Institute for Regional and International Studies
UNIVERSITY OF WISCONSIN–MADISON

UW-Madison Campus Instructions:
2018-2019 Fulbright U.S. Student Program

Attachment B, Interview Schedule form deadline: 4:00pm CT, Wednesday, September 6, 2017
E-Application campus deadline: 11:59am CT, Monday, September 11, 2017
E-Application national (final) deadline: 5:00pm ET, Friday, October 6, 2017

UW-Madison Fulbright Program Advisor:
Mark Lilleleht, Awards Office, Institute for Regional and International Studies (IRIS)

Details on campus procedures and copies of related documents are available at
http://iris.wisc.edu/funding/students/fulbright-us-student-program/

Electronic application access and Fulbright program information are available at
http://us.fulbrightonline.org/. If you know you are applying, open an application account asap.

The Institute of International Education (IIE), which manages the Fulbright U.S. Student Program (FUSP), has an electronic application submission process. No hard copies of materials will be submitted to IIE. **Applications must be submitted electronically by the campus deadline; this is the first required step in a two part submission process. Step 2 is the final submission of the e-application by the national deadline. In between these two steps, your application can be revised.**

> *Each applicant initiating an application in the Enrolled Student categories (and selecting the UW-Madison as their institution) becomes part of the UW-Madison applicant pool address book. Please read email that comes from the IRIS Awards Office (awards@iris.wisc.edu) or the electronic application system regularly. I will address general problems that might come up, will announce interview schedules, and final submission dates via email.*

Review all materials and documents available at http://iris.wisc.edu/funding/students/fulbright-us-student-program/. On the Fulbright website, the tab at the top labeled **Applicants** has information about getting started, components of the application, and links to set up an application account**.** Most questions on filing a Fulbright application are answered there. Writing tips are also available online.

Read the **individual country summaries** on the Fulbright site to ensure that your project is an appropriate match for the country program to which you are applying. Normally, research projects must be completed in one academic year. Projects are also typically carried out in a single country; however, under exceptional circumstances, a candidate may submit a multi-country proposal. See the Fulbright website for more information about multi-country projects and talk with me.

Students applying for a Fulbright who have completed a junior year abroad or an American university study program abroad ARE eligible to apply for the country in which they studied.

If you are pursuing a study and/or research project, affiliation with a university or research institution is required for most country programs (check the individual country summary). Unless an individual country description indicates otherwise, it is strongly recommended that a letter of support from an institution or a particular individual with whom you may be cooperating accompany your application. These letters can be faxed to you or sent as pdf documents via email; they should be on letterhead and have some form of signature. You will upload such a letter into your e-application in Step D. If you are applying for an ETA grant, do not include any affiliation letters.

Application Materials and Forms:

FILLING OUT THE APPLICATION: The application is available online. You can obtain an account through the Fulbright U.S. Student web site. The campus Fulbright Program Advisor in the IRIS Awards Office is available to advise on various aspects of the competition and provide feedback on your essays; however, you are expected to familiarize yourself with the application components and process.

- You must complete your application online and submit it electronically by the CAMPUS deadline. You will be given access again to your e-application after the campus deadline in case you need to revise your proposal or personal statement or add transcripts and letters of affiliation. Your final e-application submission deadline via the Embark application email system is the national deadline.

- Read "**Step A: Overview"** in the Embark online application first, accessible through the http://us.fulbrightonline.org site!

- **"Step C: Essays" has all formatting requirements, including required information at the top of the project statement.** Deviations from formatting requirements may render your application technically ineligible.

- **Community/civic engagement:** 15a on the application form: "Host Country Engagement: Describe briefly how you will engage with the host country community? Give specific ideas for civic engagement. Limit your answer to 6 lines. To ensure proper formatting DO NOT ENTER HARD-RETURNS when entering text."

The Statement of Grant Purpose is the most important component of the application. This statement is limited to 1-2 single-spaced pages (Research/Study statement is 2 pages; ETA statement is 1 page). Each application type has a description of Application Components and Tips on the http://us.fulbrightonline.org site. Read the individual country summary. It is in your best interest to heed any specific requirements and recommendations for filing the application.

We have a collection of UW-Madison student proposals and personal statements of applicants who were awarded Fulbright U.S. Student Program on file and available for review in 301 Ingraham Hall. You can not check them out or make copies but can read them in that room.

The **personal statement** is a very important component of the application. It should be in narrative form and limited to **one page single-spaced**. The statement should convey the relationship between your

project and your career plans and life goals. The National Screening Committee uses the personal statement to assess the student's level of maturity, facility in handling a cross-cultural experience, and ability to represent the United States abroad (but this is understood in general terms, not in terms of political affiliation).

FORM 7: Language Background Self Report: Complete a separate form for each language needed for the proposed grant project and/or as required by the host country. Where noted, proficiency generally means a minimum of two years of college level language study. For example, proficient spoken and written Spanish is required at the time of application for Latin American countries and for Spain. Many other countries do not require language proficiency at the time of application. The level of proficiency you should have depends on the nature of your project.

FORM 7A: This is only to be filled out by those applying for a Critical Language Enhancement Award. Please refer to website for information on eligible languages and countries.

Foreign Language Evaluation: In general, you are required to have foreign language proficiency adequate for carrying out the proposed research and for communicating with people of the country where you will be living; however, there are exceptions. Please read the **individual country** descriptions carefully concerning language requirements. The Foreign Language Evaluation should be completed by a professional foreign language teacher. If you are using a language in your project that is not required by the country description, you should still have your proficiency with the language to be used in your project evaluated.

Reference form: Three letters of recommendation should be provided by three different people. **These MUST be submitted electronically, hard copies are not accepted**. When you register your referees there is also a box to enter the date by which references should be submitted; you should enter the **campus deadline**. You should provide your referees with adequate information so that they can assess your proposal and your ability to carry out the proposed work. (The reference letters are not the same as the letter/s of affiliation). Be sure to complete your information at the top of each reference form. Please let your referees know that submission of letters of recommendation by the campus deadline is important. The Fulbright campus committee reviews your entire application before your interview; references and language evaluations are important to the committee in its evaluation of your proposal. **Instructions for referees can be found at http://us.fulbrightonline.org/instructions-for-study-research-recommendation-writers.**

Fulbright English Teaching Assistantship (ETA) Reference form. If you are applying for an ETA grant, this form **MUST** be used for your letters of reference. These are ONLY for those applying for an ETA position. **These MUST be submitted electronically; a separate narrative letter cannot be submitted, the fill in form MUST be used**. **Instructions for referees can be found at https://us.fulbrightonline.org/instructions-for-eta-reference-writers.**

FORM 11: Creative and Performing Arts Record. This is ONLY for applicants in the creative and performing arts. You will upload supplementary materials. More information about this process can be found here: **http://us.fulbrightonline.org/required-supplementary-materials-for-arts-applicants**.

Transcripts: You must upload one unofficial academic transcript from each post-secondary institution from which you received a degree. Additional transcripts should be uploaded for coursework and grades not reflected on degree-granting transcripts. Pass/Fail grades are not considered useful by the

Committee. If Pass/Fail grades are included, an explanation should accompany the transcript that describes what Pass means, the level of passing (i.e., D or A), and how Pass is determined. This is particularly true for major course work. **Low grades and/or incomplete grades should be explained in an accompanying statement. Consult http://us.fulbrightonline.org/transcript-upload-instructions for information about uploading transcripts.** Candidates recommended for final consideration will be required to submit official copies of all college transcripts in January 2018.

If you are applying for a Fulbright-National Geographic grant ~~or a Fulbright-Clinton Fellowship~~, you will follow all the campus procedures and meet campus and national deadlines, but some parts of your application will differ from a research/course of study application. Please read relevant instructions carefully and discuss any questions with me.

INTERVIEW PROCEDURE

A Fulbright Campus Review Committee is convened each year. The disciplines and regions of the world represented change from year to year depending on who serves on the committee. The members are specialists in various fields and area studies, but you might not interview with someone who is a specialist in your field and region. Committee members work in pairs. Each applicant will be interviewed for roughly 15 minutes by one member of the committee. Interviews take place in campus offices. A second committee member will read the files of those interviewed. I meet with the committee pairs to discuss the evaluation of their group of applicants. Each applicant is evaluated and the written evaluation is discussed. The committee member who met face-to-face with the applicant writes up the final evaluation. All UW-Madison applications are forwarded to New York to be screened by the National Screening Committee. No one is eliminated from the campus stage of the competition. **You must make your schedule as open as possible for the interview. I will try to take your schedule into consideration when setting up interviews; however, committee member schedules take precedence over student schedules and are not as open as students' schedules.**

ELECTRONIC APPLICATION AND CAMPUS PROCEDURE

You must complete your application electronically by the **11:59am CT, Monday, September 11, 2017 campus deadline**. You must also submit your Attachment A to the IRIS Awards Office by this date. You may continue to revise your essays, and will have the opportunity after the interview to make changes to your application, if you so desire. Although you must submit your electronic application by the CAMPUS deadline, I will give everyone access to their electronic applications again by the Friday after that deadline. The final electronic application submission deadline is the national deadline, Friday, October 6, 2017 5:00pm ET.