Preparing the Fulbright Visiting Scholar Application

FIRST STEPS

• **Planning ahead—**Advance planning will give you as much time as possible to put together a thoughtful and compelling application and secure affiliation with a U.S. institution. The travel dates and host institutions you list in your online application should be final. Incomplete applications will not be considered during selections.

• **Consulting with colleagues—**You are encouraged to consult with current or former Fulbright Scholars from your own country or the United States. Fulbright alumni and current participants can provide valuable guidance in formulating a competitive project statement. If you do not personally know any alumni, you may watch their interviews at www.youtube.com/fulbrightbe or contact adviser@fulbright.be.

GENERAL APPLICATION GUIDELINES

• At the time of application, you must submit the following: (a) application form; (b) detailed project statement; (c) bibliography (d) detailed curriculum vitae; (e) three reference letters (f) letter of invitation (g) transcripts and diploma from your most recent degree (h) passport, if you have one, and the passports of any legal dependents. These documents should all be uploaded into the final online application. Copies sent to the Commission via mail or e-mail will not be accepted.

• To ensure correct completion of the application, **carefully read the detailed instructions** provided in these guidelines.

• All items **must be in English;** however, any post-secondary diplomas, certificates, and transcripts may be uploaded and considered in the original language.

• The entire application **must be submitted online**. Use 10-point or larger font on all parts of the application.

• Responses to questions on application must adhere to established character limits**. You may not attach additional pages** to answer these questions.

• Proofread the entire application before submitting it. The **application should be free of grammatical and spelling errors**.

• **Treat the application as a unitary whole, with all parts reinforcing the project statement.** The flow should be orderly: your capabilities should be listed in the application, further documented in the curriculum vitae and confirmed in the references. Use the project statement to make the parts interact by referring to items in the curriculum vitae or research bibliography. Without being redundant or simplistic, you should make it easier for the reviewer to find the key pieces of information you wish to convey.

COMPLETING THE APPLICATION FORM

Please read the instructions carefully before completing each item.

Preliminary Questions

Preliminary 1. *U.S. Permanent Residency*

- If you have or are applying for U.S. permanent residency, you are ineligible for the Foreign Fulbright Program.

Preliminary 2. *Home Country/Country Applying from*

- Select BELGIUM as your home country from the dropdown menu on the first screen, no matter where you are currently living.

Preliminary 3. *Program*

- Select *Fulbright Visiting Scholar Program* from the pull down menu

Preliminary 4. *Category of Grant*

- Select the appropriate value from the pull down menu for the type of grant you are seeking: teaching, research or teaching/research.

   Teaching: If the primary purpose of your project is to teach or team-teach at least one full semester course. **Note**: You are required to submit course syllabi along with a confirmed invitation to lecture.

   Research: If the primary purpose of your project is to conduct research. **Note**: You are required to submit a research bibliography.

   Teaching/Research: If your project will include significant portions of both teaching and research as defined above. **Note**: You are required to outline both activities in your project statement, as well as submit course syllabi and a research bibliography.

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Online Application Instructions

Personal Information 1. *Home Country/Country Applying from*

- This will auto-populate from the selection you made during your application registration.

Personal Information 2. *Program*

- This will auto-populate from the selection you made during your application registration

Personal Information 3. *Special award name (if any)*

- If you were approved to compete for the Harvard BOAS Award, please indicate that here. Candidates for this award must have secured affiliation with Harvard University and plan to attend that institution.

Personal Information 4. *Category of Grant*

- This will auto-populate from the selection you made during your application registration.

Personal Information 5. *Title*

- Select the most appropriate title from the drop-down menu.

Personal Information 6. *Family Name, First Name, Middle Name*

- **Enter your name exactly as it appears on your passport.** This spelling will be used on all documents related to your grant and immigration paperwork.

Personal Information 7. *Gender*

- Select your gender from the drop-down menu.

Personal Information 8. *Country of Citizenship*

- Select BELGIUM from the drop-down menu.

Personal Information 9. *Country of Legal Residence*

- Select the country in which you legally reside from the drop-down menu. The country you select will be listed as the country where you will be required to fulfill Fulbright's "2 year residency requirement" before being allowed to return to the United States on an H, L, K, or immigrant lawful permanent resident visa. If you are unable to provide proof of legal residency for a country other than Belgium, you should select Belgium from this drop-down menu.
- A list of documents that fulfill the proof of legal residency requirement for each EU country can be found here: http://prado.consilium.europa.eu/en/searchByIssuingCountry.html. If you are able to provide proof of legal residency for a country other than Belgium, please include a scan of this document with the passport you upload into the final online application.

Personal Information 10. *U.S. Permanent Residency*

- This will auto-populate from the selection you made during your application registration and cannot be changed.

Personal Information 11. *Date of Birth (Month/Day/Year)*
- Select the name of birth month, day and year from the drop-down menus.

Personal Information 12. *City/Country of Birth*
- Enter your city of birth in English.

- Select your country of birth from the drop-down menu.

Employment Information 13. *Current Position and Start Date, Department/Office, Institution*
- Select your current position title from the drop-down menu. I*f you do not find your position title, please select Other from the drop-down menu and type your title in the text box in English.*

- List the name of your institution, department or office, city, and province/state **in accent-free English**. Department should be listed as, "Department of… xyz"

- If you are an independent scholar or currently unemployed please click the '*independent scholar/unaffiliated*' box and enter your residence address.

Academic Credentials 14. *Academic Credentials*
- State the degree earned and its equivalency in English (Ph.D., Doctorate, Masters, etc.). Include only your highest terminal degree(s) here. You may include a maximum of three academic credentials.

- Enter the Institution name where you obtained the degree.

- Select country, discipline, name of diploma/degree, date received from the drop-down menus.

Academic Credentials 15. *Significant Professional Accomplishments and Publications*
- Professional accomplishments may include teaching and research awards, compositions and exhibitions, etc.
- Do not write "See curriculum vitae." List accomplishments and publications as instructed below.
- List up to three principal publications with the title, publication date and publisher's name. (A complete listing of all publications should be included in your curriculum vitae.) Use the following format for bibliographic citation

and distinguish between books and articles: for books, give title (underlined), publisher and date; for articles, give title (in quotation marks), journal or collection (underlined) and date.
- Limit your list to a maximum of five accomplishments and publications that can be listed within the space provided.
- 700 character limit, use Roman characters only.
- For space consideration, separate each item with a semicolon or number rather than beginning a new line.

Academic Credentials 16. *Previous Fulbright Scholar Grant(s)*

- Include only Fulbright Scholar grants awarded through CIES (e.g. Visiting Fulbright Scholar Program). If you have received any other award through the Fulbright Program (such as Fulbright Student or Fulbright-Hays grants), include this experience in **'Professional Travel 23'** below.

Project Details 17. *Project Title*

- The project title should succinctly describe the focus of the award activity (for example, "Evaluating Fundamental Tax Reforms in a Globalizing World" or "Crashworthiness and Rollover Stability of Heavy-Duty Tanker Trucks").

- For teaching/research awards, distinguish between both components, separating them with a semicolon.

- Do not use abbreviations

- Maximum 160 characters

Project Details 18. *Summary of Project Statement*
- In a few sentences, provide a concise overview that easily allows non-specialists to understand what you will do in the United States and any potential contributions your grant will make to the field.
- Clearly demonstrate why it is essential for your project to be carried out in the United States.
- 700 character limit, use Roman characters only.
- This abstract is meant to serve as a *brief summary* of the more detailed project statement.
- Avoid using hard returns in your response.

Project Details 19. *Proposed Program Length and Dates*
- Candidates holding a Ph.D. at the time of departure may go to the United States for a minimum of 3 months; candidates not holding a Ph.D. may go for a minimum of 6 months. Maximum grant length is 9 months, although candidates may stay for longer with their own funding.

- The dates you indicate here should be final, as these are the dates that will be considered by the selection committee and indicated on your visa paperwork. It is recommended that you plan your program during the U.S. academic year (generally September through May), when your U.S. colleagues are more likely to be available.
- Departures to the U.S. should take place between August 1 of the current year and March 31 of the following year at the latest.

Project Details 20. *Major Academic Discipline*
- Select one discipline from the drop-down menu that best describes your Fulbright project.

Project Details 21. *Specialization(s)*
- List subfields within the broad academic discipline in which you specialize (for example, environmental law, history of modern cinema, class and ethnicity in politics, women and social policies in African societies, Chinese religion and philosophy).

Project Details 22. *State Department Field of Study and Primary Specialization*

- Select the most appropriate field of study and specialization from the drop down menus

Professional Information 23. *Professional Travel and/or Residence Abroad During the Last Five Years*
- List the most relevant professional travel and/or residence abroad during the last five years.
- Be sure to include residence in the United States during the last five years. If you entered the United States on a J visa, please indicate the J category (professor, research scholar, student, specialist, short-term scholar, etc.) and provide copies of your previous DS-2019, if available.

Professional Information 24. *Professional Memberships*
- List the four most relevant cultural, educational, and professional organizations to which you belong.

References 25. *Identification of Referees*
- List the names and accurate contact information of three persons from whom you have requested a letter of reference. The system will automatically send your references instructions on how to submit their reference form and letter directly online. **It is the candidate's responsibility to communicate with their references to make sure the letters are uploaded on time, as incomplete applications will not be**

considered. Under no circumstances should a candidate upload their own letters of reference or have them emailed to the Commission.

- Candidates will be able to track when references have been submitted. **You do not need to wait for all letters to be uploaded before you submit your application, as long as your references are registered.**
- References must be completed in English.

English Proficiency 26. *Self-Assessment of English Proficiency*

- Indicate your personal assessment of your level of competence in English.

- Upload one copy of TOEFL/IELTS scores to verify English language proficiency if this is required for admission to your program. If you will not have your score on time or if you do not need to take the TOEFL/IELTS for your program, your proficiency will be evaluated during your mandatory, in-person interview.

Preferred Host Institution(s) 27. *Preferred Host Institution(s)*

- You must attach a copy of your letter(s) of appointment to your application on page seven of the application, Letter(s) of Invitation. Non-academic affiliations, while sometimes possible, require additional review and approval is not always granted.
- If you are expecting a letter of invitation that has not yet arrived, note the date you expect it to arrive. Upon receipt, forward the invitation to the Fulbright Commission in Brussels at adviser@fulbright.be immediately.
- If arrangements for an appointment or affiliation have not been confirmed, list any preferences you have in order of priority including *detailed reasons for your choice* (for example, prior acquaintance or correspondence with a U.S. scholar; relevance of the U.S. scholar's work to your own research; reputation of the academic department or research center).
- If you cannot find the name of your preferred institution in the search menu, search for and selection 'Other Affiliation' then type in the institution's name in the text box provided.

CIES advises against dual or multiple affiliations unless absolutely necessary. If the academic program you propose requires affiliation with more than one institution, please justify and indicate the approximate length of time needed at each. Candidates should spend a minimum of three months at each institution. Letters of invitation should state exact dates if they are not occurring concurrently. If a scholar is working with two universities at the same time (example - CUA and Gallaudet), then they need a "home" institution.

Contact/Family Information 28. *Home Mailing Address*

- Enter your Home mailing address.
- Select the country from the drop-down menu.

Contact/Family Information 29. *Emergency Contact Information*

- Enter contact information in the case of an emergency.
- Select the country from the drop-down menu.

Contact/Family Information 30. *Marital Status*

- Select the appropriate value from the pull-down menu.

Accompanying Dependents/Family Members 31. *Dependents*

- Please list all dependents (defined as spouse and unmarried children under the age of 21) **who will accompany you on your grant**. **List names as they appear on their passports**. *If your dependent(s) have previously entered the United States on a J-1 or J-2 visa, please list the J category of sponsorship ([professor, research, scholar, student, specialist, short-term scholar) and provide copies of their previous DS-2019 and attach all accompanying dependents' passports in the document upload section.*

- If you intend to have family members join you for part of your grant, but you are not yet sure if they will accompany you, please list them on the application and keep the Fulbright organization informed of any changes. Those selected for a Fulbright grant will be required to submit copies of accompanying dependent's passport data pages and information about any residence in the United States for the 12 months immediately preceding the grant start date to their local Fulbright organization in order to confirm eligibility and facilitate the issuance of forms required for visa application. If accompanying dependents do not currently have passports, the application process should be started as soon as possible.

- Dependents who are U.S. citizens will not be issued J-2 visas and must travel on U.S. passports.

Note: Visa eligibility alone does not guarantee that a visa will be issued. That decision is made by the Consular Affairs Section of the U.S. Embassy.

Alternate Funding 32. *Alternate Funding*

- Please list all non-Fulbright funding you have applied for and/or expect to receive during your grant (sabbatical funding or other paid leave from your university, personal savings, etc.). **Please list funding amounts in U.S. dollars and attach your supporting documentation/financial support statement in the document upload section.** For paid sabbatical leave, supporting documentation may be a letter from your employer stating that

you will continue to receive your salary while you are away from your home campus during certain dates.

Survey 33.
- Please mark the check box and, if necessary, type in the text field how you learned about the Fulbright Scholar Program.

Survey 34.
- Please select from the drop-down menu.

Survey 35.
- Please select all that apply from the drop-down menu.

Physical Impairment 36. *Physical Impairment*
- This information is gathered for statistical purposes and to ensure appropriate placement and accommodations. *The Fulbright Scholar Program does not discriminate on the basis of race, color, religion, sex, age, national origin or physical impairment.*

THE PROJECT STATEMENT (Application Page Five)

The project statement is the most important component of the Fulbright application. Scholars with the most compelling, original, theoretically sound, well-defined, feasible proposals are generally recommended for awards. Sometimes those with outstanding professional achievements assume that a brief, general project statement will be sufficient. It is not. To ensure a competitive application, your proposed project, as well as the strategy for completing it, should be thoroughly explained in three to five single-sided pages.

Submit a detailed project statement of no more than five single-spaced pages (approx. 3,500 words). This does not include your bibliography, which will be uploaded in a separate part of the application.

FORMAT

- **Do not exceed the character limit of the proposal.** Including irrelevant or extraneous material may divert attention from the project statement.
- Begin the project statement with your name, country and the project title at the top of page one. At the top of each subsequent page, type your name and country.
- Organize your proposal in order of the following points, which appear in bold print, and use them as headings for sections of text in your statement.

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 your field 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.

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.

SUPPLEMENTAL MATERIALS

Letters of Invitation
- Letters of invitation should be typed on institutional letterhead and signed. Scanned copies should be attached to page 7 of the online application.
- Letters should include resources that will be available to the candidate (i.e. desk, mailbox, library privileges, etc.) and indicate a proposed period of time the candidate is welcome to stay at the institution.
- 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.

English Language Proficiency

Not required. If available, please include English language proficiency test and/or TOEFL Scores. Otherwise, your English proficiency will be evaluated during the mandatory in-person interview.

Financial Support/Budget

Upload proof of any funds you expect to receive during your time in the US, including but not limited to scholarship notification letters, letters of continued salary from employers, etc.

J-1 or J-2 Visa

If you, or your accompanying dependents, have previously entered the United States on a J-1 or J-2 visa, please provide copies of your previous DS-2019(s).

Passport

Please upload copies of your current passport and those of your accompanying dependents. If you do not have one, you will be expected to apply for one immediately should you be selected as a grantee.

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.

Additional Documentation

Please upload copies of transcripts and diplomas from your most recent degree earned.

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 applications without 3 letters of recommendation uploaded will not be considered.
- 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**. **It is your responsibility to ensure that reference reports are submitted by the deadline.**

Please note that you must submit AND confirm the submission of your application with an electronic signature for your application to be sent to our Commission. Applications received after noon on March 1 (or the Friday before if March 1 falls on a weekend) will not be considered.