

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application

Application: <https://apply.iie.org/fusc2021>

Deadline: **September 15, 2020**

This is a supplement to the instructions in the application.
Read all instructions carefully before submitting your application.
Applicants may only apply for one award in the 2021-22 competition.

Contents

Contents.....	1
General Information About the Application.....	2
Creating Your Application and Online Account.....	3
Completing and Managing Your Application.....	5
Application Page: Welcome.....	5
Application Page: Preliminary Questions.....	6
Application Page: Country and Award.....	7
Application Page: Personal Information.....	8
Application Page: Dependent Information.....	8
Application Page: Contact Information.....	8
Application Page: Academic & Professional Information.....	9
Upload your Curriculum Vitae/Resumé.....	10
Application Page: Award Details.....	13
Upload your Letter of Invitation.....	14
Application Page: Project Documents.....	15
Upload your Project Statement.....	15
Upload your Bibliography.....	15
Upload your Syllabi/Course Outlines.....	16
Application Page: Language Skills.....	16
Application Page: Recommendations and Language Evaluator.....	17
Application Page: Portfolio.....	18
Application Page: Data Privacy.....	19
Application Page: Signature.....	19
Application Page: Review – Submit!.....	19
Submitted! Now What?.....	21

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application

General Information About the Application

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.

Prior to starting an application, please complete the following steps:

Step 1: Review the requirements for submitting an application

- [Eligibility](#)
- [Award description](#)
- [Application guidelines](#)

Step 2: Record your user name and password in a safe place

Your email address is your user name. When you create an account for this online application, record your password in a secure place. If necessary, you can reset your password by clicking *Forgot Your Password* on the log-in page.

Step 3: Complete the application

You do not need to complete this application at one time. You can re-enter at any time to edit your application. However, once you SUBMIT your application, you CANNOT make changes to it.

To complete your application correctly, please read all instructions and answer all questions completely and carefully.

Additional tips:

- Have these instructions and the award description available for reference.
- Use proper capitalization: avoid using all capital letters (e.g. FULBRIGHT) and/or all lowercase letters (e.g., fulbright). Correct use: Fulbright
- Do not use special characters, such as letters with accent marks.
- You can copy and paste information into all text boxes.
- Prepare required documents and save them in PDF format. This helps to preserve any formatting and special characters in your documents.
- Some questions are “required.” They are marked with an asterisk (*). You will not be able to submit your application until all required items are complete.

Step 4: Submit the application

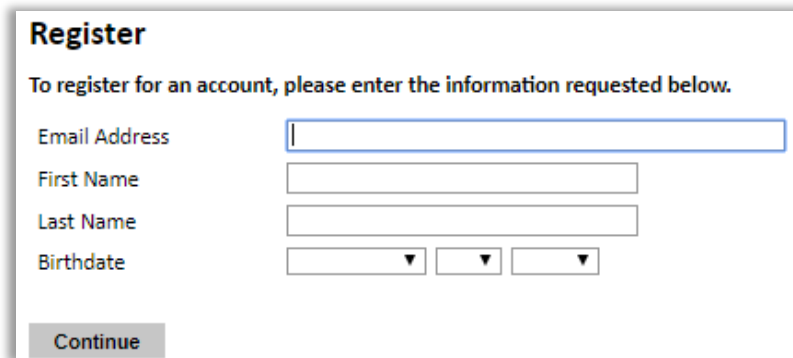
Once you have entered all required information, including recommenders (and foreign language evaluators, if needed), review your application for errors.

When all information is correct and complete, submit your application. Once you submit you CANNOT make changes to your application.

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application

Creating Your Application and Online Account

- To start, go to <https://apply.iie.org/fusc2021> and click *Create an account*.
- Enter your email address, first name, last name, and select your date of birth (Month-Date-Year) from the dropdown menus. Your name must be entered exactly the way it appears (or will appear) on your passport.



Register

To register for an account, please enter the information requested below.

Email Address

First Name

Last Name

Birthdate

Note: Use an email address that you use regularly and will be able to access for at least one year after submitting your application. This is the email address you will use to log in to your application account, and the address to which updates and notifications will be sent.

- Click *Continue*. You will receive an email from IIE (apply@iie.org) confirming that you have started the application. The email will include a temporary PIN. Follow the instructions in the email to activate your account using the temporary PIN.
- You will be prompted to enter your PIN and then create a password to complete login.



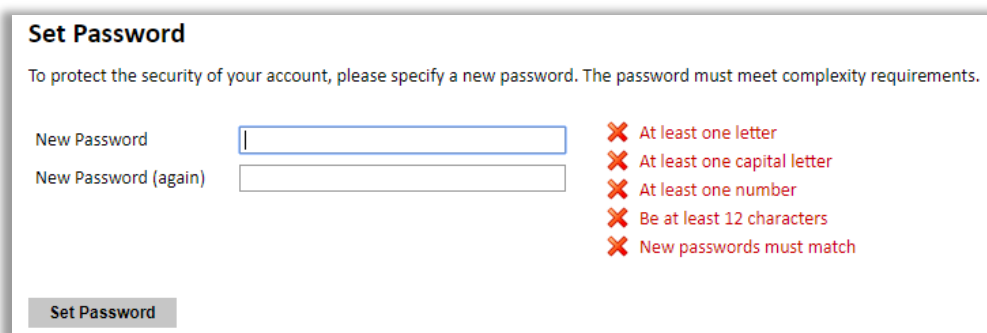
Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email Account

Temporary PIN

Birthdate



Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

New Password (again)

- ✗ At least one letter
- ✗ At least one capital letter
- ✗ At least one number
- ✗ Be at least 12 characters
- ✗ New passwords must match

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application

- You will be prompted to start your application. You may only apply to one award per application cycle (e.g., the 2021-22 competition).

Application Management

Your Applications

Type	Status	Started	Submitted
You have not yet started an application using this account.			

[Start New Application](#)

Start New Application

Fulbright Program

Fulbright U.S. Scholar Program

[Create Application](#) [Cancel](#)

- You will be prompted to open your application

Your Applications

Type	Status	Started	Submitted
You have started 1 application, listed below, using this account.			
Fulbright U.S. Scholar Program	In Progress	02/27/2019	

[Start New Application](#)

Application Details

Started 02/27/2019

Status In Progress

Fulbright Program

Fulbright U.S. Scholar Program

[Open Application](#) [Cancel](#)

- Reapplying:** If you applied for the 2020-21 competition and are reapplying for the 2021-2022 competition, after logging in, click “Start New Application” to start your application for 2021-2022. If you applied for a prior competition, you will need to create a new application account using the instructions above.

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application

Completing and Managing Your Application

- To return to your application: Go to the [application](#). Under “Returning Users”, click Log in and enter your email address and password. If you do not remember your password, click Forgot your password? and follow the resulting instructions. Then, open your application to update it (if not yet submitted), view it (if submitted), or view the status (if submitted).

EDITING YOUR APPLICATION – PRIOR TO SUBMISSION

- You may log in at any time to review and edit your application form, upload documents, and enter recommender information.
- To save your application, click *Continue* at the bottom of the page.

Note: The application will automatically log you out after 60 minutes of inactivity, so it is best to save your application frequently (click *Continue* and proceed to the next page or return to the page you were working on).

REVIEWING YOUR APPLICATION – AFTER SUBMISSION

- After you SUBMIT your application, you CANNOT make any changes to it.
- You may continue to log in to your account to view the information you have submitted, save a PDF of your application form, and manage your recommenders (and foreign language evaluators, if applicable).

LETTERS OF RECOMMENDATION AND FOREIGN LANGUAGE EVALUATIONS

Note: Your application and all letters and evaluations must be submitted by the application deadline.

- Letters of recommendation (and foreign language evaluations, if needed) will be submitted directly to your application by the recommenders/evaluators you registered in the application.
- You may submit your application before your letters of recommendation and language evaluations have been submitted. You will still be able to monitor their receipt after you have submitted your application.
- If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.

The following pages in this document supplement the instructions in the [application](#).

Application Page: Welcome

This contains information about the program and application.

After reviewing, click *Continue* to save your responses and advance to the next page.

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application

Application Page: Preliminary Questions

These questions address essential program eligibility. All questions are required.

- Prior Fulbright U.S. Scholar grant: Select Yes or No.

Note: Recipients of a Fulbright Scholar grant are eligible to apply for another Fulbright Scholar grant *two years after the date of completion of the previous grant*. (For serial or Flex grants, the two-year period begins at the end of the final grant in the series.) (See [Eligibility](#).)

Exception: For the 2021-2022 U.S. Scholar competition, recipients of a Fulbright U.S. Scholar Program grant who started their grant during the 2019-2020 academic year and were not able to complete their grants due to COVID-19, may be eligible to apply.

The screenshot shows a web interface with a navigation menu on the left containing 'Home', 'Welcome', and 'Preliminary Questions'. The main content area is titled 'Preliminary Questions' and has a sub-section 'Previous Fulbright Scholar Grants'. The question asks: 'Have you completed or undertaken a Fulbright Scholar grant within the past two years?*' Below the question is a detailed note explaining the two-year rule and an exception for grants started in 2019-2020. At the bottom, there are two radio button options: 'Yes' and 'No'.

- U.S. citizenship: Select Yes or No.

Note: Applicants must be U.S. citizens at the time of application for the Fulbright U.S. Scholar Program. (See [Eligibility](#).)

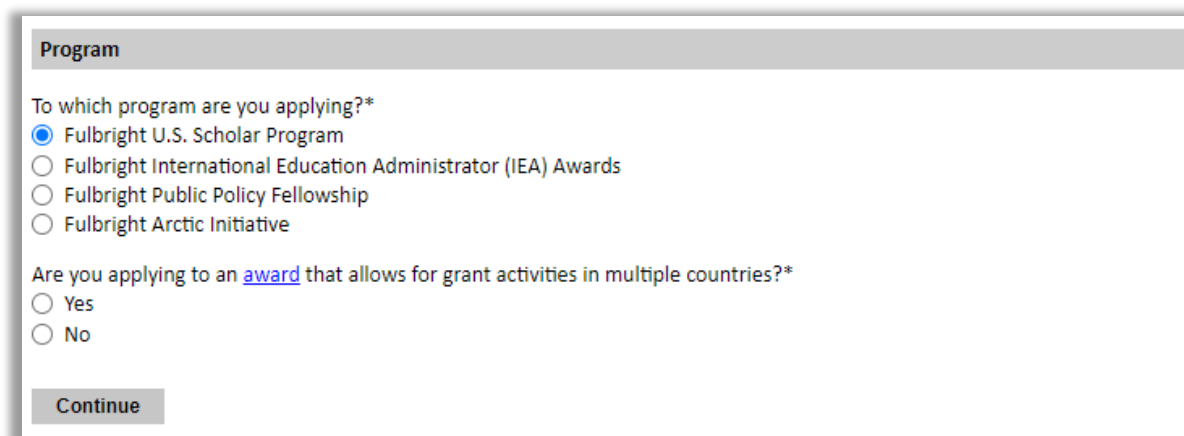
Yes: You must also select your country of citizenship from the drop-down (even if you answered “Yes” to U.S. citizenship). If you have more than one, list the United States first.

- **No:** If you are not a U.S. citizen, please see the [Fulbright Visiting Scholar Program](#).

The screenshot shows a question titled 'Citizenship'. The text states: 'Candidates must be citizens of the United States of America. In some cases, it may not be feasible for a dual-citizen to participate in a Fulbright program in the country of his or her other nationality due to host country law or policy. Please [review the award description here](#) for more information.' Below this, the question asks 'Are you a U.S. Citizen?*' with radio buttons for 'Yes' (selected) and 'No'. The next question is 'Country of Citizenship*' with a red underlined instruction: 'Please enter your country of citizenship (even if you said Yes above). If you are listing more than one country of citizenship, please list the United States first.' Below this instruction is a dropdown menu with a downward arrow, and an orange arrow points to it from the right. At the bottom, there is a note: 'To indicate additional countries of citizenship, use the multi-select list below. To select more than one country, hold the 'Ctrl' or Command (⌘) button while clicking the respective countries.'

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application

- Select the program to which you are applying (e.g., *Fulbright U.S. Scholar Program*).
- For the U.S. Scholar Program, you will then be prompted to indicate whether the award to which you are applying allows for grant activities in multiple countries. (If you are not sure: click *award* in the application or the link below to see the list of multi-country awards in the Catalog)
 - Yes: The award is among the [multi-country awards](#) in the Catalog of Awards
 - No: The award is to a single country



The screenshot shows a form titled "Program" with the following content:

To which program are you applying?*

- Fulbright U.S. Scholar Program
- Fulbright International Education Administrator (IEA) Awards
- Fulbright Public Policy Fellowship
- Fulbright Arctic Initiative

Are you applying to an [award](#) that allows for grant activities in multiple countries?*

- Yes
- No

Continue

Click *Continue* to save your responses and advance to the next page.

[Application Page: Country and Award](#)

Select the country and award to which you are applying. Key details about the award will appear when the award is selected, as well as a link to the award for reference.

If you are applying to a single country:

- You will be prompted to select your host country and award

If you are applying to a multi-country award:

- You will be prompted to select the award (a warning may appear; it should disappear once you select an award)
- You will then be prompted to select the countries (or country) you propose to undertake your project under *Country Selection – Multi-Country Award*

If you decide to apply to different country or award after completing this section:

- Return to this page to select the new country or award.

If you decide to change from a single-country award to a multi-country award (or the reverse):

- Return to the Preliminary Questions page to change your response there.
- Continue to the Country and Award page and proceed as above.

Note: You will not be able to change this after submitting the application.

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application

Click *Continue* to save your responses and advance to the next page.

Application Page: Personal Information

Enter your biographical information.

Of note:

- Name: Enter your name exactly as it appears on your passport.
- Preferred name: Also known as a nickname, only enter a preferred name if it is DIFFERENT than your legal name (e.g. Alex instead of Alexander).
- Birthdate: the birthdate that you used to create your account will automatically appear.

Click *Continue* to save your responses and advance to the next page.

Application Page: Dependent Information

This page will only appear if you entered more than “0” dependents on the *Personal Information* page.

- For each dependent expected to accompany you, enter their details.
- If the number of dependents you expect to accompany you changes while you are completing the application, return to the Personal Information page to change the number, then proceed to this page to add or correct any details as needed.

Click *Continue* to save your responses and advance to the next page.

Application Page: Contact Information

Enter your contact information.

Of note:

- Enter your permanent address:
 - This is the physical address where you live.
 - Select the country where you live from the dropdown list first. Based on your country selection, the subsequent fields will change to match the address format of that country.
 - Complete the remaining address fields. Do spell out abbreviations (Street, Road, etc.). Do not use accents or special characters.
 - Postal code: For applicants in the U.S., the 9-digit zip code (zip+4) is required ([use this look up tool](#)).
- Indicate if your current mailing address (i.e. the address where you receive mail) is the same as the permanent address you entered above. *They do not have to be the same.*

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application

- No: A second address section will appear where you may enter your mailing address information and the dates of validity.
- Yes: proceed to the next section.
- Enter your telephone numbers as appropriate.
 - If you reside outside the U.S. and have an international phone number, include the country code.
 - If the field turns red, please review the numbers that you have entered to look for any errors.
 - To find the correct country code, click on the blue *Country Code* link
- The email address used to create your account will appear in the primary email address field and will not be editable. Please provide an Alternate/Secondary Email that can be used to contact you if you cannot be reached via your primary email address.

Note: All system-generated emails, application updates, and notifications will continue to go to your primary email address.
- Enter your emergency contact information. The individuals you list may be contacted in the event of an emergency while you are participating in award activities.
 - When entering the address, choose the country that corresponds to your emergency contacts' address first and the following fields will update to match the address format of the selected country.

Click *Continue* to save your responses and advance to the next page.

[Application Page: Academic & Professional Information](#)

This section collects information about your academic and professional background, including your current employment, curriculum vitae/resumé, academic degrees, accomplishments, experience abroad, and previous Fulbright grant(s), if applicable.

Of note:

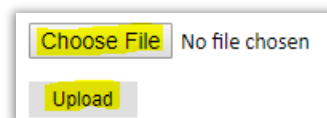
- Title: Select the title closest to your current academic or professional title.
 - If there is no appropriate option after reviewing the list, please select “Other” from the dropdown and enter your title in the text box that appears.
- Current Institution or Employer:
 - For the address, select the country where you are employed from the dropdown list first (i.e. physical address where you work). Based on your country selection, the subsequent fields will change to match the address format of that country.
 - Complete the remaining address fields. Do not use accents or special characters.

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application

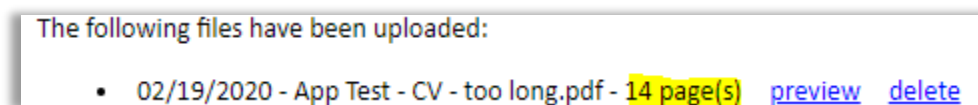
- If you have more than one employer or role, enter the details for your primary employer and ensure your curriculum vitae/resumé presents all of your roles and employers clearly.
- Curriculum Vitae/Resumé:

Upload your Curriculum Vitae/Resumé

- Ensure your CV/Resumé follows these [requirements](#) (for the Fulbright Public Policy Program, see [these requirements](#)).
- Click *Choose File*, locate and select the appropriate file
- Click *Open* and then click *Upload* to complete the file upload.
- Once your document is uploaded, the page count will appear.



Note: If the file exceeds the stated page limit, you will be prevented from submitting your application. (If you miss this here, you will be reminded on the Review page.) Example:



- If needed, click *Delete* and upload a document that adheres to the limit.
 - Academic History: Enter all degrees/academic credentials, including those in progress.
 - Click *Add Degree* and complete the pop-up form (screenshot on next page).
- Of note:
- Type in the name of the institution; as you type, a list will appear. Select from the list. If your institution is not listed, type the full name of the institution in this field.
 - Select the month and year of the date this degree was received (month and year) from the dropdown menu.
 - If the degree or diploma is in progress, list expected date of conferral for Date Degree Received. You MUST include any education institutions you are currently attending (even if you have not yet completed your educational program) and estimated date of graduation/completion (if applicable).
 - Click *Save*.

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application

Awarded Degrees

Institution*

Type your institution name. If the institution is not listed in the results, type the full name of the institution in this field.

Institution Location (all address fields are required)*

Country

City

State

Level of Study*

Name of Diploma or Degree Equivalent*

Actual Name of Degree or Diploma

Discipline*

Date Degree Received*

If a degree is in progress, list expected date of conferral for Date Degree Received.

- **Accomplishments:** Enter up to five of your most significant professional accomplishments. These may include honors, awards, publications, exhibitions, etc.
 - Each entry may be separated with a semicolon (;)
 - If entering your items as a list (using bullets), please remove any extra lines/spaces (ensure text appears in the box as single-spaced, not double-spaced)
 - 700-character limit
- **Experience Abroad:** At any point in the last six years (preceding the application deadline), have you resided or traveled abroad for three consecutive months or longer?

Note: Candidates who have resided abroad for five or more consecutive years in the six-year period preceding the date of application are ineligible. In this case, a period of nine months or more during a calendar year is considered to constitute a full year abroad.

 - Yes: Enter each residence/trip here.
 - For each, click *Add Experience Abroad*, complete the pop-up form, and click *Save*.

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application

The 'Experience Abroad' form section includes the following fields:

- Country* (dropdown menu)
- Purpose/Sponsorship* (text input)
- Start date:* (month and year dropdowns)
- End date:* (month and year dropdowns)
- Number of Months Abroad* (text input)

- If you have resided abroad for multiple shorter periods over the course of a year that cumulatively add up to three or more months, please list each trip with the location and duration clearly in your curriculum vitae/resume.
- Have you received a Fulbright Scholar grant previously?

Note: Recipients of a Fulbright Scholar grant are eligible to apply for another Fulbright Scholar grant *two years after the date of completion of the previous grant*. (For serial or Flex grants, the two-year period begins at the end of the final grant in the series.) Recipients of a Fulbright Specialist Program grant are not required to adhere to the two-year waiting period before applying for a Fulbright Scholar grant.

Exception: For the 2021-2022 U.S. Scholar competition, recipients of a Fulbright U.S. Scholar Program grant who started their grant during the 2019-2020 academic year and were not able to complete their grants due to COVID-19, may be eligible to apply.

- Yes:
- For each prior grant, click *Add New*, complete the pop-up form, and click *Save*. Academic year corresponds to the academic year in which you received and began the Fulbright grant.

The 'Previous Fulbright Grants' form section includes the following fields and instructions:

- Award Type* (dropdown menu)
- Previous Grant Year* (dropdown menu)
- Host Country or Countries* (multi-select dropdown menu showing Afghanistan, Albania, Algeria, and Andorra)

If you received a multi-country grant, indicate each host country; to select more than one country, hold the 'Ctrl' or Command (⌘) button while clicking the respective countries.

- If you received a Fulbright Scholar grant (or more than one), enter your justification as to why you should be considered for another award in the text

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application

box. (Justification not needed for other types of grants.)

Click *Continue* to save your responses and advance to the next page.

Application Page: Award Details

This section collects information about your proposed project. Please carefully review [award](#) for any additional guidance or requirements.

Of note:

- Academic Discipline: select the most appropriate academic discipline and specialization information for your project from the dropdown menus. Enter additional details about the discipline and/or specialization of your project.
- Portfolio: For [some disciplines](#), applicants are asked to provide a digital portfolio. For these disciplines, you will be prompted to indicate whether you will upload portfolio materials as part of your application.
 - Yes: You will be directed to upload your materials on another page. Please follow the upload instructions listed. Note: Applicants proposing translation projects should not submit a portfolio.
Note: If you provide materials, they must be uploaded to your application. Providing a link to a website is not an accepted alternative.
 - No: Please provide a brief explanation why materials will not be uploaded.
- Grant Activity: If you select a combination of activities (e.g., Teaching/Research), you will be prompted to enter the percent of time you propose to spend on each activity. Consult the [award description](#) to determine if the award specifies the percentages; if so, select the corresponding percentages. Regardless, ensure your proposed project reflects this plan.
- Proposed Award Period: Grant start date (month and year), grant length, and number of Flex segments (if available) must match the grant parameters listed in the [award description](#).
- Project Abstract:
 - 700-character limit
 - Please remove any extra lines/spaces (ensure text appears in the box as single-spaced, not double-spaced)
- Host Institution(s): Consult the [award description](#) to determine if a host institution should be entered in this section.
 - If the host institution is specified in the award, please list the institution in the *Preferred Host Institution* box.
 - If the host institution is not specified in the award, please list your proposed host in the *Preferred Host Institution* box.

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application

Host Institution

Consult the [award description](#) to determine if a host institution should be entered in this section. If yes, begin typing the name of the institution in the box below. If the name of your preferred host institution does not appear, type the name of the institution in full.

Preferred Host Institution

- If you propose more than one host, list the first in the *Preferred Host Institution* box. Then, click *Add Host* and complete the pop-up form to enter the second (repeat for the third, etc. if applicable).

Additional Host Institutions

Institution Name

[Add Host](#)

- Letter(s) of Invitation:
 - Upload your [Letter of Invitation](#)
 - Consult the [award description](#) for requirements and any special instructions
 - Review this [additional guidance](#) on Invitation Letters
 - Click *Choose File* and locate and select the appropriate file
 - Click *Open* and then click *Upload* to complete the file upload. Once your document is uploaded, the page count will appear.
 - **Note:** If you have multiple invitations, you will need to merge them into a single file to upload
 - **Note:** Letter(s) will be accepted until 10/15/2020.
 - For awards where the invitation is required: If your letter(s) are not submitted by this extended deadline, your application may not proceed in the review process.
 - For all other awards: As a letter is not required, your application will proceed in the review process as-is.
 - If your invitation is expected to arrive after the September 15th application deadline, you should submit your application without the letter, and consult the [IIE program staff](#) for your award for assistance with uploading it to your application.
- Alternate Country Preferences:
 - Indicate whether you are willing to consider other awards.
 - For your proposed host country, enter up to three alternate awards.
 - You may also enter up to three additional countries of interest.

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application

Note: Your application and supporting documents should be tailored to the award selected. It is only guaranteed to be considered for this award. In rare cases, an applicant whose application was recommended during the peer review process may be considered for an alternate country or award. (This process is driven by programmatic needs.)

Click *Continue* to save your responses and advance to the next page.

Application Page: Project Documents

This section collects additional information about your proposed project. Please carefully review [award](#) for any additional guidance or requirements.

Of note:

- Short Essays. Provide responses to the questions in the text boxes provided. (The questions are also available [here](#).)
 - Note character limits
 - Please remove any extra lines/spaces (ensure text appears in the box as single-spaced, not double-spaced)
- Project Statement:
[Upload your Project Statement](#)
 - Ensure your statement follows these [requirements](#) (for the Fulbright Public Policy Program, see [these requirements](#)).
 - Click *Choose File* and locate and select the appropriate file.
 - Click *Open* and then click *Upload* to complete the file upload.
 - Once your document is uploaded, the page count will appear.
Note: If the file exceeds the stated page limit, you will be prevented from submitting your application. (If you miss this here, you will be reminded on the Review page.)
- Bibliography: Required only if you selected a grant activity including *Research* and/or *Professional Project* on the Award Details page
[Upload your Bibliography](#)
 - Ensure your bibliography follows these [requirements](#) (for the Fulbright Public Policy Program, see [these requirements](#)).
 - Click *Choose File* and locate and select the appropriate file.
 - Click *Open* and then click *Upload* to complete the file upload.
 - Once your document is uploaded, the page count will appear.
Note: If the file exceeds the stated page limit, you will be prevented from submitting your application. (If you miss this here, you will be reminded on the Review page.)

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application

- Syllabi/Course Outlines: Required only if you selected a grant activity including *Teaching* on the Award Details page
 - Upload your Syllabi/Course Outlines
 - Ensure your syllabi/course outlines follow these [requirements](#).
 - Click *Choose File* and locate and select the appropriate file.
 - Click *Open* and then click *Upload* to complete the file upload.
 - Once your document is uploaded, the page count will appear.
- Note:** If the file exceeds the stated page limit, you will be prevented from submitting your application. (If you miss this here, you will be reminded on the Review page.)

Click *Continue* to save your responses and advance to the next page.

Application Page: Language Skills

Proficiency in language(s) other than English is necessary for some, but not all awards. This section collects information about your language proficiency, related to your proposed project.

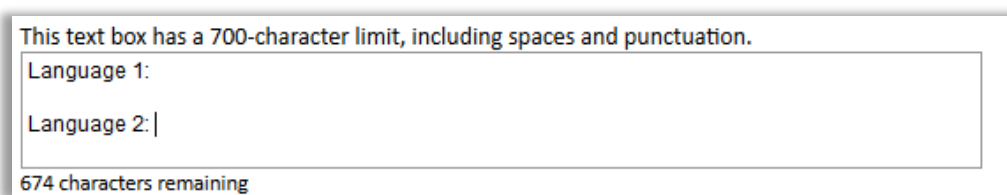
The [award description](#) indicates to what extent foreign language proficiency may be needed.

There are two parts to the language proficiency evaluation: a self-evaluation and an external foreign language evaluation. The application indicates whether the self-evaluation is needed, and whether a foreign language evaluation is needed.

Self-Evaluation

- Select the number of languages (other than English) relevant to proposed grant activity.
- For each, select the language, and indicate your level of competency for each skill.
- Enter your responses to the questions in the text boxes. If you have selected more than one language, clearly address each language in the same text box.

Example:



This text box has a 700-character limit, including spaces and punctuation.

Language 1:

Language 2: |

674 characters remaining

External Foreign Language Evaluation

- This is addressed on the Recommendations (other than English) relevant to proposed grant activity.

Click *Continue* to save your responses and advance to the next page.

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application

Application Page: Recommendations and Language Evaluator

Use this section to register your recommenders, and foreign language evaluator(s) (if needed).

- You are responsible for notifying your recommenders/evaluator of your request for letters/evaluation prior to registering them in the application.
- You are also responsible for ensuring the recommendations are submitted to the application by the application deadline: September 15, 2020. Please inform your recommenders of this deadline.
- Letters of recommendation (and foreign language evaluations, if needed) will be submitted directly to your application by the recommenders/evaluators you registered in the application. Letters submitted outside the online system will not be accepted.
- You may submit your application before your letters of recommendation and language evaluations have been submitted. You will still be able to monitor their receipt after you have submitted your application.

Recommendations

- All applications require two recommendations. Additional recommendations will not be accepted. If more than two are registered, the application will prevent you from submitting your application.
- Additional tips and information on who may serve as a referee is available [here](#).

Foreign Language Evaluator(s)

- If needed (as indicated by your response on the Language Skills page), register your foreign language proficiency evaluator(s).
- There is a maximum of two language proficiency evaluators. (Typically, one evaluator per foreign language.)
- Do not use these to add additional letters of recommendation.

Registering your recommenders/evaluators and monitoring the status of receipt

You will be prompted to register your recommenders and evaluators. Recommenders and evaluators must be registered before you submit your application. You can track the status of recommendations, send reminders, and add/delete recommenders through this system before and after submission of your application.

- Click *Add Recommender/Evaluator* and complete the pop-up form.
- Click *Send to Recommender* to generate automatic email to your recommender/evaluator
 - This will send them an email with instructions on submitting the online recommendation or completing the foreign language evaluation form.

After you have registered them, you will have the following options:

- *Edit*: Use this to edit their information if they have not yet started progress on their

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application

response. If they have already started their response, you will not be able to edit their information.

Exception: Email addresses cannot be edited. To update their email address, you will need to exclude and re-add them.

- *Send Reminder:* Click on the recommender/evaluator; on the pop-up, click *Send Reminder* to send them a reminder to submit.
- *Exclude:* Use this to remove the recommender and replace with another individual (or to update their email address).

Here is what it looks like when a recommender has been registered (Recommender Two) and submitted (Recommender One).

Name	Status	
Add Recommender/Evaluator		
One, Recommender	Submitted on February 19	Edit
Two, Recommender	Sent to recommender on February 19	Edit

For Recommenders/Foreign Language Evaluators

- Recommenders/Evaluators receive an email from the Fulbright U.S. Scholar Program (scholars@iie.org) inviting them to complete a letter/evaluation.
- Once they submit their letter/evaluation, they will receive a confirmation message on the application system, as well as an email confirming receipt.

Click *Continue* to save your responses and advance to the next page.

[Application Page: Portfolio](#)

Based on the discipline information entered in the *Award Details* page, applicants whose proposed project is in one of the disciplines listed below may be prompted to upload portfolio materials to aid in the evaluation of their application (regardless of grant activity selected).

If you selected one of these fields and indicated you would upload portfolio materials, this page will appear in your application for you to upload your media files. [More information](#) on these requirements.

Disciplines commonly requiring a portfolio:

- Architecture
- Creative Writing (creative fiction and non-fiction, playwriting, poetry, screenwriting and other)
- Dance
- Design and Crafts (fashion design, graphic design, industrial design, interior design, bookmaking, ceramics, furniture, glass, jewelry & metalworking, textiles & fiber)
- Filmmaking
- Journalism

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application

- Music (composition, conducting, performance and other)
- Theater arts
- Visual Arts (animation, digital, drawing, illustration, installation, media arts, mixed media, painting, performance, photography, printmaking, sculpture and other)

This page will not appear for other disciplines.

Click *Continue* to save and advance to the next page.

[Application Page: Data Privacy](#)

Carefully review the Data Privacy information. If prompted, indicate your acceptance of data privacy terms by selecting *Yes* or *No*.

Click *Continue* to save your response and advance to the next page.

[Application Page: Signature](#)

Carefully review this section. Your electronic signature attests to the authenticity and accuracy of the information supplied in the application.

Certify that the information you provided in the application is true and complete by typing your full legal name in the Signature Box:

Certification

Accuracy of information contained in this application and waiver consent (required of all applicants):

By my signature below, I certify that to the best of my knowledge, the information provided in all parts of my application is true, accurate and complete. I understand that any falsification, misrepresentation, or omission may result in withdrawing of the application, or termination or revocation of any award granted. I understand that all Fulbright Program grants are subject to the policies of the J. William Fulbright Foreign Scholarship Board. I understand that additional documentation may be requested and, if I am selected for a grant, the terms of my grant could be altered based on those materials.

In place of your signature, please type your full legal name:

Click *Confirm* to save and continue to the next page.

[Application Page: Review – Submit!](#)

The application will review the responses entered and will display any incomplete questions and required attachments that need attention.

- If no errors appear, then your application is ready for submission.
- If any errors appear, correct or complete these sections and return to the Review section to determine if your application is ready for submission.

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application

Clicking on any error will take you to the corresponding application page for correction.

On the next page is an example of the *Review* page with missing responses or errors.

Of note: There are two types of errors:

- **Required Field or Error:** these must be addressed before submitting your application.
- **Warning: Letter of Invitation:** This is a warning message. This warning will not prevent you from submitting your application without the invitation letter. However, if the award you have selected requires an invitation, and it is not submitted by the posted deadline, your application may not proceed in the review process.

Review

We have detected the following errors with your application.
These errors must be corrected before submission.

Section	Required Field or Error
Contact Information	Missing Contact Information
Academic & Professional Information	CV/Resume may not exceed six (6) pages
Academic & Professional Information	Missing Academic & Professional Information
Award Details	Missing Award Details
Project Documents	Missing Project Statement Information
Portfolio	You must upload at least one portfolio material

We have detected the following potential problems with your application:

Section	Warning
Award Details	Missing Letter of Invitation. You may submit your application without an invitation letter. However, if it is required by the award and not provided by the application deadline, your application may not proceed in the review process.

Once you have made any necessary corrections, return to the *Review* page. If all errors have been corrected, you will be able to submit your application.

Review all responses entered in the application (double check).

CLICK *Submit Application*.

APPLICATION DEADLINE: **September 15, 2020**

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application

Submitted! Now What?

Once you submit your application, you will land on your application *Status* page. This contains your application checklist, a link to your application proof, an overview of the application review process and timeline, and more.

Here is an example with one recommendation submitted and one pending:

Fulbright U.S. Scholar Program

Click [here to contact the Fulbright U.S. Scholar team](#) if you have any questions.

Application Checklist

Status	Details	Date
✓ Received	Recommendation from Recommender One, institution Submitted on 02/19/2020.	02/19/2020
✗ Awaiting	Recommendation from Recommender Two, institution Sent to recommender on 02/19/2020.	
📄 Received	Bibliography	02/19/2020
📄 Received	Course Syllabi	02/19/2020
📄 Received	CV/Resume	02/19/2020
📄 Received	Felony/Misdemeanor Documentation	02/19/2020
📄 Received	Project Statement	02/19/2020

To re-send notification emails to your recommenders, **re-visit the recommendations page**, click "Edit", and then click "Send Reminder".

Application Proof

This is a proof of your application and is for your records only. Do not send this proof by mail as your application.

[Preview Application Proof](#)

Verify Address

We have your address listed as follows:

Permanent Address
12345 Broadway
New York, NY 10017+1234
United States

[Edit Addresses](#)

If you need to send a reminder to a recommender/evaluator, you can re-visit the recommendations page and manage your recommenders/evaluators (yellow highlight, above).

To save a copy of your submitted application, click "Preview Application Proof". This will display a PDF version of your application that you can download or print for future reference.

Review Process and Notifications

Eligible, complete applications will undergo peer review. Following peer review, applicants will receive an email to view their application status on this *Status* page.

We recommend adding Scholars@iie.org and FulbrightScholarReview@iie.org to your address book to prevent emails from landing in your spam/junk folder.

The timeline for the review process is on the application *Status* page and [here](#).

Questions?

Please contact the respective U.S. Program team: <https://www.cies.org/contact-us>.