



Fulbright Scholarship for Master's Study Programs in the United States

APPLICATION GUIDELINES

Please read these guidelines carefully and refer to it frequently as you fill out your application. Do not refer to the online instructions since it is a generic form for all countries. Fulbright Vietnam has specific requirements, so please follow our guidelines below.

Remember the application deadline: **May 15, 2018**. All components of the application must be completed before this date, including recommendation letters.

Apply online at: <https://iie.embark.com/apply/ffsp>

Please register an account by filling out your email, password, first name, and last name.

The screenshot shows a web browser window with the URL <https://iie.embark.com/auth/login>. The page features a login form with the following elements:

- Email input field
- Password input field
- LOGIN button (green)
- LOGIN WITH FACEBOOK button (blue)
- Text: "By logging in, you agree to our [Privacy Policy](#)"
- Text: "Don't have an account? [Register](#) | [Forgot your password?](#)"

The page footer includes "Powered by EMBARK" and links for "Contact Us" and "About Us".

NEXT, PLEASE FOLLOW 13 STEPS LISTED ON THE LEFT COLUMN OF THE SCREEN TO COMPLETE YOUR APPLICATION.

We recommend that you start contacting your recommenders as soon as you start your online application. Refer to Step 12 for details.

STEP 1: Preliminary Questions

Please choose the answers as suggested below.

Please note:

- *You must choose “Vietnam” as the country through which you’re applying to. If you choose a different country program, the Fulbright Vietnam Office won’t be able to view and download your application.*
- *It’s not required to check with the Fulbright Vietnam Office before starting your application. You don’t need to email or make a phone call. Just check “Yes” to start your application.*

STEP 2: Instructions

Skip this step. Do not refer to the online instructions since it is a generic form for all countries. Follow the application guidelines in this documents only.

STEP 3: General Information

Study plan

Which application cycle are you applying to?

- ➔ *Please select “2019-2020”. If this option is not available by the time you start your application, please skip it for now. But remember you need to revisit this section and choose “2019-2020” as the right application cycle.*

Degree Objective

- ➔ *Please select “Masters”*

What is your proposed major field of study? *

- ➔ *From the list of choices, select the field of study most appropriate to your study objective. If your desired field is not on the list, you can choose the most similar one on the menu, and then type the exact name and briefly elaborate on the exact nature of your objective in the text box that follows.*

STEP 4: Education

List all higher educational institutions you have attended that have issued a degree (đại học, cao đẳng, cao học). Do not list high school or middle school.

Even if the degree program you attended is not related to your Fulbright proposed field of study, you need to list them all.

STEP 5: Experience, Language Skills and Test Score

Complete as required.

STEP 6: Personal Information

Complete as required.

STEP 7: Personal Financial Information

Skip the parts about fund, since you'll be fully funded if you are selected for a Fulbright grant.

Complete the part on dependents.

STEP 8: University Preference

If you have preferences in mind, please complete this part as fully as possible. If you don't have any preference yet, you can leave it blank.

STEP 9: Essays & Resume/Curriculum vitae

- **Study/Research Objective:** The study/research objective description that you provide is an essential and highly important part of your application. You should take great care to write a clear and very detailed description of the program you want to pursue. Clearly identify the area(s) within your field of study in which you want to specialize or concentrate. If there is specific research/internship that you want to accomplish, please describe.

This essay will be forwarded to universities if you are selected as a finalist, so it is important to present your ideas in an organized way. If you write an incomplete or overly brief statement, you may not be placed at a university which best suits your academic needs and goals. As more than one university will read this application, you should not mention a specific institution in this section

Upload your essay in Word or PDF format. The length of this essay is 1000 words maximum, no longer than 02 pages. You should leave a 4cm margin at the top of every page to allow room for the header that will appear on the PDF view when we download your application from the online system.

- **Personal Statement:** This is a narrative statement to introduce who you are and why you are a suitable candidate for the Fulbright Program. You should describe 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. It should not be a record of facts already listed on the application or an elaboration of your statement of proposed study.

Upload your essay in Word or PDF format. The length of this essay is 1000 words maximum, no longer than 02 pages. You should leave a 4cm margin at the top of every page to allow room for the header that will appear on the PDF view.

- **Resume/Curriculum Vitae:** Make sure the information in your CV is consistent with your application. Upload your most recent Resume/CV in Word or PDF format, maximum 02 pages in length, longer will be cut down.

STEP 10: Transcripts and Additional Documents

- **Transcripts:** Although the online system only indicates transcript, Fulbright Vietnam requires that you upload both degree and transcript of each higher educational institution you've attended. **If you do not attach the degrees, your application is incomplete and won't be reviewed.**

If your degrees and/or transcripts were issued in English or bilingual, you just need to upload the scanned copies of the original documents. If your degrees and/or transcripts were issued in Vietnamese only, you need to upload the certified notarized translations of the documents.

- **Writing sample:** not required at this stage, you can skip it.
- **Test scores:** Please upload the scanned copies of your test score reports (TOEFL iBT, IELTS, GMAT, GRE). If you have more than one score reports, please combine them all in one file for upload. Please note that TOEFL iBT or IELTS scores must be valid by the application deadline. The validity of TOEFL iBT and IELTS is two years from the test dates to the application deadline.
- **Additional documents:** Some may upload their portfolios/certificates though it's not required by Fulbright Vietnam.

STEP 11: Supplemental Forms

Skip this step. Fulbright Vietnam requires that you complete all parts of the application online.

STEP 12: Register Recommender

- 03 recommendation letters are required by Fulbright Vietnam.
- Recommendation letters must be written in English. Recommendation letters should be obtained from teachers/supervisors/colleagues/partners or someone who knows you well academically and/or professionally, and fully support your pursuit of further study. You register your recommender by filling out their name & email address, then click "Invite Recommenders". Click "+" to add more recommenders. Once registered, your recommender will receive an email like this from our system:

Reply Reply All Forward IM

Thu 12/21/2017 3:16 PM

Embark Team <noreply@embark.com>

Hanh Nguyen's Online Recommendation

to ■ Nguyen, Hanh T (Hanoi)

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear Hanh Nguyen,

You have been asked by Hanh Nguyen to complete an online letter of recommendation for Fulbright Student Program. To access and complete your letter of recommendation, please click [here](#).

PLEASE SAVE THIS INFORMATION FOR FUTURE REFERENCE.

When you follow the above link, you will have access to the Fulbright Student Program's actual recommendation form, which you will be able to compose, review, and submit online at your leisure. You will also be able to print a copy for your files. Letters should be written in English. If this is not possible, you can still submit your letter online. However, an English translation must also be sent to the student's Fulbright Program Office. Please contact the student for the specific mailing address. Completing your recommendation online is easy, reliable, and completely secure. Fulbright Student Program prefers online submission of recommendations as it streamlines the entire process

Thank you from Hanh Nguyen and Fulbright Student Program.

Embark Online Recommendation Help: help@embark.com

For more information about Embark, go to: www.embark.com

Please note:

- *Recommenders must complete all parts of the recommendation letters including the referee information, rating chart, and upload a letter of recommendation. Recommendation letters must be submitted before the application deadline **May 15, 2018**.*
- *Your recommenders can work on their letters of recommendations while you are working on your application. These are the two independent processes. You don't need to wait until your application is complete to register recommenders. Fulbright Vietnam recommends that you register your recommenders as soon as you start your application.*
- *Fulbright Vietnam deserves all rights to verify the information provided in the recommendation letters, including contacting the recommenders directly.*

STEP 13: Review

- Make sure you have completed all sections marked “*”
- Check spelling & grammar carefully.
- Submit your application soon to avoid “system error” during the peak days.
- Remember to save a PDF copy for your later reference after submitting your application.

NEED HELP?

- If you need assistance with the online application system, please contact: support@embark.com
- If you have any enquiry about the Fulbright Program in Vietnam, please contact Ms. Hanh Nguyen, Program Assistant, at nguyenht4@state.gov, or 024-3850-5089.

GOOD LUCK!