to indicate if you have applied for any NEW Non-University awards. List the name, the semester, estimated amount and expected date of decision of each award.**

Note: if you do not receive an award you applied for, you will need to submit documentation of personal funds to cover your expenses. If tax status (pre or post tax) is unknown, inquire with your academic department or other funding source.

**Full-Time Equivalency/Thesis Credits Only:**

If you will register for full-time equivalency or thesis credits only, or if you will pay a "continuation fee" during any academic term, indicate the total tuition or fee that will be charged. Often this amount is different from the tuition/fees for regular classes.

**Personal Funds:**

If you received Fulbright funding and you were required to contribute personal funds during the current academic year, you are required to contribute at least the same amount for the upcoming academic year. Provide the dollar amount of the personal funds you will contribute during the next academic year, and attach proof of your available personal funds, e.g. copy of an official bank statement or a bank letter verifying your account balances. This must be separate from any funds for support of any J-2 dependents. If you were not required to provide personal funds during the current academic year but will be required to do so during the upcoming academic year, you must also attach proof of your available personal funds.

**Important Notes:** (a) *You can apply for Fulbright funding renewal only for courses that are required for degree completion.* (b) *Some universities require that you apply for a renewal of awards every academic year. Check with your academic department for eligibility information.* (c) *Your Fulbright grant renewal cannot be approved without information regarding your other funding sources. If you later receive any award other than those you list in this Application, you must send to IIE written confirmation of the source(s), amount(s), and duration of the award(s) as soon as this information is confirmed.*

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**SECTION 5: FUNDING SUMMARY**

THIS SECTION IS FOR ALL FULBRIGHT GRANTEES THAT DO NOT RECEIVE FULBRIGHT FUNDING DIRECTLY VIA IIE. IF YOU RECEIVE FUNDING DIRECTLY FROM IIE YOU DO NOT NEED TO FILL THIS SECTION.

**Estimated Expenses:**

List your estimated expenses for the upcoming academic year (fall, winter, spring and summer terms, if applicable). Check your university website for tuition and fees information. Your campus foreign student advisor may also be a resource to assist you in estimating your anticipated living expenses for the requested extension period.

**Sources of Financial Support:**

Outline your financial support and sources of financial support for the upcoming academic year. **NOTE: You must provide support documents such as a bank statement, copies of university awards and/or scholarship letters verifying the funding you have listed above.**

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**ENDORSEMENTS:**

**Endorsement of Academic Advisor:**

Your Academic Advisor must sign your form to verify that (1) you are making satisfactory progress in your course work and (2) that your outlined objectives for the next academic year are realistic.

**Student Comments and Signature:**

This is your opportunity to make any comments on your past, present and future studies. By signing the Application for Renewal of Fulbright Sponsorship, you are verifying that all the information related to your academic program and funding is correct.

**Endorsement of Foreign Student Advisor:**

Your foreign student advisor (in the international student's office on campus) must sign your form to verify that you are enrolled full-time.

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**ADDITIONAL INFORMATION REQUIRED BY IIE AFTER YOU SUBMIT YOUR APPLICATION**

If you change your plans in any way after submission of your Application, you must inform IIE. In addition, if you are awaiting confirmation of funding from other sources you should provide IIE with written confirmation of the source(s), amount(s), and duration of the award(s) as soon as you receive the decision.