



**Institute for Regional and International Studies**  
UNIVERSITY OF WISCONSIN-MADISON

**UW-Madison Campus Instructions:  
2021-2022 Fulbright U.S. Student Program**

Last revised on March 27, 2020

**Attachments A & B deadline: 10:00am CDT, Monday, September 14, 2020**

**Campus deadline: 11:59am CDT, Thursday, September 17, 2020**

**National (final) deadline: 5:00pm EDT, Tuesday, October 13, 2020**

**UW-Madison Fulbright Program Advisor:**

Mark Lilleleht, Awards Office, Institute for Regional and International Studies (IRIS)  
328 Ingraham Hall, [awards@iris.wisc.edu](mailto:awards@iris.wisc.edu), 608.265.6070

Campus procedures are available here and online at: <https://iris.wisc.edu/funding/students/fulbright-us-student-program/>.

**Online application access** & Fulbright program information available at <https://us.fulbrightonline.org/>. If you know you are applying, we encourage you to open an application ASAP.

The Institute of International Education (IIE), which manages the Fulbright U.S. Student Program (FUSP), has an online application submission process. **Applications must be submitted online thru the Fulbright application system by the campus deadline; this is the first required step in a two-part submission process. Step 2 is the final submission of the application by the national deadline. In between these two steps, your application can be revised.**

*Each applicant initiating an application and selecting the UW-Madison as their institution becomes part of the UW-Madison applicant pool. Please read all email that comes from the IRIS Awards Office ([awards@iris.wisc.edu](mailto:awards@iris.wisc.edu)) AND Fulbright. We will address general issues that might come up, highlight webinars & resources of interest, send deadline reminders, announce interview schedules, etc via email.*

**Review all materials and documents available at <https://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 initiate an application. Most questions on filing a Fulbright application are answered there. Writing tips are also available online.

Read the **individual country and award 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 in almost every instance carried out in a single country.

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**Students applying for a Fulbright who have completed a junior year abroad or a 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 letters into your online application. If you are applying for an ETA grant, no affiliation letters are expected or will be accepted.

### **Application Materials and Forms:**

**FILLING OUT THE APPLICATION:** The application will be available online starting March 31, 2020. You can initiate an application by following the links on the Fulbright U.S. Student Program 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 through the online system by the CAMPUS deadline. You will be given access to your application soon after the campus deadline so that you can continue to revise your application and statements or add transcripts and letters of affiliation. Your final submission deadline via the application system is the national deadline.
- **Make sure that your essays conform to all formatting requirements, including required information at the top of the statements.** Deviations from formatting requirements may render your application technically ineligible.
- **Community/civic engagement:** Describe briefly how you will engage with the host country community. Give *specific* ideas for civic engagement.

**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 @ <https://us.fulbrightonline.org>. 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 & personal statements of applicants who were awarded Fulbright U.S. Student Program awards on file and available for review in 328 Ingraham Hall. You can not check them out or make copies but can read them in 328.**

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 Committees use the personal statements to assess an applicant's level of maturity, facility in handling a cross-cultural experience, and ability to represent the United States – *your* United States and *your* American experience – abroad.

**Language Background Self Report:** Complete a separate form for each language needed for the proposed 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 for many Latin American countries and for Spain. Many other countries do not require language proficiency at the time of application and/or on uptake of the award. The level of proficiency you should have depends on the nature of your project and country requirements.

**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 (study/research & Fogarty):** Three letters of recommendation should be provided by three different people. **These MUST be submitted through the online system.** Please note that the due date your letter writers will see is the national deadline; **make clear to your referees that you need their letters submitted by 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. I strongly recommend providing them with draft versions of your project and personal statements. Reference letters are not the same as letter/s of affiliation or language evaluations. 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 <https://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. A separate narrative letter cannot be submitted, the fill-in form **MUST** be used and **should be submitted by the campus deadline.** **Instructions for referees, guidance, and links to a sample form can be found at <https://us.fulbrightonline.org/instructions-for-eta-recommendation-writers>.**

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**The importance of strong recommendations cannot be overstated. While you can't control what your referees say you can pick your references strategically and give them the information & guidance they need to write the strongest possible letters of support. The best letters are those that are detailed, demonstrate a familiarity & engagement with the applicant, provide specifics about the applicant and her/his ability to complete the proposed work, and avoid cliché.**

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**Creative and Performing Arts Portfolio:** 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: <https://us.fulbrightonline.org/required-supplementary-materials-for-arts-applicants>.

**Transcripts:** You must upload one academic transcript from each post-secondary institution from which you received a degree. Additional transcripts can be uploaded for coursework and grades not reflected on degree-granting transcripts. Unofficial transcripts are acceptable at this stage. 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 but should NOT keep you from applying for a Fulbright.** If you are concerned about your academic record please come speak with me!

Consult <https://us.fulbrightonline.org/transcript-upload-instructions> for information about uploading transcripts. Candidates who are offered a Fulbright will be required to submit official copies of all college transcripts upon award acceptance.

## CAMPUS 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. Each applicant will be interviewed for roughly 15-20 minutes by one member of the committee. Interviews take place in campus offices. For those applicants applying from outside of Madison and unable to come to campus, we will set up a phone/online interview. Each applicant is evaluated and a written campus committee evaluation is attached to your application. All UW-Madison applications are forwarded to New York to be screened by the National Screening Committees. No one is eliminated from the campus stage of the competition. *The sole purpose of the campus review & interview process is to help you strengthen your application and make you the most competitive candidate possible!*

**Interviews are slated to be conducted September 24-October 6, 2020. We will make every provision for those not in the Madison area to interview via phone or online service. 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 applicant schedules and are not as open as applicants' schedules.**

## ELECTRONIC APPLICATION AND CAMPUS PROCEDURE

You must submit your Attachments A & B to the IRIS Awards Office by 10am on Monday, September 14, 2020. You must complete & submit your application online by the **11:59am CDT, Thursday, September 17, 2020 campus deadline**. Although you must submit your application by the CAMPUS deadline, I will give everyone access to their applications again by the Friday after that deadline at which point you may continue to revise your application, if you so desire. When you submit for the campus deadline you will see language warning that this is your final submission. As is noted above, this is not the case and your application will be reopened soon after the campus deadline.

Applicants are encouraged to review and revise their applications and statements as they feel is appropriate following their interview and based on any feedback they receive. The final application submission deadline is the national deadline, Tuesday, October 13, 2020 @ 5:00pm EDT.