FULBRIGHT VISITING SCHOLAR PROGRAM

Instructions for Completing the
2020-2021 Fulbright Visiting Scholar Program Application

Application: https://apply.iie.org/fvsp2020

Read all instructions carefully before completing the application.
Applicants may only apply for one award per application cycle.

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Updated 12/20/2018
General Information

The application is supported by all modern browsers. We highly recommend that you use a current version of Google Chrome, which supports Windows, Mac, and Linex platforms.

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

Step 1: Learn requirements for submitting an application
Before you begin an application, contact the Fulbright Program Office in the country from which you are applying. Deadline dates and application requirements for a Fulbright grant will vary from country to country. You must make sure you are eligible to apply. Additional information and a list of participating countries can be found here: https://www.cies.org/.

Step 2: Record user name and password in a safe place
Your email address is your user name. When you create an account for this online application, record your password in a secure place. You can log in and out of the application as frequently as you like using your user name and password. If necessary, you can reset your password by clicking the “Forgot Your Password” link 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 answer all questions completely and carefully. Review these additional tips:

- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents and save them in PDF format. It is highly recommended that to preserve any formatting and special characters in your documents, you upload them in PDF format.
- Some questions are “required.” They 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. If all information is correct, submit your application. Once you submit you CANNOT make changes to your application.
Creating Your Online Account

1. To start, click Create an account.

2. Enter your email address, first name, last name, and select your date of birth (Month-Date-Year) from the drop-down menus. Your name must be entered exactly the way it appears (or will appear) on your passport.

![Register form](image)

**Note:** Use an email address that you will be able to access for at least two years after submitting your application. This is the email address you will use to log in to your application account. We recommend you do NOT use a work email address if you will not have access to it during your grant in the U.S.

3. Click Continue. You will receive an email from apply@iie.org confirming that you have started the application. The email will include a temporary PIN. Follow the instructions in the email to activate your account using the temporary PIN.

4. You will be prompted to enter your pin and then create a password to complete login.

![Login form](image)
5. 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.
Managing Your Application

EDITING YOUR APPLICATION PRIOR TO SUBMISSION

1. You may log in at any time to review and edit your application form, upload documents, and enter recommender information.
2. Remember to save your application after completing each page by pressing the Continue button at the bottom of each page.

   Note: The application will automatically log you out after 60 minutes of inactivity, so it is best to save your application frequently.

REVIEWING YOUR APPLICATION AFTER SUBMISSION

1. After you SUBMIT your application, you CANNOT make any changes.
2. 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.
3. You can manage your recommenders by clicking on the Recommendations section of the online application.

LETTERS OF RECOMMENDATION

1. Letters of recommendation will be submitted directly to Fulbright by the recommenders you registered via your application.
2. Letters of recommendation and language evaluations may be submitted before or after you submit the application.
3. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.
Preliminary Questions

These questions address essential program eligibility. All questions are required.

1. Select the country through which you are applying for the Fulbright grant from the dropdown menu.

2. Select the appropriate program year from the dropdown menu.

3. U.S. Citizenship, Dual Citizenship with the U.S. or Permanent Residency: select ‘yes’ or ‘no’ to indicate your response.
   a. Applicants cannot be U.S. citizens or permanent residents of the U.S. to participate in the Fulbright Visiting Scholar Program.

4. Select ‘yes’, ‘no’, or ‘unsure’ to indicate if you are aware and meet all program eligibility requirements.
   a. Please review the program eligibility requirements for the country through which you are applying before proceeding.

5. Click **Continue** to save your responses and advance to the next section.
**Country Information**

1. Review all information in this section!

2. Note any country-specific and award-specific instructions for completing the rest of the application, including:
   a. Country website
   b. Deadline information
   c. Open application cycle
   d. Additional required materials

3. If prompted, you must select an Award before proceeding.

4. Click *Continue* to proceed to the next section

**Data Privacy**

1. Carefully review the Data Privacy information. If prompted, indicate your acceptance of data privacy terms by selecting ‘yes’ or ‘no’.

2. Click *Continue* to proceed to the next section
**Personal Information**

Enter all required biographical information. Please review country-specific guidance (provided in the Country Information section of the application) to determine whether you must provide additional information.

1. Enter your name exactly as it appears on your passport. Only enter a preferred name if it is DIFFERENT than your legal name (e.g. Alex instead of Alexander).

2. If your name is recorded differently on any previous records, list it in the Name on Previous Records section (e.g. maiden name).

3. The birthdate that you used to create your account will automatically appear.

4. Enter your city of birth, country of birth, sex (as it appears or will appear on your passport or travel document), preferred gender identity, marital status, and number of dependents.

5. Select your country of citizenship and country of residence from the dropdown menus provided.

6. If applicable, enter your national identification number and any additional countries in which you hold citizenship.
   
   a. To select multiple countries, hold down the CTRL (PC) or Command (Mac) button when selecting options.

7. Click *Continue* to save your responses and advance to the next section.
Contact Information

Enter all required contact information. Please review country-specific guidance to determine whether you must provide additional information.

1. Select the country where you live from the dropdown list first when entering your permanent address (i.e. physical address where you live).
   a. Based on your country selection, the subsequent fields will change to match the address format of that country.
   b. Complete the remaining address fields. Do not use accents or special characters.

2. Select ‘yes’ or ‘no’ to 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.*
   a. If you answer ‘no,’ then a second address section will appear where you may enter your mailing address information.
   b. If you answer ‘yes’ to this question, proceed immediately to the next section.

3. Enter your contact numbers as appropriate. Include the country code. If the field turns red, please review the numbers that you have entered to look for any errors.
   a. To find the correct country code, click on the blue ‘country code’ link

4. The email address used to create your account will appear in the primary email address field and will not be editable. You may provide an Alternate/Secondary Email that can be used to contact you if Fulbright Program officers cannot reach you via your primary email address.
   *Note:* All system-generated emails will continue to go to your primary email address.

5. Entering emergency contact information is not required unless directed by the country-specific instructions. If you would like to provide emergency contacts in your home country, please enter the appropriate information. The individuals you list may be contacted in the event of an emergency while you are participating in grant activities, including any required travel for interviews in your home country.
   a. When entering the address, choose the country that corresponds to your emergency contacts’ address first and the following fields will update to match the address format of the selected country.

6. Click *Continue* to save your responses and advance to the next section
**Academic & Professional Information**

This section collects information about your academic and professional background, including your curriculum vitae/resumé, academic degrees, professional experience, organizational memberships, letter of support from home institution, experience abroad, and previous Fulbright grants, if applicable.

Prepare and upload documents in PDF format as required (*). Note any page limits and ensure your documents do not exceed page limits.

**Curriculum Vitae/Resume**

1. Upload your curriculum vitae/resumé in PDF format that does not exceed six pages.
   
   *Note:* If your file exceeds 6 pages, an error message will appear on the Review page and will prevent submission of your application.

   a. Click *Choose File*
   b. Locate and select the file that you previously saved to your computer
   c. Click *Open*
   d. Click *Upload* to complete the file upload

**Academic Background**

2. List all post-secondary educational institutions from which you have received a degree or academic credential. 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.

   a. Click *Add Institution*
   b. Type in the name of the institution
   c. Choose the level of study (graduate or undergraduate) from the dropdown menu
   d. Select the country where the institution is located from the dropdown menu
   e. Enter the appropriate city and region/state
   f. Provide the website of the institution (optional)
g. Select the U.S. equivalent of the degree or diploma earned (e.g., BA – bachelor’s degree)
h. If relevant, provide the actual name of the degree or diploma (e.g., license)
i. Enter the discipline in which this degree or diploma was earned
j. Select the month and year of the date this degree was received (Month – Year format) from the drop down menu
   ▪ If a degree is in progress, list expected date of conferral for Date Degree Received.
k. Click Save.

3. To add additional entries for post-secondary educational institutions, click Add Institution and follow the bulleted instructions above.

**Current Professional Profile**

4. List your current professional affiliation or employer by clicking Add Experience under Position Title
   a. Choose the role which most closely corresponds to your current role from the dropdown menu
   b. If you are an independent/unaffiliated scholar, check the box underneath the Current Role field. The Institution Name and Department Name fields will disappear after the box
is checked

c. Enter your current position title (e.g. Director, Assistant Director, etc.)

d. Enter the name of the institution and, if relevant, the department where you are currently employed

e. Enter the start and end dates for the position you entered (Month-Year format). If you are currently employed in this role, leave the End Date fields blank.

f. Select the country where your current place of employment is located from the dropdown menu. Enter in the street address, city, state/region, and post code as applicable

g. Click Save

5. If you have more than one current position, click Add Experience and follow the instructions above.
6. List your most significant professional accomplishments, honors and awards, and up to three significant publications in the text box.

   a. List no more than five accomplishments, honors, or awards
   b. Separate each entry with a semicolon (;)
   c. 700-character limit

**Organizational Memberships**

7. List up to four professional memberships in cultural, educational, and professional organizations.

   a. Click *Add Organization*
   b. Enter the name of the organization
   c. If you held an elective office in the organization, enter the name of your role (e.g., Treasurer)
   d. Enter the start and end dates (Month-Year format) that correspond with your membership in this organization.
      - If you are still an active member, leave the End Date blank.
   e. Click *Save*

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**Organizational Membership**

- **Organization**
- **If you held an elective office, list this in your Role.**
  - **Role**
  - **Start Date**
  - **End Date**

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**Letter of Support from Home Institution**

8. If required by your country-specific instructions, upload a PDF file of your letter of support/confirmation of leave from your home institution, confirming your ability to participate in a Fulbright award.

   a. Click *Choose File*
   b. Locate and select the file that you previously saved to your computer
   c. Click *Open*
d. Click *Upload* to complete the file upload

**Experience Abroad**

9. List any professional travel and/or residence abroad exceeding three (3) months during the last six years:
   a. Click *Add New*
   b. Select the country in which you spent your professional travel and/or residence abroad from the dropdown menu provided
   c. Select the start and end dates (Month-Year format) of your travel/residency
   d. Enter the purpose of your travel abroad
   e. Click *Save*

10. If you have more than one trip abroad to enter, click *Add New* again, and follow the bulleted instructions until all entries have been saved.

11. Select ‘yes’ or ‘no’ to indicate if you have previously entered the United States on a J-1 or J-2 visa?
   a. If ‘yes’, you are required to select the J category of sponsorship from the list and upload a copy of your previous DS-2019

*If you have participated in a J-1 or J-2 visa exchange program in the Professor or*
Research Scholar categories, please check with your Fulbright Office to confirm you are eligible to apply for the program at this time.

12. Select ‘yes’ or ‘no’ to indicate if you have previously been awarded a Fulbright grant.  
   a. If ‘yes’, you are required to list the grant(s):
      ▪ Click Add Grant.
      ▪ Select the Fulbright award type from the dropdown menu provided (e.g., Fulbright FLTA, Fulbright Foreign Student, etc.)
      ▪ If you select “Other (please specify)”, enter in the name of the Fulbright grant that you received in the “Other, please specify” field
      ▪ Select the academic year that corresponds to the year in which you received the Fulbright grant.
      ▪ Click Save

![Previous Fulbright Grants](image)

13. If you are applying for another Fulbright Scholar Opportunity, please provide justification as to why you should be considered for another award in the text box.

14. Click Continue to save your responses and advance to the next section
Language Skills

This section collects information about your native language, English language skills, and any additional languages that are relevant to your project proposal.

1. Select your native language from the dropdown menu provided.

English Language Proficiency

If your native language is not English, a section collecting your English language proficiency will appear.

2. Rate your English language proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.

Additional Language Skills

3. Select the number of additional languages that you would like to include that may be of use for your project or study plans.

4. Select the language you are reporting from the dropdown menu and rate your proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.

5. Click Continue to save your responses and advance to the next section
Project Proposal

This section collects information about your proposed project. Please carefully review country-specific guidance to determine if you must submit any additional documentation.

1. Select the category of grant for which you are applying.
   a. If you select Research, you must upload a Bibliography
   b. If you select Teaching/Research, you must upload a Bibliography and Course Syllabus
   c. If you select Teaching, you must upload a Course Syllabus

2. Enter your Project Title

3. Enter a summary of your Project Proposal in the text box (maximum of 700 characters)

4. Upload a detailed project statement of three (3) to five (5) pages in PDF format
   a. Click Choose File
   b. Locate and select the file that you previously saved to your computer
   c. Click Open
   d. Click Upload to complete the file upload

5. If requested, upload a Bibliography of one (1) to three (3) pages of references in PDF format following the instructions above.

6. If requested, upload Course Syllabi of up to ten (10) pages in PDF format following the bulleted instructions above.

7. Select the most appropriate academic discipline for your project from the dropdown menu.

8. Select the most appropriate primary specialization from the dropdown menu.

9. Enter a brief description of the area of the field in which you plan to specialize/conduct research in the United States in the text box.
   a. Some fields will ask you if you’d like to upload portfolio materials as part of your application. Select ‘yes’ or ‘no’
   b. If you select ‘yes,’ you will be directed to upload your materials on the next page. Please follow the upload instructions listed.

10. Select your proposed grant length (in months) from the dropdown menu

11. Enter your proposed grant start and end dates (Month-Day-Year format)
12. Indicate whether you have already made affiliation arrangements with a U.S. Host Institution by selecting 'yes' or 'no'

   a. If 'yes', add the Host Institution by selecting Add Institution
      ▪ Enter Institution Name
      ▪ Enter Name and Contact Information of the person at the Institution who will be your primary contact
      ▪ Enter the address of the Institution
      ▪ Indicate whether you have received a letter of invitation
      ▪ Click Save
      ▪ Upload the Letter of Invitation (if available) by clicking Choose File

   b. If 'no', and you are not required to arrange an affiliation before applying, list any host institution preferences in order of priority by selecting Add Institution
      ▪ Enter Institution Name
      ▪ Enter Name and Contact Information of the person at the Institution who you have communicated with previously, OR the main contact for the department that you are interested in joining
      ▪ Enter the address of the Institution
      ▪ If you are in contact with the Institution, enter the date (Month-Day-Year form) of your initial contact
      ▪ Enter a reason for the suggested affiliation
      ▪ Click Save

13. Click Continue to save your responses and advance to the next section
Grant and Travel Plans

This section gathers information on your personal finances, additional grants you may have applied to/received, passport, and accompanying dependents. Please note that these sections may not be required if you are from certain countries. Review country-specific information before completing.

1. Select ‘yes’ or ‘no’ to indicate if you have other sources of financial support during your Fulbright grant
   a. If ‘yes’, select the number of other sources of funding you expect to receive
      ▪ Enter Source Description (e.g., NSF grant)
      ▪ Estimated Amount (in U.S. dollars)
      ▪ The Other Funds Total field will automatically update based on the amounts provided above
      ▪ Upload supporting documentation by selecting Choose File

2. Indicate if you are planning to apply for other sources of funding to supplement the Fulbright grant award in the text box (700 character limit). Include the course and amount for all funding.

3. If required by your country-specific instructions, upload a copy of your passport or travel document by selecting Choose File

4. If required by your country-specific instructions, select the number of dependents you intend to have accompany you the U.S. (select 0 if you do not have dependents or your dependents will not accompany you the U.S.)
   a. Enter required information for each dependent, including relationship to you, name, date of birth, sex, country of citizenship, previously held U.S. J-1 or J-2 visa, and intended length of stay in the U.S.

5. Click Continue to save your responses and advance to the next section

Additional Information

Use this section to upload any required additional documentation per your country-specific guidance.
Complete the Outreach Survey.

Click *Continue* to save your responses and advance to the next section.
**Recommendations**

Use this section to register your recommenders. Refer to your country-specific instructions for details on the required number of recommenders.

Once you register your recommenders, they will receive an automatic email with instructions on completing the online recommendation form. You can track the status of recommendations, send reminders, and add/delete recommenders through this system before and after submission of your application.

1. Click *Add Recommender*
2. Complete all fields in the pop-up form:

   ![Add Recommender Form](image)

   - **Prefix**
   - **First Name**
   - **Last Name**
   - **Institution**
   - **Position/Title**
   - **Relationship**
   - **Telephone**
   - **Email**

   *Note: Applicants are encouraged to provide a professional email address for their recommenders (i.e., institutional email address for a professor, a corporate email address for a supervisor) when possible.*

   **Personal message to recommender**

   You may include a personal message for your recommender here. If your program has a recommend deadline, please use this message to communicate this deadline to your recommender.

3. Click *Send to Recommender* to generate automatic email to recommender
4. Click *Continue* to save your responses and advance to the next section
5. Once sent, you will have the option to Edit Recommender information if they have not yet started progress on their response and Save, Send Reminders, and Exclude if you wish to remove the recommender and replace with another individual.
Edit Recommender

- Prefix ▼
- First Name
- Last Name
- Institution
- Position/Title
- Relationship
- Telephone
- Email
- Personal message to recommender

Status: Sent to recommender on 12/20 at 11:18 AM

Save  Send Reminder  Exclude  Cancel
**Signature**

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

![Signature Box](image)

Click *Confirm* to continue to the next page.

**Review**

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

- 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.

**REVIEW ALL RESPONSES. CLICK SUBMIT.**
GUIDELINES FOR A RESEARCH OR PROGRAM AND CURRICULUM DEVELOPMENT PROJECT

**Background:** Introduce the research topic. Place the project in academic or professional context by referring to major works by others on the subject.

**Objectives:** Clearly define the aims of the project.

**Methodology:** Describe the project. Explain the approach, methods and plan you will use (for example, interviews, library or archival research, or laboratory experiments). Indicate whether the proposed research is quantitative or qualitative.

**Significance:** Explain the importance of the project for the field, your home country and your own professional development. Indicate what effect you expect the opportunity to have on your teaching or professional work in your home country. (For example: new approaches to curriculum planning, student advising or pedagogy; expanding knowledge in the field through collaboration with U.S. colleagues). Describe briefly the expected impact of your participation on your home institution, community or professional field.

**Evaluation and Dissemination:** Describe plans for assessment and distribution of research results in your home country and elsewhere.

**Justification for Residence in the United States for the Proposed Project:** Indicate why it is necessary to conduct the research onsite in the United States.

**Duration:** Explain how the project can be completed within the time period proposed.

**English Proficiency:** Describe your schooling in English, use of English and competence level in speaking, reading and writing.

**Other:** If applicable, indicate the quantity, format and transportation requirements for any botanical, zoological or mineral samples that you will need to bring to the United States for analysis.

GUIDELINES FOR A TEACHING PROPOSAL

**Teaching Experience:** Describe the range of courses you have taught, including the teaching methods used. Indicate your involvement, if any, in curriculum planning, thesis guidance and administrative responsibilities. Explain how your experience will be relevant to your proposed teaching in the United States.
Proposed Teaching: Explain what you propose to teach in the United States.

English Proficiency: Describe your schooling in English, use of English and level of competence in lecturing and speaking, reading and writing.

Expected Outcomes: Indicate what effect you expect the opportunity to have on your teaching or professional work in your home country (for example, new approaches to curriculum planning, student advising or pedagogy; expanding knowledge in the field through collaboration with U.S. colleagues). Describe briefly the expected impact of your participation on your home institution, community or professional field.

ADDITIONAL CONTENT RECOMMENDATIONS

In addition to following the format carefully, the following advice has been passed on from former Fulbright Scholars, review committees and CIES staff that can assist you in preparing a more competitive and ultimately successful Fulbright application.

- Submit a clear and complete project statement that introduces you professionally to your colleagues in the United States. The best applications are those that reflect the applicant’s purpose and intent.
- Make sure that your qualifications and expertise match the objectives in your project statement. You should be able to show that you are qualified to accomplish what you are proposing to do.
- Emphasize how your project will benefit the host institution or other scholars in your field both in your country and in the United States. Address in your project statement the ways in which you will use the experience upon your return. What is the likely impact of your experience abroad? How will you use what you learned upon your return, professionally and personally?
- Discuss any preparatory steps you have taken or will take before starting your grant. For example, if you plan to bring samples of plants, chemicals, human tissue, etc., indicate that you have discussed your plans with the U.S. Embassy and your prospective host, if known, in order to determine what clearance and approval processes are needed.
- Connect your past experience to what you are preparing to do if you receive an award. Explain the project’s significance and its importance to the field. Focus on what can be reasonably accomplished during the period of the grant.
- Do not assume that your suitability for the project is self-evident. Your standing in your field may not be well known to reviewers. You need to make a case for yourself based on your past experience and current scholarly endeavors. Explain the significance of your project in language that will be understood by reviewers from outside your field.
• Do not stress only how a Fulbright grant will benefit you or your career. Remember that the program is intended to foster mutual understanding between cultures and nations.
• Be specific in describing your previous work and in laying out the nature of your proposed Fulbright activity. A frequent failing in applications is that the proposal is underdeveloped or too imprecise to give reviewers a clear sense of the endeavor.

STYLE RECOMMENDATIONS

• Express what you can bring to the program clearly and succinctly. Think of the basic questions that need to be answered: Why should I apply for a Fulbright award to come to the United States? If selected, what will I do and how will I do it? What preparations have I made to complete the project? What can I contribute to the Fulbright Program? What will the results of my participation be? Include only the most pertinent information in forming your responses so as not to exceed the page restrictions. At the same time, you should avoid writing a proposal so brief that it will be difficult for the reviewer to understand the project.
• Emphasize key points in the first paragraph of the proposal. Reviewers examine many Fulbright applications, and having to search for the main points of the proposed activity is not helpful. You should grab the reviewer’s attention quickly and state clearly what you want to do, why it is important and how you will do it. You should use the rest of the proposal to support your statements in the opening paragraphs.
• Pay attention to style in your proposal. You may want to use the first person, but you should avoid flooding your proposal with “I’s” or referring to yourself in the third person.
• Keep your proposal simple and straightforward so that an educated reader from another discipline can understand it.

THE CURRICULUM VITAE

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

The application asks for similar information, but provides limited space for answers. In the curriculum vitae, you should expand upon these topics to present more completely your accomplishments.

Note: Copies of diplomas are not required.

SUPPLEMENTAL MATERIALS

Letters of Invitation
• Letters of invitation should be typed on institutional letterhead and signed. Scanned copies should be attached to page nine of the online application.
• Invitations do not ensure selection for an award.
• If an invitation arrives after the application deadline, contact the Fulbright organization in your home country to arrange for its late submission.

Bibliography
For research proposals, provide a list of one to three pages of references relevant to the proposed research. Required for research and teaching/research applicants.

Course Syllabi
For teaching proposals, provide up to 10 pages of sample syllabi for courses you propose to teach or have taught. Required for teaching and teaching/research applicants.

REFERENCE REPORTS
Candid, frank reference reports or letters of reference help reviewers place your research or teaching proposal within your home institution’s current conditions and plans for growth. References also provide evidence of your
reputation within your discipline. The Reference Report Form in the application packet suggests qualifications that your referees should address.

- 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. Consult the Fulbright organization in your country of application whether alternative means of submission are acceptable.
- It is your responsibility to ensure that reference reports are submitted by the deadline.