



## U.S. FULBRIGHT SCHOLAR APPLICATION INSTRUCTIONS

### APPLICATION SUPPORT

The following are instructions for completing the U.S. Fulbright Scholar Application through the Embark online application platform.

Read these technical guidelines carefully before completing your application online. You are advised to print them out to use as a guide while you complete your application.

If you experience difficulty using the online application system, please consult the Embark Help Center at <http://embarksupport.zendesk.com/portal>.

Questions about the application content should be sent to CIES at [fsponline@iie.org](mailto:fsponline@iie.org).

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### MANAGING YOUR APPLICATION

1. You may login to Embark at any time to view, review; make edits to complete your application. Please remember to save your application after completing each page.
2. After completing and submitting your application, you may login to view, review or check the status of references. If necessary, you have the option of resending e-mail reference requests after your application has been submitted. To resend e-mail reference request please select 'Tab.5 References' from the Step Menu.
3. If you forget your password, please select '[forgot password](#)' link. You will be prompted to enter your e-mail address used to register your embark account.

### PRELIMINARY QUESTIONS

1. Are you a U.S. citizen? You must be a U.S. citizen at the time of application for the U.S. Fulbright Scholar Program
  2. Program applying for: Select U.S. Fulbright Scholar Program then click 'Save and Continue'
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## THERE ARE SEVEN STEPS TO THE U.S. EMBARK APPLICATION

### Step 1 INSTRUCTIONS

### Step 2 APPLICATION FORM

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## Step 3

### ATTACHMENTS

## Step 4

### SUPPLEMENTAL MATERIALS

## Step 5

**REFERENCES** (In Step 5, after registration of references an e-mail will be immediately sent from the Embark system. This e-mail will contain login information and instructions for submitting the required online references)

## Step 6

**APPLICATION INSPECTOR** (informs applicant what required information is still missing from the application)

## Step 7

### SUBMIT APPLICATION

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## U.S. EMBARK APPLICATION STEPS

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**Step 1: INSTRUCTIONS:** A hyperlink to this document is provided on the login page of the Embark application.

### Step 2: APPLICATION FORM

**Award Information:** Please Reference The U.S. Fulbright Scholar Catalog of Awards 2012 -2013

**Item 1.** *Select the Country of interest or regional program applying for (you may only apply for one)*

- Select the appropriate country or regional program from the drop-down menu.

**Item 2.** *Award Number (you may only apply for one)*

- Select the appropriate number (found in the award description) from the drop-down menu.

**Item 3.** *Type of Activity*

- Your response must conform to what is stated in the award description.
- Select the grant category from the drop down menu that corresponds with the award number you selected.
- Travel-only applicants should select the grant category that matches their proposed activity.

### Professional Profile: Employment Information

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**Item 4.** *Title*

- Select appropriate title from the drop down menu

**Item 5.** *Name*

- Please enter your complete name as it appears on your passport

**Item 6.** *Preferred/ Nickname*

- If you have a preferred name or nickname please enter it here

**Item 7.** *Current Primary Academic/Professional Title and Starting Date in that Position*

- Select your formal title (e.g., Associate Professor) from the drop-down menu and enter the month and year in

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which you started this position.

- If you have more than one title at your institution (e.g., Professor and Chair), please scroll down for available options.
- If you do not find your title in the menu, please select “Other” and type your title in the ‘Other Text’ box.

### Item 8. *Professional Address*

- To insert your Home Institution, please click on the ‘Search Institution’ link below the provided text field.
- For applicants from U.S. colleges or universities, search for your institution name in the drop down list. If your institution is not in the list, select ‘Other Affiliation’ and type in the name and address of the institution.
- If your institution is outside the U.S., select ‘Other Affiliation’ from the Search Institution drop down and then type in your institution name and address.

### Item 11. *Country of Citizenship*

- **You must be a U.S. citizen at the time of application for the U.S. Fulbright Scholar Program**

### Item 15. *Academic Credentials*

- Include only your terminal degree(s) (Ph.D. J.D., M.D., MBA, MFA, etc.) here (list no more than four). Do not include Master’s or Bachelor’s degrees unless they are your highest degree. Enter your highest degree first.

### Item 16. *Major Academic Discipline*

- Select the most appropriate value from the drop-down menu that matches your professional expertise.

### Item 17. *Other Specialization(s)*

- List subfields within the broad academic discipline in which you specialize (e.g., Nineteenth-century American literature or environmental law). Enter no more than five.

### Item 18. *State Department Field of Study and Primary Specialization*

- The available selections in this section are limited, please chose the field most similar to Item 16.
- Select the most appropriate field of study and specialization from the drop-down menus.

### Item 19. *Most Significant Professional Accomplishments- Maximum 700 characters*

- Include items such as significant teaching and research awards, compositions and exhibitions. Do not write “See c.v.” or direct reviewers to supplemental materials.
- Limit your list to a **maximum** of five accomplishments.
- For space consideration, separate each item with a semicolon or number rather than a hard return.

### Item 20. *Foreign Language Competence*

- Enter up to three languages (other than English) and your corresponding level of competency for reading, writing and speaking. Select responses from the drop-down menus.

### Item 21. *Residence or Professional Trips Abroad of Over Three Months During the Past 10 Years*

- This item is intended to capture substantial experience you may have had living or working abroad. Do not include tourist trips.
- Include the country, purpose/sponsorship, and dates of your stay.

### Item 22. *Previous Fulbright Grant(s)*

- Include **only** Fulbright grants administered by CIES (e.g. U.S. Fulbright Scholar Program, New Century Scholars).
- If you have received any other Fulbright award such as Fulbright Student or Fulbright-Hays grants), include this

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experience in Item 22. Please read through the [Review and Selection Criteria](#) regarding [Previous Experiences Abroad and Previous Fulbright Awards](#).

- List the year and country of your grant starting with most recent.

## Item 23. *Project Title*

- Choose a project title that succinctly describes the focus of your proposed activity.
- Seminar applicants should simply type in the name of the seminar program.
- For teaching/research awards, distinguish between both components, separating them with a semicolon.
- Do not use Teaching, Lecturing or Research in your project title.

## Item 24. Summary of Project Statement- Maximum 700 characters

- In a few sentences, provide a concise overview of your project. You will provide a more complete description in the project statement.
- For best results, please compose your Project Statement in a word processing application and paste the final contents into the space provided.

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## Project Details

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## Item 25. *Proposed Length of Grant*

- Indicate the specific number of months for which you are requesting support and a proposed starting date. If the length of grant listed in the award description is a range, such as three to 12 months, provide the starting date and number of months you propose (e.g., September 2011, five months).
- Duration and dates of award must be compatible with those listed in the award description.
- Award descriptions and dates can be found at the U.S. Fulbright Scholar Catalogue of Awards website

## Item 26. *Preferred Host Institution*

- Type in designated host institution name from the awards description. Otherwise type in the name of your preferred host institution, if required.

## Item 27 and Item 28. *Letter of Invitation*

- If you have a letter of invitation from a host institution you should include it as an attachment to your application on page 12. If you have more than one letter, please combine all documents into one file.
- The system will only allow a single combined file to be uploaded.
- Invitations received after your application is complete and submitted should be e-mailed as attachments to CIES in Word doc or PDF formats. Please follow the provided link to contact the [Program Officer](#) for your designated region.

## Item 29. *Alternate Country Preferences*

- Please identify any alternate country preference(s) using the drop-down menus.
- In the text box, identify any alternate award numbers, separated by commas, you wish to be considered for.
- Note that these alternate country and award preferences will only be used in the event that you are not recommended for your first choice. Identifying alternate placement options does not guarantee that your application will be considered for any award other than the one you applied for.

## Item 30 and 31. *Research applicants must indicate if they will be working with human subjects or vertebrate animals.*

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## Personal Information

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### Item 32. *Home Mailing Address*

- Please enter your current residential address

### Item 36. *Dependent Information*

- Please enter names and other information on any dependents who may accompany you on your Fulbright grant if you are selected.

### Item 37 and Item 38. *Felony/Misdemeanor*

- Applicants convicted of or under current indictment for a misdemeanor (excluding minor traffic violations) or felony must provide additional information, including a description of the factual circumstances of the charge or conviction and any supporting documentation to CIES. These materials will be reviewed by the J. William Fulbright Foreign Scholarship Board to determine your eligibility.
- The documentation should be mailed to CIES, U.S. Fulbright Scholar Program, CIES, 3007 Tilden Street, NW, Suite 5L, Washington, DC 2008-3009

### Item 39. *Fulbright Race/Ethnicity Survey*

- The information collected will be used for statistical purposes only; survey results will not be seen by reviewers or used in any way during the selection process.

### Item 40. *Signature*

- Use the space provided to type your name exactly as it appears on your passport.
- Your electronic signature attests to the accuracy of the information supplied in the application and verifies that you waive or do not waive, as indicated, your right of access to the evaluations submitted by your referees. Marking the check-box acts as your signature.

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## References

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- **Please note by completing Step 2. pg. 5, does not register your Reference. You must register your reference in Step 5.**
- The applicant is responsible for notifying referees of their request for letters and for ensuring those letters are submitted to CIES by the deadline. Confirm with your referees that they have received the notification message (The message may be directed to a bulk mail or spam folder if the recipient has a strict spam filter).
- Provide your referees with a copy of your project statement.
- Do not exceed the indicated number of references for the type of award you have chosen.
- All references must be in English.
- References should be from persons able to evaluate your professional work, including teaching effectiveness; the abilities you bring to your project; your ability to adapt; and the merits of the project.
- At least one letter should be from a colleague in your field who is outside your home institution. Such letters help demonstrate the breadth of your scholarly reputation.
- One of your referees should include the departmental chair, dean, or other responsible individual at your home institution for evaluating your teaching if you are applying for a teaching or teaching/research award.
- If you have recently moved to a new home institution, one of the reference letters should be from your previous institution.
- If your doctorate or master's degree is recent or you are early in your career, one reference should be from the supervisor of your graduate program.
- After registration of references an e-mail will be immediately sent from the Embark system. This e-mail will contain login information and instructions for submitting the required online references

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## Step 3: ATTACHMENTS

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- All applicants are required to submit project statements (page 8) and curriculum vitae (page 9).
  - Research and Teaching/Research applicants must also submit a select bibliography (page 10)
  - Teaching and Teaching/Research applicants must also submit course outlines or syllabi in a single combined document saved in Word doc or PDF formats (page 11)
  - Applicants in Creative Writing and Journalism are asked to submit writing samples in a single combined document saved in Word doc or PDF formats (page 12)
  - Please comply with all page limits and guidelines for each attachment type.
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## Step 4: SUPPLEMENTAL MATERIALS

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Applicants in architecture and the visual arts

### SUBMITTING MATERIAL IN THE CREATIVE AND PERFORMING ARTS

- **Identification and labeling of material:** Each individual article must be labeled to show the applicant's name, field of study, award number and country of application. The applicant's part in projects completed in collaboration with others should be clearly indicated.
- **Candidates who are applying for an award under one of the following categories but are not submitting supplemental materials must indicate in writing to the appropriate CIES Program Staff member their reasons for not doing so. Applications that lack supplemental materials (and do not include a reason for their absence) could be negatively affected in the review process.**
- Please refer to the catalogue of awards for a complete list of staff members associated with each award.
- All material should be mailed to CIES staff digitally, as a data CD/DVD or on a flash drive.

**Council for International Exchange of Scholars**

**ATTN: (insert name of country/program here)**

**1400 K Street, NW, Suite 700**

**Washington, DC 20005**

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### GUIDELINES FOR SUBMITTING SUPPLEMENTAL MATERIALS

#### For images, pictures and graphics...

- Please format all images, pictures and graphics into JPEG or BPM files
- No more than 10 images
- No more than 1 GB of information total

#### For video and movie clips...

- Please format all movie and video clips into MOV, AVI or MPEG files
- No more than 1 GB of information total

#### For sound and music clips...

- Please format all sound and music clips into MP3 files
- No more than 1 GB of information total

#### For writing samples...

- Please format all writing samples into DOC files
  - No more than 1 GB of information total
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### FIELDS COMMONLY REQUIRING SUPPLEMENTAL MATERIALS

Supplemental materials will be considered in the review of applications for the following disciplines. Applications that lack supplemental materials (and do not include a reason for their absence) could be negatively affected in the review process.

- |                                  |                      |
|----------------------------------|----------------------|
| • ARCHITECTURE AND CITY PLANNING | • DANCE              |
| • ART: PAINTING                  | • FILM STUDIES       |
| • ART: MIXED MEDIA               | • MEDIA ARTS         |
| • ART: PHOTOGRAPHY               | • MUSIC: OTHER       |
| • ART: SCULPTURE                 | • MUSIC: PERFORMANCE |
| • CREATIVE WRITING               | • THEATER ARTS       |
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## Step 5: REFERENCES

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- All references must be requested and submitted via the Embark online system. References submitted or received by any other method will not be accepted.
- Complete the registration and select the letter type for the referees you entered on page five of the application.
- After registration of references an e-mail will be immediately sent from the Embark system. This e-mail will contain login information and instructions for submitting the required online references.
- You may opt to send a reminder e-mail by resending the reference request by following the steps provided in Step 5. This can be done even if you have already completed and submitted your application
- In the Recommendation section you can view the status of registered recommenders.

### Listed are the Reference Statuses:

- “Registration Unconfirmed” indicates that the recommender has never used or accessed the Embark Online Recommendation System.
  - “Registration Confirmed” indicates that the recommender has a pre-existing account or has at least logged in before, but has not yet started the online recommendation.
  - “In Progress” indicates that the recommender has accessed the recommendation form one or more times.
  - “Submitted” indicates that the recommendation has been successfully submitted and is pending final processing by the University.
  - “Received” indicates that the University has received the online recommendation.
- Please contact your references to ensure that they have received the e-mail request.
  - Please resend the reference request through the online application mentioned in Step 5.
  - If you have resent the request multiple times, please contact [Embark Help Center](#).

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## Step 6: APPLICATION INSPECTOR

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- The application inspector report will display incomplete questions and required attachments that are missing. You will be able to provide answers to the incomplete questions and upload missing documents directly on this page.

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## Step 7: SUBMIT APPLICATION

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- Enter your electronic signature. When you successfully submit your application you will receive an application receipt e-mail message.
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