

# **2013 Fulbright International Education Administrators Program**

## **Application Instructions**

Not all of the questions in the Fulbright Scholar Program application are relevant for those applying for the Fulbright International Education Administrators (IEA) Programs. Please use the following guide when completing the IEA application, and disregard the application instructions provided within the online application system.

### **Application Form**

#### Award Information

Please answer all questions.

#### Professional Profile: Employment Information

Question #12: If you are a naturalized U.S. citizen, you must provide a date of naturalization.

#### Academic Credentials

Question #15: You do not need a terminal degree for these awards. If you do not have a terminal degree, please enter your highest degree earned as Institution One.

Question #23: For project title, please type one the following options:

- U.S.-Germany International Education Administrators Program
- U.S.-France International Education Administrators Program
- Fulbright-Nehru International Education Administrators Seminar
- U.S.-Japan International Education Administrators Program
- U.S.-Korea International Education Administrators Program

Question #24: Please enter “not applicable.”

#### Project Details

Question #25: For the length of the grant, please enter .5 months. For the start date of the grant, please choose from the following options:

- For Germany – October 2013
- For France – October 2013
- For India – March 2013
- For Japan and Korea – June 2013

Question #26: Please enter “not applicable.”

Questions #27 and 28: Please choose “not applicable.”

Questions #30 and 31: Please choose “no.”

### Personal Information

Please complete questions #32-35, and #37-38.

You do not need to enter information about dependents.

The Fulbright Race/Ethnicity Survey (#39) is optional.

Please fill in question #40 to certify your application.

### References

Please enter the contact information for three references. Do not enter information for the External Evaluator Completing Language Proficiency Report (not required for these awards).

Your referees should meet the following criteria:

- The first reference must be from your current supervisor.
- The second reference must be from a colleague in your field.
- The third reference can be from any colleague who can speak to your qualifications for this grant.

### Fulbright Language Proficiency Report

Please skip this section.

## **Attachments**

### Project Statement

Your project statement should be 3-5 pages long and written in 12-pt. font. You may use headers and/or bullet points to organize the key elements of your statement.

The Project Statement should address the following points:

- Your current job responsibilities and how they relate to this grant.
- The impact your participation would have on your career, professional development, home institution, and/or community.

- How you would share what you have learned with your home institution and others.

### Curriculum Vitae or Resume

The CV/resume cannot exceed 6 pages.

### Institutional Statement (Course Outlines or Syllabi)

There is no specific page to upload your Institutional Statement, so please upload this document to “Course Outlines or Syllabi” on page 11 of the application. The Institutional Statement should be 1-2 pages long and written in 12-pt. font.

The Institutional Statement should address the following points:

- General information about your home institution (type of institution, total enrollment, number of degrees offered, etc).
- The number of international students on campus and where they are coming from. **Please note: If you are applying for the IEA Program in Japan or Korea, you must include the number of Japanese or Korean students currently on your campus.**
- The study abroad opportunities available.
- Any institutional partnerships, specifically with universities in the country where the grant takes place.
- Any future goals/plans for internationalizing the campus.

## **Supplemental Materials**

Please skip this section.

## **Register Referees**

You will need to register your three referees so they receive the reference instructions. You will not be able to complete this section until you have listed your referees on page 5 of the application.

Click the button that says “Register Referee.” Choose “Fulbright Letter of Reference” and then click “Save and Continue.” You will need to reenter the name and email addresses of each of your referees. **Please only register three individuals as referees.**