



The Fulbright Visiting Scholar Program

Instructions for Fulbright Australian Senior, Professional & Postdoctoral Applicants

Please read the following instructions prior to submitting your application

General Application Guidelines

At the time of application, you must submit the following: (a) application form; (b) detailed project statement; (c) detailed curriculum vitae; (d) three reference letters and (e) letter of invitation, if applicable.

Note: Australian applicants are also required to submit a detailed Personal Statement. Please see Additional Documentation for details (Application pages 13 – 16)

- To ensure correct completion of the application, **carefully read the detailed instructions** provided in these guidelines.
- All items **must be in English**.
- The entire application **must be submitted online**. Use 10-point or larger font on all parts of the application.
- Responses to questions on application must adhere to established character limits.
- Proofread the entire application before submitting it. The **application should be free of grammatical and spelling errors**.

Preliminary Questions

Please complete the following Preliminary Questions before proceeding with the application form.

Preliminary 1. U.S. Permanent Residency

If you have or are applying for U.S. permanent residency, you are ineligible for the Fulbright Program

Preliminary 2. Home Country/Country Applying from

Country from which you are applying for a Fulbright Scholar grant.

Preliminary 3. Program

Select Fulbright Visiting Scholar Program from the pull down menu.

Preliminary 4. Category of Grant

Select the appropriate value from the pull down menu for the type of grant you are seeking: You need to select Lecture/Research

Instructions for completing the Application

Follow the step by step instructions below to complete your online application.

Personal Information 1. Home Country/Country Applying from

This will auto-populate from the selection you made during your application registration. Because this is a generic U.S. based online application, ZZ will be automatically recorded as your permanent home state/province. Please note that this will transfer over to question 28 of your application. You **MUST manually type** over this with your Australian home state which should be recorded in full eg WA should be Western Australia.

Personal Information 2. Program

This will auto-populate from the selection you made during your application registration

Personal Information 3. Special award name VERY IMPORTANT

Please indicate the Scholarship Category eg. Senior Scholar (SS) Professional (Prof) or Postdoctoral (Postdoc) to which you are applying and then list any specific sponsored scholarship for which you wish to be considered for eg. Prof-VET etc Please refer to the Fulbright website: www.fulbright.com.au to see which category/s you may be eligible for. Your application will automatically be reviewed in the general category as well as any sponsored scholarship you have selected.

Personal Information 4. Category of Grant

This will auto-populate from the selection you made during your application registration.

Personal Information 5. Title

Select the most appropriate title from the drop-down menu.

Personal Information 6. Family Name, First Name, Middle Name

Enter your name exactly as it appears on your passport. This spelling will be used on all documents related to your grant and immigration paperwork.

Personal Information 7. Gender

Select your gender from the drop-down menu.

Personal Information 8. Country of Citizenship

Select the country in which you hold primary citizenship from the drop-down menu.

Personal Information 9. Country of Legal Residence

Select the country in which you legally reside from the drop-down menu.

Personal Information 10. U.S. Permanent Residency

This will auto-populate from the selection you made during your application registration and cannot be changed. Applicants who have U.S. permanent residency status or are seeking it are ineligible for the Fulbright Visiting Scholar program.

Personal Information 11. Date of Birth (Month/Day/Year)

Select the name of birth month, day and year from the drop-down menus. Note: U.S. convention of month/day/year.

Personal Information 12. City/Country of Birth

- Enter your city of birth
- Select your country of birth from the drop-down menu.

Employment Information 13. Current Position and Start Date, Department/Office, Institution

- Select your current position title from the drop-down menu. If you do not find your position title, please select *other* from the drop-down menu and type your title
- List the name of your institution, department or office, city, and province/state.
- If you are an independent scholar or currently unemployed please click the '*independent scholar/unaffiliated*' box and enter your residence address.

Academic Credentials 14. Academic Credentials

- State the degree earned and its equivalency in English (Ph.D., Doctorate, Masters, etc.). Include only your highest terminal degree(s) here. You may include a maximum of three academic credentials.
- Enter the Institution name where you obtained the degree.
- Select country, discipline, name of diploma/degree, date received from the drop-down menus.

Academic Credentials 15. Significant Professional Accomplishments and Publications

- Professional accomplishments may include teaching and research awards, compositions and exhibitions, etc.
- Do not write "See curriculum vitae." List accomplishments and publications as instructed below.
- List up to three principal publications with the title, publication date and publisher's name. (A complete listing of all publications should be included in your curriculum vitae.) Use the following format for bibliographic citation and distinguish between books and articles: for books, give title (underlined), publisher and date; for articles, give title (in quotation marks), journal or collection (underlined) and date.
- Limit your list to a maximum of five accomplishments and publications that can be listed within the space provided.
- 700 character limit, use Roman characters only.
- For space consideration, separate each item with a semicolon or number rather than beginning a new line; avoid using hard returns in your response.

Academic Credentials 16. Previous Fulbright Scholar Grant(s)

Include only Fulbright Scholar grants awarded through CIES (e.g. Visiting Fulbright Scholar Program). If you have received any other award through the Fulbright Program (such as Fulbright Student or Fulbright-Hays grants), include this experience in '**Professional Travel 20**' below. Please also see the Notes on Eligibility regarding previous Fulbright grants.

Project Details 17. Project Title

- The project title should succinctly describe the focus of the award activity (for example, "Evaluating Fundamental Tax Reforms in a Globalizing World" or "Crashworthiness and Rollover Stability of Heavy-Duty Tanker Trucks").
- For teaching/research awards, distinguish between both components, separating them with a semicolon.
- Maximum 160 characters

Project Details 18. Summary of Project Statement

- In a few sentences, provide a concise overview that easily allows non-specialists to appreciate the significance of the project and any potential contributions to the field.
- 700 character limit, use Roman characters only.
- This abstract is meant to serve as a *brief summary* of the more detailed project statement.
- Avoid using hard returns in your response.

Project Details 19. Proposed Program Length and Dates

- Consult with the Fulbright organization in your country regarding country-specific minimum and maximum grant lengths.
- Indicate as precisely as possible the period during which you intend to carry out your proposed program in the United States. It is recommended that you plan your program during the U.S. academic year (generally September through May), when your U.S. colleagues are more likely to be available.

Project Details 20. Major Academic Discipline

- Select one discipline from the drop-down menu that best describes your Fulbright project.

Project Details 21. Specialization(s)

- List subfields within the broad academic discipline in which you specialise (for example, environmental law, history of modern cinema, class and ethnicity in politics, women and social policies in African societies, Chinese religion and philosophy).

Project Details 22. State Department Field of Study and Primary Specialisation

- Select the most appropriate field of study and specialisation from the drop down menus

Professional Information 23. Professional Travel and/or Residence Abroad During the Last Five Years

- List the most relevant professional travel and/or residence abroad during the last five years.
- Be sure to include residence in the United States during the last five years. If you entered the United States on a J visa, please indicate the J category (professor, research scholar, student, specialist, short-term scholar, etc.) and provide copies of your previous DS-2019, if available.

Professional Information 24. Professional Memberships

List the four most relevant cultural, educational, and professional organizations that you belong to.

References 25. Identification of Referees

- List the names and contact information of three persons from whom you have requested a letter of reference.
- You must submit three references. Do not submit more than three references.
- Please provide your referees a copy of your project statement.
- References should be from people qualified to evaluate your professional work; the abilities you bring to the proposed project; your ability to adapt to another country and culture; and the merits of the project itself.
- References can come from your home institution, but at least one of the references should be from a colleague in your field outside your home institution.
- If you have recently moved to a new home institution, one of the reference letters should be from your previous institution.
- Choose your referees carefully and contact them early. The letters of recommendation need to accompany the application as it could otherwise be weakened by an insufficient number of references.
- Do not ask someone for a letter of reference unless the person is well acquainted with your qualifications. A pro forma letter from a well-known scholar, a contact abroad or a prominent government official will carry less weight than a realistic assessment of your abilities from someone who knows you and your work well.
- References must be written in or translated into English.
- Reference letters should be submitted through the online application system. See Step 4 References of the application. You will be asked to enter the name and email address of your 3 chosen referees. Your referee will receive an email with a set of instructions and link, to complete the online reference form, which they will upload to your application. The Embark system will send you an email to advise that the references have been submitted. You will not be able to view the references.
- It is your responsibility to ensure that reference reports are submitted by the deadline.

English Proficiency 26. Self-Assessment of English Proficiency

Please indicate Excellent in all fields.

Preferred Host Institution(s) 27. Preferred Host Institution(s)

- If you have already made arrangements with a U.S. host institution, you must attach a copy of your letter of appointment to your application on page 8 of the application, Letter(s) of Invitation.
- If you are expecting a letter of invitation that has not yet arrived, note the date you expect it to arrive.
- If arrangements for an appointment or affiliation have not been confirmed, list any preferences you have in order of priority including *detailed reasons for your choice* (for example, prior acquaintance or correspondence with a U.S. scholar; relevance of the U.S. scholar's work to your own research; reputation of the academic department or research center).

Contact/Family Information 28. Home Mailing Address

- Enter your Home mailing address.
- Select the country from the drop-down menu.

Please manually type over ZZ which has been recorded earlier, with your Australian home state.

Contact/Family Information 29. Emergency Contact Information

- Enter contact information in the case of an emergency.
- Select the country from the drop-down menu.

Contact/Family Information 30. Marital Status

Select the appropriate value from the pull-down menu.

Accompanying Dependents/Family Members 31.

This is not a required field at this stage in the application.

Alternate Funding 32. Alternate Funding

This is not a required field at this stage in the application.

Survey 33.

Please mark the check box and, if necessary, type in the text field how you learned about the Fulbright Scholar Program.

Survey 34.

Please select from the drop-down menu.

Survey 35.

Please select all that apply from the drop-down menu.

Physical Impairment 36. Physical Impairment

This is not a required field.

THE PROJECT STATEMENT (Application Page 5)

The project statement is the most important component of the Fulbright application. Scholars with the most compelling, theoretically sound, well-written, feasible proposals are generally recommended for awards. Sometimes those with outstanding professional achievements assume that a brief, general project statement will be sufficient. It is not. To ensure a competitive application, your proposed project, as well as the strategy for completing it, should be thoroughly explained in three to five single-sided pages. Submit a detailed project statement of no more than five single-spaced pages (3,500 words).

BIBLIOGRAPHY (Application page 6)

For research proposals, provide a list of one to three pages of references relevant to the proposed research.

THE CURRICULUM VITAE (Application page 7)

The curriculum vitae describes academic credentials and demonstrates a record of scholarly achievements (document should not exceed six pages). When composing a curriculum vitae, it is important to include:

- Education (universities attended, degrees earned and dates received)
- Professional positions held
- Courses taught and other services provided to students and the home institution
- Publications (provide full citations and list them starting with the most recent)
- Other professional activities, such as workshops, seminars and consultations
- Membership and activities in professional associations
- Professional honors, awards and fellowships
- Community service

LETTERS OF INVITATION (Application page 8)

- Letters of invitation should be typed on institutional letterhead and signed.
- Invitations do not ensure selection for an award.
- If an invitation arrives after the application deadline, contact the Fulbright organisation in your home country to arrange for its late submission.

ENGLISH LANGUAGE PROFICIENCY (Application page 9)

This is not a required field.

FINANCIAL SUPPORT/BUDGET (Application page 10)

This is not a required field.

J-1 or J-2 VISA (Application page 11)

This is not a required field.

PASSPORT (Application page 12)

Please upload a copy of the bio data page of your current passport. At this stage of your application passport information for your dependants is not required.

ADDITIONAL DOCUMENTATION (Application pages 13-16)

Personal Statement – It is a requirement by the Australian Fulbright Commission that you attach a one page narrative giving a picture of yourself as an individual outlining your personal history, influences on your intellectual development, the educational and cultural opportunities to which you have been exposed, and the ways in which these experiences have affected you. Also include your special interests and abilities, career plans and life goals etc.

This statement should be a narrative giving a picture of you as an individual. It should deal with your personal history, influences on your intellectual development, educational and cultural opportunities (or lack of them) to which you have been exposed, and the ways in which these experiences have affected you. Also include your special interests and abilities, career plans, and life goals, etc. It should not be a record of facts already listed on the application or an elaboration of your statement of proposed study. The Personal Statement should be uploaded to your application –

FULBRIGHT TRANSMITTAL FORM (Application page 17)

Please supply any additional information that will support your application.