APPLICATION INSTRUCTIONS
The Fulbright Visiting Scholar Program for Libya

STEP 1: Learn requirements for submitting an application
Before you begin the online application you should contact the Fulbright Program Office in your country of application. Deadline dates and application requirements will vary from country to country; you must consult the Fulbright Program Office to ensure you are eligible to apply. The Office will supply you with the Web link to the online application site. Consult the U.S. Department of State's Fulbright Web site for the appropriate office: http://fulbright.state.gov/fulbright/fulbrightcommunity/fulbright-commissions.

STEP 2: Record user ID and password in a safe place
The email address you use to register for the Fulbright Visiting Scholar application is your user ID. Be advised that you must complete your application registration within 24 hours of receiving the application notification message (your temporary password will expire after 24 hours). When you create your user account for the online application by completing the registration you also create your own password. Keep this information in a safe place. You may log in and out of the online application as frequently as you need to. While you cannot change your user ID for the application, if necessary, you can change your password by clicking on 'Update My Account' at the top of the application Home page.

STEP 3: Complete the online application
You do not need to complete the application in one session. You can re-enter the application anytime and edit it. Please remember to save your work frequently. However, once you submit your application you can no longer make any changes to the application. If you find significant errors or omissions, immediately contact the appropriate Fulbright Program Office so your application can be released back to you for corrections.

THE FULBRIGHT PROGRAM

The flagship international educational exchange program sponsored by the U.S. government, widely known as the Fulbright Program, is designed to increase mutual understanding between the people of the United States and those of other countries. With this goal as a starting point, the Fulbright Program has provided more than 300,000 participants—chosen for their leadership potential—with the opportunity to observe each other's political, economic and cultural institutions, exchange ideas and embark on joint ventures of importance to the general welfare of the world's inhabitants.

The Fulbright Program was established in 1946 under legislation introduced by former Senator J. William Fulbright of Arkansas. The Fulbright Program is administered by the Bureau of Educational and Cultural Affairs of the United States Department of State.

Since the establishment of the Program, 46,800 Fulbright Visiting Scholars have conducted research or taught in U.S. universities, and more than 45,200 Fulbright U.S. Scholars have engaged in similar activities abroad. The Fulbright Program awards approximately 800 grants to Visiting Scholars each year. Currently, the Program operates in approximately 155 countries worldwide. The primary source of funding for the Fulbright Program is an annual appropriation made by the United States Congress to the Department of State. Participating governments and host institutions in foreign countries and in the United States also contribute financially through cost-sharing and indirect support, such as salary supplements, tuition waivers and university housing.

The J. William Fulbright Foreign Scholarship Board (FSB), composed of 12 educational and public leaders appointed by the President of the United States, formulates policy for the administration of the Program, establishes criteria for the selection of candidates and approves candidates nominated for awards.

The United States Department of State, Bureau of Educational and Cultural Affairs, develops policies to assure fulfillment of the purposes of the Program and administers it with the assistance of bi-national educational commissions and foundations in some 50 countries that have executive agreements with the United States for continuing exchange programs, United States embassies in 90 other countries and a number of cooperating agencies in the United States.
Bi-national commissions and foundations, propose the annual program plan for exchanges, in consultation with participating universities and organizations in the host country. They also screen, interview, and recommend to the FSB qualified candidates for student and faculty grants under their exchange programs. In a country without a commission or foundation, the Public Affairs Section of the U.S. Embassy develops the program and supervises it locally.

The Council for International Exchange of Scholars (CIES), under a cooperative agreement with the Department of State, administers the Fulbright Scholar Program for faculty and professionals. CIES is a division of the Institute of International Education (IIE) and has close working relationships with the major disciplinary bodies in the humanities, social sciences and natural sciences. During the terms of their grants in the United States, Fulbright lecturers and researchers are assisted by CIES.

Council for International Exchange of Scholars
CIES: 1400 K Street, NW, Suite 700,
Washington, DC 20005
Web site: www.cies.org

The Fulbright Program and General Requirements

OVERVIEW OF THE FULBRIGHT VISITING SCHOLAR PROGRAM

The mission of the Fulbright Scholar Program is to increase mutual understanding between the people of the United States and people of other countries. It aims to provide educational exchange experiences to a maximum number of individuals not previously afforded such an opportunity. The experience should be of intrinsic value to the scholar, the recipient's home institution, its faculty and its students, as well as to the U.S. host institution. Fulbright Scholars serve as cultural ambassadors and should be prepared to speak about their countries, cultures and research to academic and community groups.

The Program has provided thousands of scholars with the opportunity to establish professional contacts in their field and make long-lasting friendships with colleagues in the United States; to develop collaborative research relationships with U.S. scholars; and to enhance their scholarly publications and other contributions with research conducted in the United States.

ELIGIBILITY REQUIREMENTS FOR VISITING SCHOLAR APPLICANTS

You must possess all of the following qualifications in order to be eligible unless specific exemptions are stated by the Public Affairs Section of the U.S. Embassy (hereafter called "Fulbright organization") in the country from which you are applying.

- Citizenship or permanent resident status qualifying you to hold a valid passport issued in the country in which the application is made. Persons selected for a Fulbright grant will be required to submit a copy of their passport data page to the Fulbright organization. Persons applying for or holding permanent residence in the United States are not eligible. Persons who are citizens of both a partner country and the United States are also ineligible. Fulbright Scholars enter the United States on an Exchange Visitor (J-1) visa under a U.S. Department of State program and are subject to the two-year home-country residency requirement associated with the J-1 visa. NOTE: Scholars who have held J visas with sponsorship of more than six months are not eligible to reenter as J-1 researchers or lecturers for 12 months following the program sponsorship end date. In addition, scholars who have previously held a J visa in the professor or research scholar category are not eligible for sponsorship again in those two categories for a period of 24 months following the program sponsorship end date.
- Masters degree or Ph.D., or teaching experience at the university level.
- A detailed project statement addressing all components outlined in the instructions.
- Proficiency in English sufficient to effectively carry out grant activities in the United States. You may be required to take an English proficiency examination or submit a TOEFL score.
- Sound physical and mental health. Those selected for a Fulbright grant are required to submit a Medical History and Examination Report before their grants can be finalized.

In addition, you should note the following conditions affecting review and selection of candidates:

- Applicants will be considered without regard to race, religion, sex, age, and/or physical impairment.
- Preference is given to those without recent experience in the United States.
- Applicants who have previously received a scholar grant under the Fulbright Program of more than two months are ineligible to apply for another grant within five years from the date of termination of the previous grant, unless an exception has been granted.
- Applicants should be representative and responsible citizens who can contribute to a full and fair picture of the culture of their own countries and thereby contribute to understanding between the people of the United States and their country. They should also demonstrate the cross-cultural sensitivity and flexibility needed to adjust successfully to life in the United States.

Grants are not for the principal purpose of

- Attending conferences
- Completing doctoral dissertations
- Travel and consultation at multiple institutions
- Clinical medical research involving patient contact*

APPLICATION AND REVIEW PROCESS

- You must submit your application by the deadline set by the Fulbright organization in your country of application.
- Initial screening and endorsement of a scholar's application are done by the Fulbright organization in your country of application.
- The application is then forwarded to CIES and the U.S. Department of State by the Fulbright organization in your country of application. Final selection for all grants is made by the J. William Fulbright Foreign Scholarship Board.
- You will be notified by the Fulbright organization in your country of application if you are selected, based on the timeline set by that organization. Before a grant can be confirmed, a Medical History and Examination Report is required and will be reviewed by appropriate personnel.
- It is the policy of the J. William Fulbright Foreign Scholarship Board not to give to individual applicants, to others inquiring on their behalf, or to the public generally, the specific reasons for selection or non-selection of applicants for awards under the program, to the extent not required to do so as a matter of law.

PREPARING THE APPLICATION

FIRST STEPS

- **Planning ahead—**Advance planning will give you as much time as possible to put together a thoughtful and compelling application. Applicant review and final selection are based upon the actual application and accompanying materials.
- **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.

GENERAL APPLICATION GUIDELINES

- At the time of application, you must submit the following: (a) application form; (b) detailed project statement; (c) detailed curriculum vitae; (d) and three reference letters
- To ensure correct completion of the application, carefully read the detailed instructions provided in these guidelines.
- All items must be in English.
- 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.

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 Fulbright Program.

Preliminary 2. *Home Country/Country Applying from*
Country <u>from</u> which you are applying for a Fulbright Scholar grant. **Verify citizenship requirements with the U.S. Embassy in Libya.**

Preliminary 3. *Program*
Selected - *Fulbright Visiting Scholar Program for Libya.*

Preliminary 4. *Category of Grant*
Selected - *Faculty Development*

ONLINE APPLICATION INSTRUCTIONS

Personal Information 1. *Home Country/Country Applying from*
This is pre-selected for the Fulbright Visiting Scholar Program for Libya.

Personal Information 2. *Program*
This is pre-selected for the Fulbright Visiting Scholar Program for Libya.

Personal Information 3. *Cohort Discipline*
Please select appropriate cohort from the drop down menu.

Personal Information 4. *Category of Grant*
This is pre-selected for the Fulbright Visiting Scholar Program for Libya.

Personal Information 5. *Title*
Select the most appropriate title from the drop-down menu.

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

Enter your name exactly as it appears on your Libyan 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 the country in which you hold primary citizenship from the drop-down menu. **Verify citizenship requirements with the U.S. Embassy in Libya.**

Personal Information 9. *Country of Legal Residence*

Select the country in which you legally reside from the drop-down menu.

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

This is pre-selected. Applicants who have U.S. permanent residency status or are seeking it are ineligible for the Fulbright Visiting Scholar Program.

Personal Information 11. *Date of Birth (Month/Day/Year)*

Select the name of birth month, day, and year from the drop-down menus.

City of Birth

Enter your city of birth in English.

Country of Birth

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

Personal Information 12. *U.S. Social Security Number*

Enter your Social Security Number if available. If you do not possess a U.S. Social Security Number, please leave it blank.

Employment Information 13. *Current Position and Start Date, Department/Office, Institution*

Select your current position title from the drop-down menu. If 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.

Enter the start date of your current position.

List the name of your institution, department or office, city, and province/state in English as well as your telephone, fax, and e-mail address.

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 degrees earned and their 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. Please enter your highest degree first.

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; avoid using hard returns in your response.

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 20'** below. Please also see the Notes on Eligibility regarding previous Fulbright grants.

Project Details 17.

This question is not applicable for your program and has been removed.

Project Details 18.

This question is not applicable for your program and has been removed.

Intended Grant Period 19.

This question is not applicable for your program and has been removed.

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
          A.   Select the most appropriate field of study from the drop down menu.
          B.   Select the most appropriate primary specialization

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 the purpose of your activity 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.

Professional Information 24. *Professional Memberships*
        List the four most relevant cultural, educational, and professional organizations that you belong to. Please state your role in these organizations and the length of membership.

References 25. *Identification of Referees*
        List the names and contact information of three persons from whom you have requested a letter of reference. 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. Select options for the three categories (reading, writing, speaking) from the drop down menus.

Question 27.

This question is not applicable for your program and has been removed.

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 drop-down menu.

Question 31.
This question is not applicable for your program and has been removed.

Note: Visa eligibility alone does not guarantee 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 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.

 Survey 33. *Information about the program*

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

Survey 34. *Length of consideration before application submitted*

      Please select from the drop-down menu.

Survey 35. *Factors*

      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.*

Signature

     Please input your first and last name. Select the date of signature from the drop down menu.

THE PROJECT STATEMENT

The project statement is the most important component of the Fulbright application. Scholars with the most compelling, well-written proposals are generally recommended for grants. Sometimes those with outstanding professional achievements assume that a brief, general project statement will be sufficient. It is not. Submit a detailed project statement of three to five single-spaced pages. No more than five pages may be submitted for a project statement.

FORMAT

Begin the project statement with your name, country, and the discipline-based cohort to which you are applying 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, and use them as headings for sections of text in your statement.

Explain how participation in the program will benefit not only you, but also others (students, department, and administrators) at your university.

Which elements of faculty development and/or academic capacity building do you hope to concentrate on during your grant? (e.g. curriculum development, assessment, educational leadership, educational administration, academic governance, use of technology in the classroom, new methods/research tools in your field, etc.) Explain why.

How do you plan to implement what you learn through participation in the program upon your return to your home country?

Explain the specializations or research interests within your broader academic field that you would like to explore through collaboration with U.S. faculty during your grant. What do you aspire to learn about American society and culture? Similarly, what aspects of your own culture, history, etc. do you wish to share with American faculty and others in the community where you will be living?

THE CURRICULUM VITAE

The curriculum vitae describes academic credentials and demonstrates a record of scholarly achievements (document should not exceed six pages). When composing 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. **Note:** Copies of diplomas are not required.

ENGLISH LANGUAGE PROFICIENCY

If available, you may upload English Language Proficiency test and/or TOEFL here.

FINANCIAL SUPPORT/BUDGET

Please attach supporting documentation as directed by the Fulbright agency in your country of application.

J-2 or J-1 VISA

If you have previously entered the United States on a J-1 or J-2 visa, please provide copies of your previous DS-2019(s). Note: Dependents are not permitted to accompany Fulbright scholars for this program; therefore you do not need to submit dependent copies of J-1 or J-2 visas.

ADDITIONAL DOCUMENTATION

Consult U.S. Embassy in Libya for any possible additional documents that are required.

PASSPORT

Please upload copies of your current Libyan passports.