

Application: <https://apply.iie.org/fulbrightusscholar>

See <https://cies.org/us-scholar-awards/IEA> for participating countries and corresponding deadlines. All deadlines are 11:59 pm Pacific Standard Time.

This is a supplement to the instructions in the application.  
Read all instructions carefully before submitting your application.  
Applicants may only apply for one award in the 2022-23 competition.

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## General Information About the Application

The application is supported by most browsers. We highly recommend that you use a current version of [Google Chrome](#), which supports Windows, Mac, and Linux platforms.

Prior to starting an application, please complete the following steps:

### **Step 1: Review the requirements for submitting an application**

- [Eligibility](#)
- [Award description](#)
- [Application guidelines](#)

### **Step 2: Record your username and password in a safe place**

Your email address is your username. When you create your account for your application, record your password in a secure place. If necessary, you can reset your password by clicking *Forgot Your Password* on the log-in page.

### **Step 3: Complete the application**

You do not need to complete this application at one time. You can re-enter at any time to edit your application. However, once you SUBMIT your application, you CANNOT make changes to it.

To complete your application correctly, please read all instructions and answer all questions completely and carefully.

#### **Additional tips:**

- Do not: Have the application open in multiple tabs in the same browser.
- Do: Have these instructions and the [award description](#) available for reference.
- Do: Use proper capitalization and proofread. Avoid using all capital letters (e.g., FULBRIGHT) and/or all lowercase (e.g., fulbright); correct use/spelling: Fulbright.
- Do: Prepare answers to longer questions ahead; you can copy and paste information into all text boxes.
- Do not: Use special characters in text boxes, such as letters with accent marks.
- Do: Prepare required documents and save them in PDF format. This helps to preserve any formatting and special characters in your documents.
- Do: Answer all questions. Questions that are required are marked with an asterisk (\*). You will not be able to submit your application until all required items are complete.

### **Step 4: Submit the application**

Once you have entered all required information, including recommenders, review your application for errors.

When all information is correct and complete, submit your application. Once you submit you CANNOT make changes to your application.

## Creating Your Application and Online Account

- To start, go to <https://apply.iie.org/fulbrightusscholar> and click *Create an account*. You may only apply to one award per application cycle (e.g., the 2022-23 competition).
- Enter your email address, first name, last name, and select your date of birth (Month-Date-Year) from the dropdown menus. **Your name must be entered exactly the way it appears (or will appear) on your passport.**

### Register

To register for an account, please enter the information requested below.

Email Address

First Name

Last Name

Birthdate

**Note:** Use an email address that you use regularly and will be able to access for at least one year after submitting your application. This is the email address you will use to log in to your application account, and the address to which updates and notifications will be sent.

- Click *Continue*. You will receive an email from IIE ([apply@iie.org](mailto:apply@iie.org)) with the subject, “Application Registration”, confirming you have created an account. The email will include a link to the application and a temporary PIN. Follow the instructions in the email to activate your account using the temporary PIN.
- You will be prompted to enter your PIN and then create a password to complete login.

### Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email Account

Temporary PIN

Birthdate

### Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

New Password (again)


- ✘ At least one letter
- ✘ At least one capital letter
- ✘ At least one number
- ✘ Be at least 12 characters
- ✘ New passwords must match

- You will be prompted to start and then create your application.

### Application Management


**Your Applications**

Type	Status	Started	Submitted
You have not yet started an application using this account.			

 [Start New Application](#)

### Start New Application

Fulbright Program  
 Fulbright U.S. Scholar Program



- You will be prompted to open your application


**Your Applications**

Type	Status	Started	Submitted
You have started 1 application, listed below, using this account.			
<a href="#">Fulbright U.S. Scholar Program</a>	In Progress	02/27/2019	

[Start New Application](#)

**Application Details**

Started      02/27/2019  
 Status      In Progress  
              Fulbright Program  
              Fulbright U.S. Scholar Program



## Returning Users

- If you started an application or if you applied for the 2020-21 or 2021-22 competition and are reapplying for the 2022-2023 competition, after logging in, click “Start New Application” to start your application for 2022-2023.
- If you applied for an earlier competition, you will need to create a new application account using the instructions above.

## Completing and Managing Your Application

### RETURNING TO YOUR APPLICATION

- To return to your application: Go to the [application](#).
- Under “Returning Users”, click Log in and enter your email address and password.
- If you do not remember your password, click *Forgot your password?* and follow the resulting instructions.
- Then, open your application to update it (if not yet submitted), view it (if submitted), or view the status (if submitted).

### EDITING YOUR APPLICATION – PRIOR TO SUBMISSION

- You may log in at any time to review and edit your application form, upload documents, and enter recommender information.
  - To save your application, click Save and Continue at the bottom of the page.
- Note:** The application will automatically log you out after 60 minutes of inactivity, so it is best to save your application frequently (click *Save and Continue* and proceed to the next page or return to the page you were working on).

### REVIEWING YOUR APPLICATION – AFTER SUBMISSION

- After you SUBMIT your application, you CANNOT make any changes to it.
- You may continue to log in to your account to view the information you have submitted, save a PDF of your application form, and manage your recommenders.

### LETTERS OF RECOMMENDATION

**Note: Your application and all letters must be submitted by the application deadline.**

- Letters of recommendation will be submitted directly to your application by the recommenders you registered in the application.
- You may submit your application before your letters of recommendation have been submitted. You will still be able to monitor their receipt after you have submitted your application.
- If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.

The following pages in this document supplement the instructions in the application.

Reminder: Please do not open the application in multiple tabs in the same browser.

## [Application Page: Welcome](#)

This contains information about the program and application.

After reviewing, click *Save and Continue* to advance to the next page.

## [Application Page: Program Eligibility](#)

This page addresses essential program eligibility and program selection. All questions are required. (See [Eligibility](#))

- **Prior Fulbright U.S. Scholar grant**

**Note:** Recipients of a Fulbright Scholar grant are eligible to apply for another Fulbright Scholar grant *two years after the date of completion of the previous grant*. (For serial or Flex grants, the two-year period begins at the end of the final grant in the series.)

### Previous Fulbright Scholar Grants

*Recipients of a Fulbright Scholar grant are eligible to apply for another Fulbright Scholar grant two years after the date of completion of the previous grant. (For serial or Flex grants, the two-year period begins at the end of the final grant in the series.)*

*Recipients of a Fulbright Specialist Program grant are not required to adhere to the two-year waiting period before applying for a Fulbright Scholar grant.*

Have you completed or undertaken a Fulbright Scholar grant within the past two years? \*

- **U.S. citizenship**

**Note:** Applicants must be U.S. citizens at the time of application for the Fulbright U.S. Scholar Program.

- If No: If you are not a U.S. citizen, please see the [Fulbright Visiting Scholar Program](#).

### Citizenship

Candidates must be citizens of the United States of America. In some cases.

Are you a U.S. Citizen? \*

Note: In some cases, it may not be feasible for a dual- citizen to participate in a Fulbright program in the country of his or her other nationality due to host country law or policy. Please review the [award description](#) for more information.

- **Residence Abroad**

**Note:** Candidates who have resided abroad for five or more consecutive years in the six-year period preceding the date of application are ineligible. In this case, a period of nine months or more during a calendar year is considered to constitute a full year abroad.

**Residence Abroad**

Have you resided or traveled abroad for five consecutive years or longer in the last six years **preceding the application deadline?** \*

Note: a period of nine months or more during a calendar year is considered to constitute a full year abroad.

- **Select the program** to which you are applying: Fulbright International Education Administrator (IEA) Awards.

**Program**

To which program are you applying? \*

Fulbright U.S. Scholar Program

**Fulbright International Education Administrator (IEA) Awards**

Fulbright Public Policy Fellowship

- **Data Privacy Consent**

**Data Privacy Consent for Applicants & Participants of IIE-Managed Programs**

IIE values your privacy, and we encourage you to read our [Program Privacy Statement](#) that is located on the privacy page on IIE's website.

As this notice is intended for all applicants and participants of IIE-managed programs, the Program Privacy Statement outlines how IIE handles your data and includes the types of data we process, why we process it and with whom we share it.

Please note that IIE may be required to process data that is generally considered to be sensitive. IIE only processes this information when it is necessary to execute the management of your application or program. Please review the "What Types of Sensitive Personal Data Do We Process?" section of the Program Privacy Statement for more details.

*I have read IIE's Program Privacy Statement and give consent for IIE to process my data.* \*

Click *Save and Continue* to save your responses and advance to the next page.

## [Application Page: Country and Award Selection](#)

Select the country and [award](#) to which you are applying. Key details about the award will appear when the award is selected, as well as a link to the award for reference.

- You will be prompted to select your host country and award.
- To change countries, return to this section to select the new country and corresponding award.

**Note:** You will not be able to change this after submitting the application.

Click *Save and Continue* to save your responses and advance to the next page.

## [Application Page: Personal Information](#)

Enter your biographical information.

Note:

- **Name:** Enter your name exactly as it appears on your passport.
- **Preferred first/given name:** Also known as a nickname, only enter a preferred name if it is DIFFERENT than your legal name (e.g., Alex instead of Alexander).

Click *Save and Continue* to save your responses and advance to the next page.

## [Application Page: Contact Information](#)

Enter your contact information.

Note:

- Enter your **permanent address:**
  - This is the physical address where you live.
  - Select the country where you live from the dropdown list first. Based on your country selection, the subsequent fields will change to match the address format of that country.
  - Complete the remaining address fields. Please spell out abbreviations (Street, Road, etc.). Do not use accents or special characters.
  - Postal code: For applicants in the U.S., the 9-digit zip code (zip+4) is required ([use this look up tool](#)).
- Indicate if your **current mailing address** (i.e., the address where you receive mail) is the same as the permanent address you entered above. *They do not have to be the same.*
  - No: A second address section will appear where you may enter your mailing address information and the dates of validity.
  - Yes: proceed to the next section.
- Enter your **telephone numbers** as appropriate, starting with "1".
  - If you reside outside the U.S. and have an international phone number, include the country code.
  - If you have a U.S. number and the number you enter turned red, re-enter it with a "1" at the beginning.
- The **email address** used to create your account will appear in the primary email address field and will not be editable.
  - Please provide a different Alternate/ Secondary Email address that can be used to contact you if you cannot be reached via your primary email address.

**Note:** All system-generated emails, application updates, and notifications will continue to go to your primary email address.



- Enter your **emergency contact information**. The individuals you list may be contacted in the event of an emergency while you are participating in award activities.

Click *Save and Continue* to save your responses and advance to the next page.

## [Application Page: Academic & Professional Information](#)

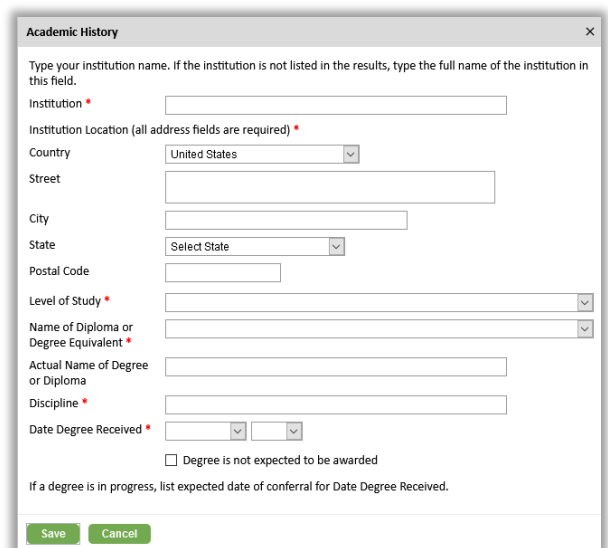
This page collects information about your academic and professional background, including your current employment, academic degrees, accomplishments, experience abroad, and previous Fulbright grant(s), if applicable.

### Note:

- **Title:** Select the title closest to your current academic or professional title.
  - If there is no appropriate option after reviewing the list, please select “Other” from the dropdown and enter your title in the text box that appears.
- **Current Institution/Employer:** If you have more than one employer or role, enter the details for your primary employer and ensure your curriculum vitae/resumé presents all of your roles and employers clearly.
  - School and Department: Please spell out abbreviations (e.g., “Center for Global Education” instead of “Global Education”).
- **Current Institution/Employer Address:** This is your professional address and is required even if you entered "No Affiliation" in the prior section.
- **Academic History:** Enter all degrees/academic credentials, including those in progress.
  - Click Add Academic History and complete the pop-up form.

### Note:

- Type in the name of the institution; as you type, a list will appear. Select from the list. If your institution is not listed, type the full name of the institution in this field.
- All address fields are required.
- “Actual Name of Degree or Diploma” is the name of the degree, e.g., Master of Arts. Please do not enter your name here.
- If the degree or diploma is in progress, list expected date of conferral for Date Degree Received. You **MUST** include any education institutions you are currently attending (even if you have not yet completed your educational program) and estimated date of graduation/completion (if applicable).
- Click Save.



**Academic History**

Type your institution name. If the institution is not listed in the results, type the full name of the institution in this field.

Institution \*

Institution Location (all address fields are required) \*

Country: United States

Street

City

State: Select State

Postal Code

Level of Study \*

Name of Diploma or Degree Equivalent \*

Actual Name of Degree or Diploma

Discipline \*

Date Degree Received \*

Degree is not expected to be awarded

If a degree is in progress, list expected date of conferral for Date Degree Received.

Save Cancel

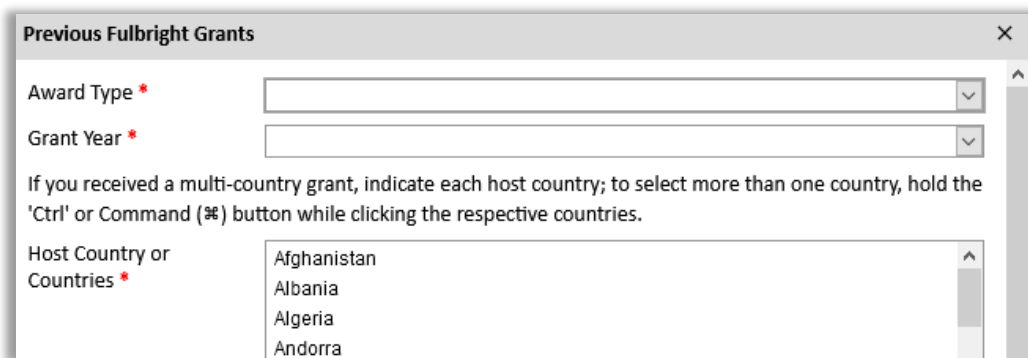
- **Accomplishments:** Enter your five most significant professional accomplishments into the text boxes (one per box).
  - These may include honors, awards, publications, exhibitions, etc.
  - 150-character limit per text box

- **Previous Fulbright Grants**

**Note:** Recipients of a Fulbright Scholar grant are eligible to apply for another Fulbright Scholar grant *two years after the date of completion of the previous grant*. (For serial or Flex grants, the two-year period begins at the end of the final grant in the series.) Recipients of a Fulbright Specialist Program grant are not required to adhere to the two-year waiting period before applying for a Fulbright Scholar grant.

If Yes:

- For each prior grant, click Add New, complete the pop-up form, and click Save. Academic year corresponds to the academic year in which you received and began the Fulbright grant.



- If you received a Fulbright Scholar grant (or more than one), enter your justification as to why you should be considered for another award in the text box. (Justification not needed for other types of grants.)

Click *Save and Continue* to save your responses and advance to the next page.

## [Application Page: Award Details](#)

This section collects information about the award.

- **Academic Discipline:** For Academic Discipline, please select “Education” and for Primary Specialization, please select “International Education”.
- **Award Activity:** You must select the award activity; the selected option will change color once selected.



Click *Save and Continue* to save your responses and advance to the next page.

## [Application Page: Essays & Uploads](#)

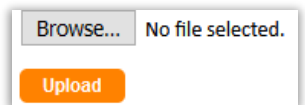
This page collects additional information about you and your plans. Please carefully review the [award](#) for any additional guidance or requirements.

### Note:

- **Essays.** Provide responses to the questions in the text boxes provided. (The questions are also available [here](#).)
  - Note character limits; these include spaces and punctuation.
  - Consider drafting your responses in a document first to monitor character limitations, then copy them into the text boxes in the application.
  - Please remove any extra lines/spaces (ensure text appears in the box as single-spaced, not double-spaced).
- **Curriculum Vitae/Resumé:** Required for all applicants.
  - Ensure your CV/Resumé follow these [requirements](#).
- **Institutional Statement:** Required for all IEA applicants.
  - Ensure your CV/Resumé follow these [requirements](#).

### How to upload your documents

- Click *Browse*, locate and select the appropriate file
- Click *Open*, then click *Upload* to complete the file upload.
- Then, a message will appear indicating the document was uploaded successfully. Check the page count. (Example shows: date uploaded – file name – page count)



The following files have been uploaded:

- 04/06/2021 - App Test CV.pdf - 14 page(s) [preview](#) [delete](#)

**Note:** If the file exceeds the stated page limit, you will be prevented from submitting your application.

- Click *Preview* to preview your document.
- If needed, click *Delete* and upload a new document.

Click *Save and Continue* to save your responses and advance to the next page.

## [Application Page: Recommendations and Language Evaluators](#)

Use this section to register your recommenders. Do not register external language evaluators.

- You are responsible for contacting your recommenders about your request for letters prior to registering them in the application.
- You are also responsible for ensuring the recommendations are submitted to the application by the application deadline. Please inform your recommenders of this

deadline.

- Letters of recommendation will be submitted directly to your application by the recommenders you registered in the application. Letters submitted outside the online system will not be accepted.
- You may submit your application before your letters of recommendation have been submitted. You will still be able to monitor their receipt after you have submitted your application.
- Instructions you can share with your recommenders is available [here](#).

### Recommendations

- All applications require **two** recommendations. Additional recommendations will **not** be accepted. If more than two are registered, the application will prevent you from submitting your application.
- Guidance on recommendations, including who may serve as a recommender, is available [here](#).

### Foreign Language Evaluator

- Do not register external language evaluators.

### Registering your recommenders and monitoring the status of receipt

- You will be prompted to register your recommenders.
- Recommenders must be registered before you submit your application.
- You can track the status of recommendations, send reminders, and add/delete recommenders through this system before and after submission of your application.
- **To register your recommenders:**
  - Click *Add Recommender/Evaluator* and complete the pop-up form.
  - Click *Send to Recommender* to generate automatic email to your recommender
  - This will send them an email with instructions on submitting the online recommendation.
- **To edit, send reminders, and monitor:**
  - *Edit*: Use this to edit their information if they have not yet started progress on their response. If they have already started their response, you will not be able to edit their information.  
**Exception:** Recommender email addresses cannot be edited. To update their email address, you will need to exclude and re-add them.
  - *Send Reminder*: Click on the recommender; on the pop-up, click Send Reminder to send them a reminder to submit.
  - *Exclude*: Use this to remove the recommender and replace with another individual (or to update their email address).

Here is what it looks like when a recommender has been registered (Language Evaluator), is in progress (Recommender One), and submitted (Recommender Two) (next page):

Name	Status	
<a href="#">Add Recommender/Evaluator</a>		
Evaluator, Language	Sent to recommender on April 6	<a href="#">Edit</a>
One, Recommender	In progress as of February 23	<a href="#">Edit</a>
Two, Recommender	Submitted on April 6	<a href="#">Edit</a>

### For Recommenders

- Recommenders receive an email from the Fulbright U.S. Scholar Program ([scholars@iie.org](mailto:scholars@iie.org)) inviting them to complete a letter.
- Once they submit their letter, they will receive a confirmation message on the application system, as well as an email confirming receipt.

Click *Save and Continue* to save your responses and advance to the next page.

### [Application Page: Additional Information](#)

Please complete this section.

Click *Save and Continue* to save and advance to the next page.

### [Application Page: Signature](#)

Carefully review this section. Your electronic signature attests to the authenticity and accuracy of the information supplied in the application.

Certify that the information you provided in the application is true and complete by typing your full legal name in the Signature Box:

**Signature**

Accuracy of information contained in this application and waiver consent (required of all applicants):

By my signature below,

- I certify that to the best of my knowledge, the information provided in all parts of my application is true, accurate and complete.
- I understand that any falsification, misrepresentation, or omission may result in withdrawing of the application, or termination or revocation of any award granted.
- I understand that all Fulbright Program grants are subject to the policies of the [Fulbright Foreign Scholarship Board](#).
- I understand that additional documentation may be requested and, if I am selected for a grant, the terms of my grant could be altered based on those materials.

In place of your signature, please type your full legal name:

[Confirm](#)

Click *Confirm* to save and continue to the next page.

## Application Page: Review & Submit!

The application will review the responses entered and will display any incomplete questions and required attachments that need attention.

- If no errors appear, then your application is ready for submission.
- If any errors appear, correct or complete these sections and return to the Review section to determine if your application is ready for submission. These must be addressed before your application can be submitted.

Clicking on any error will take you to the corresponding application page for correction.

Below is an example of the *Review & Submit* page with errors and missing responses.

Review & Submit	
We have detected the following errors with your application. These errors must be corrected before submission.	
Section	Required Field or Error
<a href="#">Personal Information</a>	Missing Personal Information
<a href="#">Academic &amp; Professional Information</a>	Missing Academic & Professional Information
<a href="#">Essays &amp; Uploads</a>	Curriculum Vitae/Resume may not exceed six (6) pages
<a href="#">Essays &amp; Uploads</a>	Missing Essay Information
<a href="#">Essays &amp; Uploads</a>	Missing Institutional Statement
<a href="#">Recommendations &amp; Language Evaluators</a>	You must register two (2) recommenders

Once you have made any necessary corrections, return to the *Review* page. When all required errors have been corrected, you will be able to submit your application.

**Review all responses entered in the application (double check).**

**CLICK *Submit Application*.**

### **APPLICATION DEADLINES:**

See <https://cies.org/us-scholar-awards/IEA> for participating countries and corresponding deadlines. All deadlines are 11:59 pm Pacific Standard Time.

## Submitted! Now What?

Once you submit your application, you will land on your *application status* page. This will confirm your application was submitted, and contains your application checklist, a link to your application proof, an overview of the application review process and timeline, and more.

You will also receive an email confirmation. Please save this email as it contains the link to your application and the review timeline.

Example *application status* page (next page):

**Thank you for submitting your Fulbright U.S. Scholar application!**

You have submitted your application. In the next few minutes, you will receive an email confirming your submission. (Add [Scholars@iie.org](mailto:Scholars@iie.org) and [FulbrightScholarReview@iie.org](mailto:FulbrightScholarReview@iie.org) to your address book to prevent notifications from going to your junk/spam folder.)

If any materials are missing, please be sure to have them submitted by the stated deadline. The Competition Review Process and Timeline is described below.

**Application Checklist**

Status	Details	Date
✘	Awaiting Recommendation from Language Evaluator, university Sent to recommender on 04/06/2021.	
✘	Awaiting Recommendation from Recommender One, college In progress as of 02/23/2021.	
✔	Received Recommendation from Recommender Two, college Submitted on 04/06/2021.	04/06/2021
📎	Received CV/Resume	04/06/2021

To re-send notification emails to your recommenders, re-visit the [recommendations page](#), click "Edit", and then click "Send Reminder".

To send a reminder to a recommender/evaluator, you can re-visit the [recommendations page](#) and manage your recommenders/evaluators.

To save a copy of your submitted application, on the *application status* page, click "Preview Application Proof". This will display a PDF version of your application that you can download or print for future reference.

### Review Process and Notifications

Eligible, complete applications will undergo peer review. Following peer review, applicants will receive an email to view their application status on this *Status* page.

We recommend adding [Scholars@iie.org](mailto:Scholars@iie.org) and [FulbrightScholarReview@iie.org](mailto:FulbrightScholarReview@iie.org) to your address book to prevent emails from landing in your spam/junk folder.

The [timeline](#) for the review process is also on the *application status* page.

### Questions?

Please contact the U.S. Scholar IEA team at [IEA@iie.org](mailto:IEA@iie.org).