

# Instructions for Recommendations and Language Evaluations: Fulbright U.S. Scholar Program Application

## Thank you for providing a letter of recommendation or foreign language evaluation.

Please note that the applicant is responsible for listing their recommenders and language evaluators (if needed) in the application system.

It is only when they do this that an email invitation is sent to you requesting your letter:

**From:** Fulbright U.S. Scholar Program ([scholars@iie.org](mailto:scholars@iie.org))

**Subject line:** Applicant Name's Fulbright Recommendation

This invitation email will contain as well as a unique link for you to upload and it will indicate which type of evaluation they have requested (Letter of Recommendation or Foreign Language Evaluation).

We encourage applicants do this well ahead of the application deadline to give you plenty of time to provide your letter/evaluation.

The application is supported by most browsers. We highly recommend that you use a current version of [Google Chrome](#), which supports Windows, Mac, and Linux platforms.

**U.S. Scholar Deadline: September 15**

**Questions?** [Scholars@iie.org](mailto:Scholars@iie.org)

International Education Administrator (IEA) awards: [deadlines vary by country](#)

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Instructions for Recommendation Letters .....	1
Instructions for Foreign Language Evaluations .....	3

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## [Instructions for Recommendation Letters](#)

### Completing the Recommendation Form

When you click on the unique link, a webpage with the recommendation form will open. Please be sure to have this webpage open in only one tab in your internet browser.

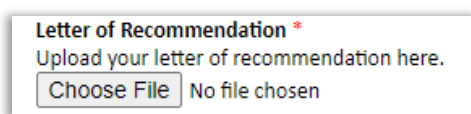
The top of the form shows whether the applicant waived their right to access the letter, along with information about the country and award for which they are applying.

### Recommender Information

This section is pre-filled by the applicant and is editable if any corrections are needed.

### To upload your letter

Further down the page, you should see a button, *Choose File*. Click this and locate the file on your computer. This is what it looks like:



Select the file, click *Open*, and the file will attach to the recommendation form automatically.

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## Preview the file

We recommend previewing your letter before submitting. Click *Preview*; the form and letter will be displayed.

Click the *Back* button on your browser to return to the form; if needed, you can replace the file that was uploaded, or you can proceed to submit the letter.

## Submission

To certify and submit your recommendation, type your name into the text box that appears and click *Submit*. Once submitted, this message will appear: We have successfully received your letter of recommendation for Applicant Name to IIE.

You will also receive an email confirming your submission.

Please retain an electronic copy of your submitted recommendation.

## Recommendation Letter Guidelines

Please address the following points as they relate to the award or program to which the individual has applied.

1. Briefly state how you know the applicant and for how long.
2. Discuss the applicant's professional qualifications.
3. Depending on the "Type of Activity" listed (there may be more than one activity type):
  - Teaching: Discuss the applicant's teaching and interactions with students and colleagues in an academic setting. If you are in a position to do so, please discuss their pedagogical approach, course materials, and the effectiveness of their teaching. (The applicant should have forwarded a copy of their project statement to you.)
  - Research: Discuss potential significance of proposed research. (The applicant should have forwarded a copy of their project statement to you.)
  - Professional Project: Discuss potential significance of proposed project. (The applicant should have forwarded a copy of their project statement to you.)
  - Seminar: Discuss how the applicant's participation in the [International Education Administrator Seminar](#) will contribute to their home institution's international education goals and their career. If you are the applicant's supervisor, discuss the institutional commitment regarding international education activities and programs.
4. Discuss the potential for impact, including any outcomes and benefits to the applicant's field and home institution.
5. Discuss the applicant's communication skills and their ability to function as a cultural ambassador for the United States, including the applicant's collegiality, cultural adaptability, and sensitivity.
6. Discuss your overall assessment of the candidate.

## Format requirements:

- Up to 3 pages (preferred)
- On letterhead and signed (preferred)
- Use only Latin characters
- File type: Adobe PDF (preferred) or Word document

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## Instructions for Foreign Language Evaluations

### **Completing the Recommendation Evaluation Form**

When you click on the unique link, a webpage with the recommendation form will open (further down the page you will see the language evaluation form). Please be sure to have this webpage open in only one tab in your internet browser.

The top of the form shows whether the applicant waived their right to access the report, along with information about the country and award for which they are applying.

### **Recommender Information**

This section is pre-filled by the applicant but is editable if any corrections are needed.

### **Evaluation Form**

Select the language(s) to be evaluated from the drop-down.

Then, select the statement that best describes the applicant's degree of competence in each category.

#### Comprehension

- No usable proficiency
- Adequate comprehension for normal daily needs
- Able to understand foreign language news broadcasts
- Able to understand group discussions of non-technical subjects
- Able to understand lectures in field of specialization
- Able to comprehend answers in response to questions relating to field of specialization
- Comprehension at the level of native speaker

#### Speaking/Lecturing

- No usable proficiency
- Able to speak adequately for normal daily needs
- Able to conduct interview in field of specialization
- Able to deliver lectures from notes or prepared texts but may need assistance of interpreter to engage in group discussion that may follow
- Able to deliver lectures from notes or prepared texts in field of specialization and engage in following discussion without assistance
- Able to speak extemporaneously on non-technical subjects in general and in area of specialization; able to discuss field of specialization with foreign colleagues
- Speaking ability of educated native speaker

#### Reading

- No usable proficiency
- Able to read typed or printed material of a non-specialized nature, such as simple signs, messages
- Able to read elementary material in own and related fields, though at a slow rate of speed

## Instructions for Recommendations and Language Evaluations: Fulbright U.S. Scholar Program Application

- Able to read general material in own and related fields, though with some reliance on a dictionary
- Able to read any material in own and related fields
- Reading ability of educated native speaker

### Writing

- No usable proficiency
- Able to write simple messages, non-specialized letters
- Able to draft academic materials in field of specialization, with major editing by native speaker
- Able to write any material in own and related fields
- Writing ability of educated native speaker

You will also be asked to provide a narrative response to support the ratings you selected (up to 2,000 characters).

### **Submission**

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You will also receive an email confirming your submission.