

## **Instructions for Completing the Online Application**

### **Read all instructions carefully before completing the application**

#### **STEP 1: Learn requirements for submitting an application**

The Bureau of Educational and Cultural Affairs, U.S. Department of State sponsors the International Fulbright Science and Technology Award for doctoral study at top U.S. higher education institutions in science, technology, or engineering fields. Competition for this award is worldwide.

#### **Application Process:**

You apply for this award through the Fulbright Office in your country of citizenship. Each Fulbright Office will conduct a preliminary selection and forward a limited number of applications for final screening and selection in the U.S. The final selection committee will include prominent academics and professionals.

#### **Eligibility Requirements**

- Have a strong academic background in the sciences
- Hold an undergraduate degree awarded on or before August 1, 2010
- Demonstrate English proficiency with a recent TOEFL score (or equivalent) of 580 or higher

#### **Eligible Fields**

Eligible fields include

- Aeronautics and Astronomics/Aeronautical Engineering
- Agriculture (theoretical or research focus only)
- Astronomy/Planetary Sciences
- Biology
- Biomedical Engineering
- Chemistry
- Computer Sciences/Engineering
- Energy
- Engineering (electrical, chemical, civil, mechanical, ocean, and petroleum)
- Environmental Science/Engineering
- Geology/Earth and Atmospheric Sciences
- Information Sciences/Engineering (engineering focus only; business-focused study is not eligible)
- Materials Science/Engineering
- Mathematics
- Neuroscience/Brain and Cognitive Sciences

- Oceanography
- Physics
- Public Health (research or theoretical focus only)

### **Deadline Date**

May 2, 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”:***

- 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 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.
- 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 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 the Fulbright country competition to which you are applying. Usually this will be the Fulbright Office in your country of **citizenship**.
- **Question 2 – Program:** Make sure that you correctly identify the **International Fulbright Science and Technology 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. Please use upper and lower case when entering in your name, e.g. Ron Smith. Also, do not use diacritical markings as this can sometimes create computer-related problems.

**Item 11—**

- **Application Cycle:** Please select “**2010-2011**”.
- **Degree Objective:** Select “**Doctorate**”.

**Item 12—Field of Study:** From the choices, select the science, technology or engineering field of study most appropriate to your study/research objective. You can briefly elaborate on the exact nature of your objective and research goals 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 study/research you want to pursue. Clearly identify the area(s) within your field of study in which you want to specialize or concentrate. Please describe in detail specific research that you want to accomplish, please describe. 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 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:** Please insert a curriculum vitae or professional resume.

**Page 7—University Transcripts:** You can scan copies of your unofficial transcripts and upload them into this application. Just follow the instructions that appear on page 7 or the application. You will still need to submit ‘official’ transcripts, e.g. transcripts that come directly from your institutions in envelopes that have not been opened by you. Contact your Fulbright Program Office to learn at what point official transcripts must be submitted. If you cannot upload scanned transcript copies, you can have official transcripts sent directly to the Fulbright Program Office.

**Page 8—Personal Information:** The information provided on this form will be used by Fulbright Offices and administrative agencies for internal purposes only.

**Item 32—National Identification Number:** This is not a required field. However, if your country or state has a system for assigning an identification number, please enter it here.

**Page 9—University Preference:** It is **not** an expectation that you will have U.S. university preferences. However, if you do, please complete this page as fully as possible. Do not just list the name of a university in which you are interested. Be specific. Provide the name of the department and the specific program within that department in which you are interested. If you

have been in contact or correspondence with a faculty member, please provide the name and contact information for that individual.

If you have applied to a U.S. university within the past three years, please list the programs and the results. 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 Program Office.

#### **STEP 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:** You must have three letters of reference (or recommendation) submitted on your behalf. 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. Letters of reference should not be written by persons related to you either by blood or marriage or by personal friends. 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 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 to your Fulbright Program Office.
  - 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.

**b. Report on Proficiency in English:** If you do not have a recent TOEFL or IELTS score (scores are valid for up to two years), complete the top section of this form and have the remaining portion completed by one of the types of certified English language evaluators listed on the form. Your language evaluator should return this form directly to your Fulbright Program Office. Frequently, there will be an evaluator in your Fulbright Office.

**c. Information Concerning Foreign Student Academic Records:** In order to assist U.S. academic institutions in evaluating more accurately your academic credentials, this form allows you to provide information about the educational and grading system in the country where you did postsecondary study. A separate form should be completed for each college or university attended.

**d. Transcript Release Form (for post-secondary U.S. transcripts only):** This form is needed for those students who attended a post-secondary program (undergraduate or graduate) in the U.S. Fees for acquiring multiple copies of U.S. postsecondary transcripts will be covered by the International Fulbright Science and Technology Program.

**e. Signature Form:** You must print out, sign, and forward this form to your Fulbright Program Office.

### **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 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 Program Office in your country of citizenship. Please note, it is very important that the following preliminary questions were answered correctly:

- **Question 1 – Citizenship:** Make sure that you identified the Fulbright Program country to which you are applying.
- **Question 2:** Make sure that you identified the **International Fulbright Science and Technology 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. In addition, you will be able to access tracking information (see below) and register recommenders who will submit letters of reference online.*

### **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 your Fulbright Program Office receives all your supporting documentation. The following must be forwarded to your Fulbright Program Office: the signature form and three letters of reference/recommendation (if they are not submitted online). If you are nominated by the Fulbright Office then official academic transcripts from all post-secondary schools attended, copies of diplomas for all post-secondary schools attended, and original English translations (when necessary).

**a. Academic transcripts:** Nominees 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. Official transcripts must be submitted directly from the schools in sealed envelopes to your Fulbright Program Office.

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.

**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. For instructions on registration, contact the Fulbright Program Office or the website for the test.

### **1. Tests of English Language Proficiency**

**a. 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.

**b. TWE (Test of Written English):** The TWE is designed to measure an individual's ability to communicate in writing in English. It consists of essay questions similar to those which students are expected to produce as part of their classroom work at colleges and universities in the United States. The TWE is only administered at paper and pencil TOEFL test locations. The TWE is included as part of computer-based and internet-based TOEFL exams.

**c. TSE (Test of Spoken English):** The TSE is designed to measure an individual's ability to communicate verbally in English. Graduate candidates who are recommended for teaching assistantships should register for this test. The TSE is included as part of the internet-based TOEFL exam.

**d. IELTS (International English Language Testing System):** A growing number of U.S. institutions will accept the IELTS in lieu of TOEFL scores.

**2. GRE (Graduate Records Examination):** The GRE is required by most U.S. graduate schools and/or departments for candidates applying in the fields of science, technology, or engineering. You should make every effort to register for the earliest possible administration of the GRE. Generally, the quantitative section of the exam is weighed heavily in the sciences.

**3. GRE SUBJECT TESTS** are required for the following fields:

- Biochemistry, Cell and molecular Biology
- Biology
- Chemistry
- Computer Science
- Mathematics
- Physics

The GRE Subject Test is only offered on a limited basis in paper-based format—October, November, or April. You should make every effort to register for either the October or the November test.

### **IMPORTANT**

**Note carefully,** you **MUST** indicate that you want your score reports sent to the Institute of International Education (IIE). You must indicate the IIE code on the registration forms and/or the forms provided at the time you take the exam.

For all **TOEFL** and **GRE** exams, please indicate **CODE: 2326**.

For the **IELTS**, select the **Institute of International Education** from the ‘Professional Bodies’ listing.

### **OTHER IMPORTANT INFORMATION**

**1. Duration of Grant:** Recipients of the International Fulbright Science and Technology PhD Award will receive Fulbright benefits for up to 36 months. Benefits include funding for tuition, a monthly stipend, health and accident coverage, a book and equipment allowance, and travel support. Grantees can also apply for conference funding and possibly a research allowance. After three years, the host U.S. university will be expected to cover remaining expenses toward the completion of the PhD. Grantees will receive J-1 visa sponsorship under the Fulbright Student Program for up to five (5) years. After five years and as necessary, the Bureau of Educational and Cultural Affairs at the U.S. Department of State will transfer sponsorship to the host U.S. university, assuming the grantee maintains satisfactory continuing progress toward PhD completion.

**2. Change of Plans:** You should promptly inform your Fulbright Program Office of any change in your academic status or future plans after your application has been submitted.