

Fulbright Visiting Scholar Online Application Overview of Fulbright Visiting Scholar Application Flow

1. **Applicants submit their Fulbright Visiting Scholar applications to the Fulbright Commission or U.S. Embassy online.**
 - The application is located at:
<https://apply.embark.com/student/fulbright/scholars/>.
 - Commission and embassy staff can view a listing of pending applications on the **In Progress** screen of the Application Manager at
<https://admissions.embark.com>.
 - Staff can monitor the progress of applications.
 - Staff can e-mail individual applicants or a group of applicants.
 - When an applicant successfully submits his or her application, the application moves from the **In Progress** to the **Receive** screen in the online application management system. The applicant can still access a PDF view of the application and print supplemental forms but cannot make changes to the application.

2. **Submitted applications are reviewed. Commission or embassy staff selects and ranks applicants on the **Receive** screen.**
 - Commission and Embassy staff can access and edit applications in the **Receive** screen.
 - Staff can access reference letters.
 - Staff selects and rank applicants.
 - Staff can also perform the following tasks:
 - Send e-mail messages to applicants (individually or to a group of applicants).
 - Export applicant data to an Excel spreadsheet and run statistical reports.
 - Unsubmit an application in cases where an applicant needs to make significant revisions to the application.

3. **Commission and embassy staff release selected applications.**
 - Staff review for completeness and move selected applications from the **Receive** screen to **Manage**.
 - All Principal and Alternate applications starting by December 2011 should be in the **Manage** screen by **January 18, 2011**.
 - Grants that will start in early 2012 can be moved to **Manage** by **April 15, 2011**.

4. **The FSB, ECA and CIES view applications.**

Fulbright Visiting Scholar Online Application General Instructions for Fulbright Commission and U.S. Embassy Users


User ID and Password

Designated staff members are identified by each Fulbright Commission and U.S. Embassy. Contact CIES at VisitingFulbrightScholar@cies.iie.org to request additions or changes to current users. Please provide a unique e-mail address for each user.

- A user ID and temporary password will be created and linked to the unique e-mail address of the user.
- The user receives an e-mail message informing him or her of the user ID and temporary password.
- The user has 24 hours from receipt of the account notification message to complete the Embark registration process.
- Registration includes establishing a unique password and a security question.
- If account information is lost or forgotten, please contact VisitingFulbrightScholar@cies.iie.org or (202) 686-7863.

Accessing the Fulbright Application Manager

Bookmark this URL: <https://admissions.embark.com>. You will use this site for all Fulbright Programs utilizing Embark. Each will require a different user ID, but you may use the same password across programs if you so choose.

Enter your User ID and password. Click on  or press <Enter>.

sign-in
Admissions Center

Member Institutions please login below:

User ID:	<input type="text"/>
Password:	<input type="password"/>



[forgot password](#) [help](#) [contact us](#)

- You are now on the Welcome Page of the Fulbright Visiting Scholar Application Manager. From this page you must choose *Applications* from the tabs at the top, or from the menu on the left of the screen.



Note: CIES/IIE does not have access to the Recruiting, Prospects, and Profile Data tabs.

- You are now viewing the main menu of the Application Manager. You will see five screen choices. Click on the screen name you wish to view.

In Progress	View and communicate with applicants currently working on applications.
Receive	Review newly-submitted applications and communicate with applicants who have submitted applications.
Manage	View and print applications, get download data, and communicate with applicants.
Archive	Move applications you have already processed into an archive pool.
Settings	Set default system settings for adding display columns, sorting, filtering and other preferences.

- The top row also makes available the following:



- Home:** Search here to locate an applicant. Your search will return the stage of the applicant. Applications will appear in their current stage only.
- In Progress:** Lists applicants who have created an account in the online system and are in the process of completing their applications.
- Receive:** Applications that have been submitted for your country.

- **Manage:** Applications that you have selected as Principals or Alternates and released to CIES.
- **Archive:** Applications from completed application cycles will appear here. Applications will be active for two years then archived.
- **Settings:** For administrative use, limited access.

Note: Your screen views can be customized. Contact VisitingFulbrightScholar@cies.iie.org for further information.

Common Functionality on All Embark Screens

All screens have a similar look and layout. You can easily move from screen to screen by clicking on the top, dark green tool bar. Click on the screen you wish to view: **In Progress**, **Receive**, **Manage** or **Archive**.

When you enter a screen, the default view will be a listing of applicants sorted by the most recent program cycle and alphabetically by last name.

Basic Filter: You can choose to apply a filter on your view to extract specific groupings of applications. Use the *basic filter* functions located on the top right side of the screen.

Basic Filter: =

- Click on the drop down menu in the first box and select the field on which you want to apply your filter, e.g. *Last Name* or *Academic Discipline*.
- In the third box, type the specific field you want to view, e.g. Smith or Law.
- If you are uncertain of the value in the third box, select it using the magnifying glass on the right.
- Select *search baseline view* or *search current view*.

Note: *Search current view* is only necessary when you are viewing applications in the **Manage** screen or on any screen when you have already applied a sort or a filter but want to filter more thoroughly.

- Click on .

If you want to save the view, follow these steps:

- In the *Set View As:* area located directly above the green buttons, name the view.
- If you want to save this view as your default view, check the *set as default view* box. If not, just leave this box unchecked.
- Click on the grey button.

#TEMP - 10/14/2010 2:10:04 PM (PT)
 You are now viewing applicants who match the following criteria:
 ((App Status='SENT') and (Academic Discipline='Law'))

Applications in View: 103
[HIDE APPLICATIONS](#)

Set View As: Set As Default View: [save view](#)

[email all](#) [publish message to all](#) [message history](#) [view statistics](#) [edit confirmation](#) [receive all applications](#) [receive all remaining applications](#) [export to excel](#)
[group update](#) [start new application](#)

You will now be able to choose this view whenever you enter a screen by selecting it in *saved view* box.

Return to Default View: After applying a filter you can return to the default view by selecting *Default* from the drop down *Saved View* menu on the top, left side of the screen, click the *Select View* button.

Saved Views: [select view](#)

Change Your Default View: In order to change your default view, you should:

- Click on **Settings** (which appears next to **Archive** on your screen options).
- Click on create/edit views (this displays all views that you have access to).
- Check the box to the left of the view that you want to make your default view.
- At the top of the list of views, click on the grey *Set as Default View* button.
- Click on the *Save* button at the bottom of the page.

Green Function Buttons (located about a third of the way down the screen, allow you to manipulate functions for all applicants.) With the green function buttons you can:

[email all](#) [publish message to all](#) [message history](#) [view statistics](#) [edit confirmation](#) [receive all applications](#) [receive all remaining applications](#) [export to excel](#)
[group update](#) [start new application](#)

[email all](#) applicants:

- Follow the instructions on the e-mail template for creating subject lines, entering text and saving messages. Be sure to scroll to the bottom of the screen in order to access the buttons for previewing messages, sending, saving, etc. If you encounter difficulties, please contact VisitingFulbrightScholar@cies.iie.org.
- To return to the **In Progress** screen, press the BACK button on your browser tool bar.

[view statistics](#) will display the number of applicants in the field you select, e.g. gender, field of study, etc.

[message history](#) provides a record of sent e-mail messages.

[export to excel](#) will export the viewable information on the screen to an Excel worksheet.

Note: You do not have access to the functionality of all buttons. Publish message to all, app start e-mail, app submit e-mail and recommender registration e-mail buttons are reserved for administrative use.

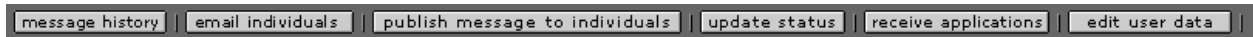
Page: the next field indicates the total number of applicants appearing in the screen view as well as the number of page listings. Under the default, up to 50 names will appear on each page. You can move from page to page using the yellow arrows or by entering the page number in the box and pressing <enter>.



Grey function buttons allow you to manipulate functions for an individual application. When working with an individual application, you must click the box preceding the applicant's name. The grey buttons functionality will change somewhat from screen to screen; please check the instructions for the various screens. In general, you can:

- Access message history for an individual applicant; and
- Send an individual e-mail message.

Example:



Columns: All screen views are organized by columns.

Check Box: You need to click in the box to perform a function for an individual application (e.g. send an e-mail message, unsubmit an application, etc.).

IN PROGRESS SCREEN

On this screen, you can view all applicants who have created a Fulbright Visiting Scholar online application account. However, you cannot access or view the application until it has been submitted by the applicant.

***Tip 1:** An easy way to know whether an individual has actually started an application is to check the % Required Done. This displays the percentage of completed required data elements. You can e-mail potential applicants appearing on this screen and encourage them to initiate and complete their applications or to contact you if they have questions.*

On the **In Progress** screen you can:

- Apply filters
- View statistics
- E-mail applicants individually or as a group
- Export data to Excel

In addition, using the grey function button, you can remove an individual application. This option is only available in the **In Progress** screen. There are a variety of reasons for removing an individual application. For example:

- The applicant does not qualify for the program;
- You may be removing a “test” application; or
- There may be individual applicants who created accounts but do not intend to complete their applications.

It is your decision if you would like these applications to remain active in the **In Progress** screen. We recommend that you contact the prospective applicants before removing their applications.

- You must click the box preceding the applicant’s name to identify the application you wish to remove. In order to remove multiple applications at once, you must first click the box preceding all appropriate names.
- Removing an application from view does not delete the application from the Embark online system. Should the applicant re-enter his or her online account, the application will re-appear on the **In Progress** screen.
- Each year there will be a global clean up of the online application system. Dormant applications will be removed (those with no activity for the past 12 months).

RECEIVE SCREEN


On this screen, you can take the following actions:

- Access applications and reference letters;
- Select and rank applicants;
- Unsubmit an application (when necessary);
- Identify and track missing documents;
- Export data to Excel; and
- Release applications to CIES

Tip 2: When you are in the **Receive** screen, think of the receive buttons – both green and grey – as “release” buttons. These buttons provide you with the functionality to forward applications to CIES. The applications will then move from the **Receive** screen to the **Manage** screen.

- Access and functionality for the green buttons (all applicants) and grey buttons (individual applicant) are the same as the **In Progress** screen.
- **Do not use** the green button or the button on this screen as these actions will move all of the applications to the **Manage** screen. If this happens, contact VisitingFulbrightScholar@cies.iie.org immediately to have the applications re-set to the **Receive** stage.
- You cannot use the button on this screen. This function is reserved for administrative use.

The General Default view has the following:

Printer Icon: By clicking this icon  you can access, view and print a PDF version of the entire visiting scholar application.

Note: To return to the **Receive** screen from the PDF view click on the **BACK** arrow on your browser tool bar. Do not click on the “X” button as this will exit out from the entire Application Manager system.

Recs Submitted: The number indicates the number of reference letters submitted for the applicant. By clicking on the number, you will access a screen where you can view and print the reference letters.

Application Cycle: Indicates the application cycle (academic year) for which the applicant is applying. This field must be updated by embassy or commission users once an application is submitted. Two application cycles may be active at any given time.

PQ Home Country: You will only be able to view the applications for your country.

Last Name: Applicants are listed alphabetically by last name, most recent application cycle first.

Application Decision: This is the field where you select applicants. Initially, the status field will display 'none.' From the drop down menu you may choose Principal, Alternate or Non-Select. To save your decisions:

- Check the box preceding the applicant's name;
- Update the field; and
- Click on the grey  button.

Save updates for multiple applicants by checking the boxes preceding the appropriate applicant names before clicking on the grey  button.

Applicant Rank: You can enter applicant preferences by entering a numeric value in this field. This is an optional field. To save your rankings, you must:


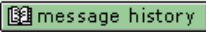

- Check the box preceding the applicant's name;
- Update the field; and
- Click on the grey  button.

Save rankings for multiple applicants by checking the boxes preceding the applicants' names before the clicking on the grey  button.


Date App Submitted: Records the exact time the applicant submitted the application to the system.

Other views include:


Customized views: Please contact VisitingFulbrightScholar@cies.iie.org if you would like a customized view created.


Green Button Functionalities: ,  and  have the same functionalities as in the **In Progress** screen.

 : **Do not use this green button.** It will release all applications to CIES rather than just the selected candidates.

 : **Do not use this green button.** This button functions similarly to the *Receive all Applications* button. The difference is a technical one pertaining to batching reference letters.

Note: If you use either button by mistake, please contact VisitingFulbrightScholar@cies.iie.org immediately to re-set the applications to the **Receive** stage.

Note: Use only the grey  button to forward Principal and Alternate candidates to CIES.

 : You can export column data on the **Receive** screen to an Excel spreadsheet.

group update : You can use the **group update** button to automatically update a column with the same information for all applicants, e.g. the status for all applicants becomes Principal.

- Click on the **group update** button;
- Select the column field you want to update;
- Enter the information that you want to display in that column; and
- Click the **update** button.
- This updates the field and saves the updates for the applicants.

Manual Entry of Applicant Data

Option 1: Entering Data through the **Receive** screen:

- Advantage to using the **Receive** screen option: You do not have to go back and forth between websites or create a user ID for the applicant. However, you must complete the application in one session.

start new application : You can create a new Visiting Scholar application. You will need to do this for any applicants who submitted paper applications.

- Click on the green **start new application** button; and
- Enter the first and last name of applicant.
- When you are in an applicant's application, you can return to the **Receive** screen by clicking on the **Quit** link in the upper right corner. However, any changes made to the application will not be saved. You must Save updates on each application page.

EMBARK PRM Application Data Entry

Registration Page

Enter data items from application to check whether applicant already exists in Application Manager.

Required Fields:

- First Name
- Last Name

Applicant Information

Starting New Application For: Fulbright Visiting Scholar Program

First Name:

Last Name:

Email:

Social Security Number: - -

Postal Code:

Phone Number:
country code (area code) phone

[Save and Continue >](#)

If you have questions, contact your Client Services Representative. For feedback/suggestions, contact product development.

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If you make changes to an existing application (see further information below) or created a new application, upon completing the data entry you must:

- Click on the *Submit Application* button in the left-hand column of the screen;
- On the next screen, click on the *Finish* button at the bottom of the screen; and
- Click on *Close*.

This posts all the new information to the PDF version of the application.

Option 2: Using the Fulbright Visiting Scholar Application Site:

<https://apply.embark.com/student/fulbright/scholars/>

- Advantage to using the application site: You have all the functionality an applicant has and you do not have to complete the entire application at one time. However, you will need to create a unique e-mail address that will be used as the user ID and assign a password for each applicant.

Grey buttons functionalities on the **Receive** Screen:

: Same functionality as on the **In Progress** screen.

: As described previously, this button allows you to save changes and updates that you make in the Status, Program, and Ranking columns for individual applicants. To save your data, you must:

- Check the box preceding the applicant's name; and
- Click on the grey button

You can save updates for multiple applicants by checking the boxes preceding the relevant applicant names.

: When you move applications from the **Receive** to **Manage** stage, you are releasing them to CIES for affiliation and grants administration. Only move applications that you have selected as either Principals and/or Alternates. All Non-Selects should remain in the **Receive** stage.

You may release applications to CIES individually or in groups. Use the grey button to move applications to the **Manage** stage.

- Click on the box preceding the applicant's name; and
- Click on the button.
- You will receive a "warning" message about batches. You can ignore this message. Click *Okay* to release the application or *Cancel* not to release it.
- The application will no longer be accessible in the **Receive** screen. You will be able to access, view and print the application in the **Manage** screen.
- When you release an application, the applicant receives an e-mail message informing him or her that his or her application has been forwarded to CIES.

edit user data : By clicking on this button, you will enter an applicant's application. You can make certain edits to the application, e.g. fix an application cycle, date of birth, spelling of name, etc. For more substantive changes, you should unsubmit the application and instruct the applicant to make the necessary edits (see instructions below).

- Check the box preceding the applicant's name; and
- Click on the **edit user data** button.

Note: *There is a 40-minute time out function for the application.*

- Go to the Page scroll bar near the top of the screen and click on the appropriate page number.
- Complete the changes on the page and click on Save (you can cut and paste text from Word documents into application text fields).
- In order to post the updates to the PDF view of the application, you must:
 - Click on the *Submit Application* button;
 - On the next screen click the *Finish* button (ignore the other options); and
 - On the next screen click on *Close* button.

Note: *If you do not want to save your changes and/or updates, click on the Quit link. In the grey box that appears click on Cancel.*

unsubmit applications : If an applicant needs to make significant revisions to his or her application, you should unsubmit the application so that the applicant will have access to the application. You may also use this function to unsubmit an application for an unsuccessful applicant who wants to apply for the next cycle (e.g. a 2010-11 applicant wants to re-apply for 2011-12). The applicant can make the necessary updates and revisions and re-submit the application.

- Click on box preceding the applicant's name
- Click on the grey **unsubmit applications** button. You will receive a message asking you if you want to want to unsubmit the application. Indicate Yes.
- Contact the applicant to inform him or her of the necessary edits for the application. He or she will need to resubmit the application after the necessary changes are made to the application.

Note: *If you had already updated the status, program and ranking columns, you will need to redo this when the applicant resubmits her application.*

Alternate candidates who are re-applying: If an alternate for the previous application cycle wishes to re-apply, please contact CIES. The application can be re-set by CIES to the **In Progress** stage so the applicant can update and modify the application for the new cycle. Otherwise the applicant would need to begin a new application using a different e-mail address to register.

As mentioned previously, you can make changes to the application on behalf of the applicant. For example, if the applicant needs to submit a revised Project Statement, you can post it to the application. The applicant would need to send you the new Project Statement as an e-mail attachment. Follow the same steps as editing the application. On the Project Statement page you would:

- Click on **DELETE DOCUMENT** link to remove the current Project Statement.
- Click on the *Browse* button. Locate the file you want to upload. Upload the file.
- Click on the *Upload* button.
- To post the new Project Statement to the PDF application view:
 - Click on the *Submit Application* button in the left column;
 - On the next screen click on the *Finish* button (ignore the other options);
and
 - On the next screen click on the *Close* button.

MANAGE SCREEN

The **Manage** screen offers at least four views to choose from.

General Default View: This view is almost identical to the **Receive** screen view

All Manage View: This is the baseline view which provides minimal demographic information for each applicant

Customized Views: Any views that you have saved or been granted access to.

When you apply a filter, it is very important that you select from *search current view* from the drop down menu before clicking on the *Search* button. Failure to do so will result in all filters being applied to the baseline All Manage View.

While the Manage screen is primarily used by ECA and CIES, you will be able to:

- Access and print applications and reference letters;
- E-mail applicants;
- View Stats;
- Export data to Excel spreadsheets;
- Edit user data;
- Make edits to status, program and ranking columns; and
- Track missing documents.

The only functionality that is unavailable to you is to “unreceive” an application. If you need an application reset to the **Receive** stage please contact VisitingFulbrightScholar@cies.iie.org.

ARCHIVE SCREEN

Annually all Fulbright Visiting Scholar applications in the previous program cycle will be moved from the **Manage** stage to the **Archive** stage. They will remain accessible in the **Archive** stage for an additional period.

At any give time, up to five previous program cycles will be available in the **Archive** screen.

ARCHIVE view: Contains general data fields.

Note: *The PDF view of the application is accessible for 24 months from the date of submission.*

If you accidentally move an application to the **Archive** screen, you can correct the error by:

- Entering the **Archive** screen;
- Clicking on the box that precedes the applicant's name; and
- Clicking on the button.
- The application will move back to the **Manage** stage.