Instructions for Recommenders

Thank you for providing a Letter of Recommendation.

An applicant for the Fulbright U.S. Scholar Program has requested that you provide a Letter of Recommendation (LOR) for their application.

Deadline: September 16, 2024 at 5:00 PM EST

The Fulbright U.S. Scholar Program application, including recommendations, will close on September 16, 2024 at 5:00 PM EST. All letters of recommendation must be submitted electronically by this deadline.

The submission of your Letter of Recommendation is required for their application to be considered and it must be submitted in the Fulbright online application system.

Recommendations and Foreign Language Evaluations are confidential. Applicants do not have access to the content of them. Applicants cannot upload recommendation letters on behalf of their recommenders, nor can they complete their own foreign language evaluations.

Instructions

Applicants are responsible for registering (listing) their recommenders in the online application system so the letter can be included with their application. We encourage applicants to do this well ahead of the application deadline to give you plenty of time to provide your letter.

Invitation

It is only when the applicant registers (lists) you in their application that an email invitation is sent to you requesting your letter:

> **From**: Fulbright U.S. Scholar Program (scholars@iie.org)

> **Subject line**: Fulbright Recommendation Requested for (Applicant Name)

If you do not receive this email, please check your email spam/folder; if needed, please ask the applicant to resend the invitation email.

The email will contain a unique link for you to upload your letter, and it will indicate which type of evaluation they have requested. It should specify Letter of Recommendation.

Completing the Letter of Recommendation

Open the link in the invitation email to access the recommendation form.

Please use one of the supported browsers: Google Chrome, Mozilla Firefox, Safari, or Microsoft Edge. Please note that Microsoft Internet Explorer (IE) is not supported. (Tablets/Phones may have compatibility issues.)

Please have only one recommendation/evaluation form open at a time in your browser.

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Applicant Information

This section includes information about the applicant and the award to which they are applying.

Recommender Information

This section is pre-filled by the applicant but is editable if any corrections are needed.

Guidelines

If you see a foreign language evaluation form instead, contact the applicant to have them re-register you for the Letter of Recommendation.

Prepare your letter offline and save it as a PDF (recommended) or Word document to upload here. Letters should be on institution/organization letterhead if possible. Wet and electronic signatures on the document are both accepted.

Your letter should address the following points as they relate to the award or program to which the individual has applied.

1. Briefly state how you know the applicant and for how long.

2. Discuss the applicant's professional qualifications.

3. Depending on the "Type of Activity" listed above (there may be more than one activity type):

   o Teaching: Discuss the applicant's teaching and interactions with students and colleagues in an academic setting. If you are in a position to do so, please discuss their pedagogical approach, course materials, and the effectiveness of their teaching. (The applicant should have forwarded a copy of their project statement to you.)

   o Research: Discuss potential significance of proposed research. (The applicant should have forwarded a copy of their project statement to you.)

   o Professional Project: Discuss potential significance of proposed project. (The applicant should have forwarded a copy of their project statement to you.)

   o Seminar: Discuss how the applicant's participation in the International Education Administrator Seminar will contribute to their home institution's international education goals and their career. If you are the applicant's supervisor, discuss the institutional commitment regarding international education activities and programs.

4. Discuss the potential for impact, including any outcomes and benefits to the applicant's field and home institution.

5. Discuss the applicant's communication skills and their ability to function as a cultural ambassador for the United States, including the applicant's collegiality, cultural adaptability, and sensitivity.

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6. Discuss your overall assessment of the candidate.

Format Requirements

- Up to 3 pages
- On letterhead and signed (recommended)
- Use only Roman characters
- File type: Adobe PDF (recommended) or Word document

To upload your letter

Further down the page, click *Browse*, and locate the file on your computer.

Select the file, click *Open*, and the file will attach to the recommendation form automatically.

Submission

To certify your recommendation, type your name into the text box that appears in place of your signature.

Before you submit, review your letter. After submitting the Letter of Recommendation, you will not have access to edit, or change it.

Click "**Save for Later**" to save your work (if needed). This does not submit your letter. (Be sure to submit it before the deadline!)

Click "**Preview**" to ensure this is the letter you wish to upload and that it appears correctly. You can use this to save a copy for your reference: click the "Display Copy" button and save the letter to your files, or save the letter to your files prior to upload.

Click "**Submit**" when you are ready to submit your letter.

Once submitted, this message will appear: We have successfully received your letter of recommendation for *Applicant Name* to IIE.

Confirmation Email

You will also receive an email confirming your submission.

> **From**: Fulbright U.S. Scholar Program (scholars@iie.org)
>
> **Subject line**: Recommendation/Evaluation Successfully Submitted for *Applicant Name*

Questions?

If you encounter issues completing or submitting your letter, please email Scholars@iie.org for assistance. Please include the applicant's name in your email.