FULBRIGHT VISITING SCHOLAR PROGRAM
SWITZERLAND

Instructions for Completing the

2027-2028 Fulbright Visiting Scholar Program Application

Application cycle **closes**: August 3, 2026 at midnight

This document provides step-by-step instructions for Swiss on how to complete the application correctly. Applicants are encouraged to print this document and keep it nearby as they complete the application.

- Applicants applying in this cycle, if successful, must commence their program between August 2027 and May 2028, please consider this when planning your proposed program.
- Late applications will not be accepted.
- Please read the eligibility requirements on the website before commencing an application.
- Recommenders must submit their statements online before the application deadline above.
- All applications must be completed (using these instructions) via the online application portal.
- Please read this document in full to prepare the necessary documentation before commencing your application.
- Please review your completed application before submitting it to ensure all elements are included.

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General Information

The application is supported by all modern 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:

Learn requirements for submitting an application
Before you begin an application, please visit the "Grants for the USA" webpage for comprehensive information on suitability, eligibility and applications requirements for a Fulbright grant. You must make sure you are eligible to apply.

Record 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. You can log in and out of the application as frequently as you like using your user name and password. If necessary, you can reset your password by clicking the "Forgot Your Password" link on the log-in page.

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 answer all questions completely and carefully. Review these additional tips:

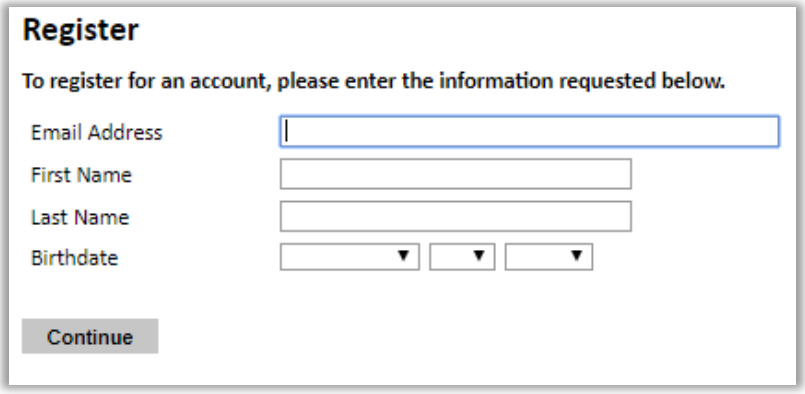
- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents and save them in PDF format. It is highly recommended that to preserve any formatting and special characters in your documents, you upload them in PDF format.
- 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.

Submit the application
Once you have entered all required information, including recommenders, review your application for errors. If all information is correct, submit your application. Once you submit you CANNOT make changes to your application.

Creating Your Online Account

1. Go to https://apply.iie.org/fvsp2027
2. Please read all instructions carefully before completing the application.
3. To start, click *Create an account*.

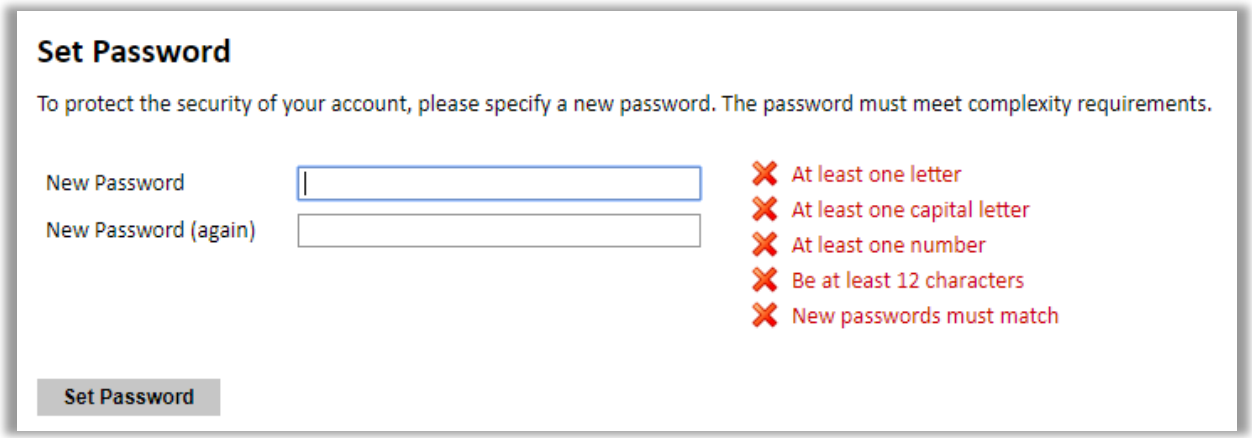
4. Enter your email address, first name, last name, and select your date of birth (Month-Date-Year) from the drop-down menus. **Your name must be entered exactly the way it appears (or will appear) on your passport.**



Note: Use an email address that you will be able to access for at least two years after submitting your application. This is the email address you will use to log in to your application account. We recommend you do NOT use a work email address if you will not have access to it during your grant in the U.S.

5. Click Continue. You will receive an email from 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.

6. You will be prompted to enter your pin and then create a password to complete login.



7. 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.

Managing Your Application

EDITING YOUR APPLICATION PRIOR TO SUBMISSION

1. You may log in at any time to review and edit your application form, upload documents, and enter recommender information.
2. Remember to save your application after completing each page by pressing the *Continue* button at the bottom of each page.

Note: *The application will automatically log you out after 60 minutes of inactivity, so it is best to save your application frequently.*

REVIEWING YOUR APPLICATION AFTER SUBMISSION

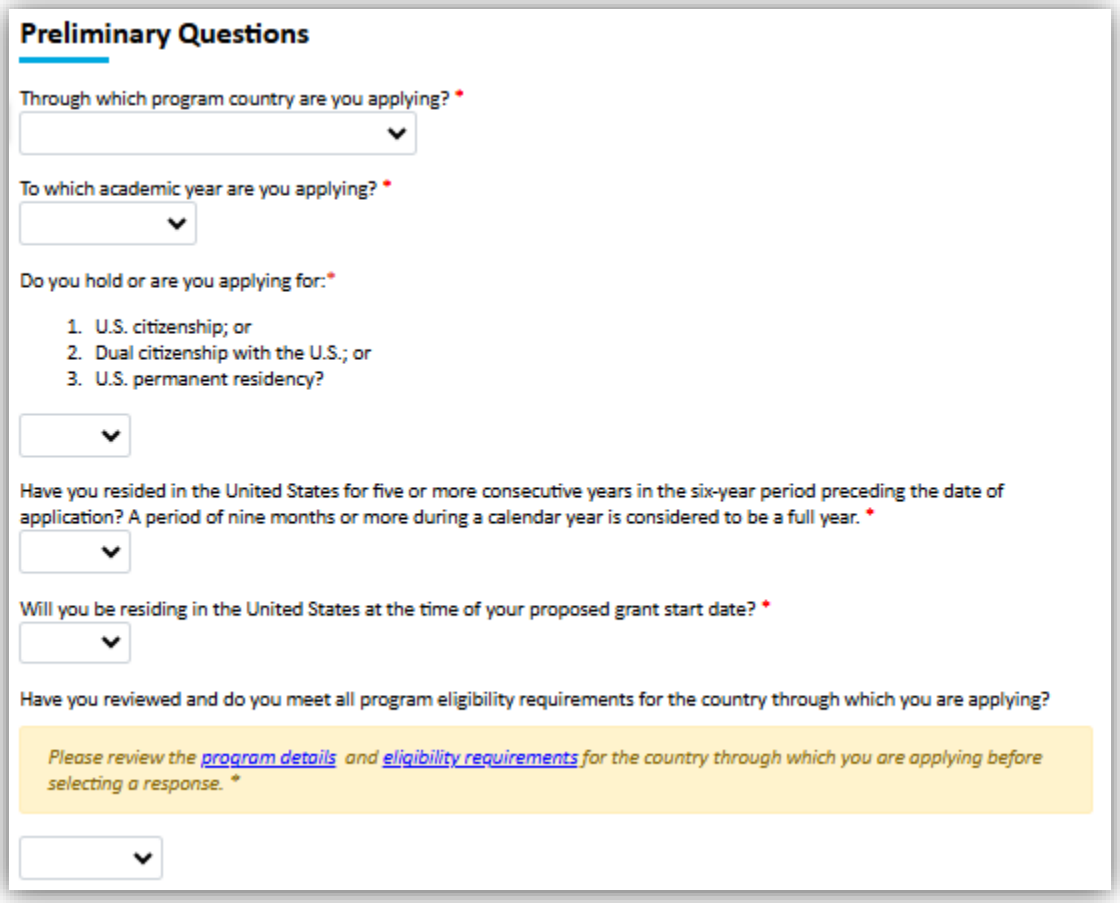
1. After you SUBMIT your application, you CANNOT make any changes.
2. You may continue to log in to your account to view the information you have submitted, save a PDF of your application form, and manage your recommenders.
3. You can manage your recommenders by clicking on the *Recommendations* section of the online application.

LETTERS OF RECOMMENDATION

1. Letters of recommendation will be submitted directly to Fulbright by the recommenders you registered via your application.
2. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.

Preliminary Questions and Data Privacy

These questions address essential program eligibility, share data privacy policy, and requests consent. All questions are required.



1. Select the country (Switzerland) through which you are applying for the Fulbright grant from the dropdown menu.

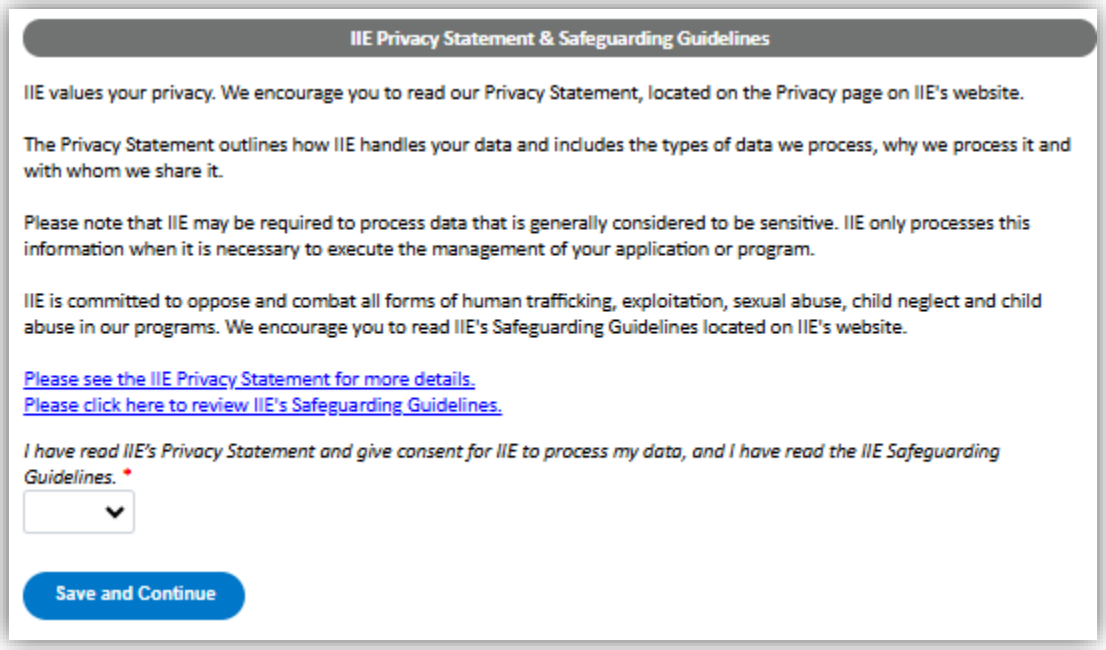
2. Select the 2027-2028 program year from the dropdown menu.

3. U.S. Citizenship, Dual Citizenship with the U.S. or Permanent Residency: select 'Yes' or 'No' to indicate your response.
    - Applicants cannot be U.S. citizens or permanent residents of the U.S. to participate in the Fulbright Visiting Scholar Program.

4. Indicate whether or not you have resided in the U.S. for five or more consecutive years per the instructions.

5. Indicate whether or not you will reside in the U.S. at the time of your proposed grant start date.

6. Select ‘Yes’, ‘No’, or ‘unsure’ to indicate if you are aware of, and meet, all program eligibility requirements.
    - Please visit the “Fulbright Visiting Scholar Program” webpage to review the program eligibility requirements before proceeding.

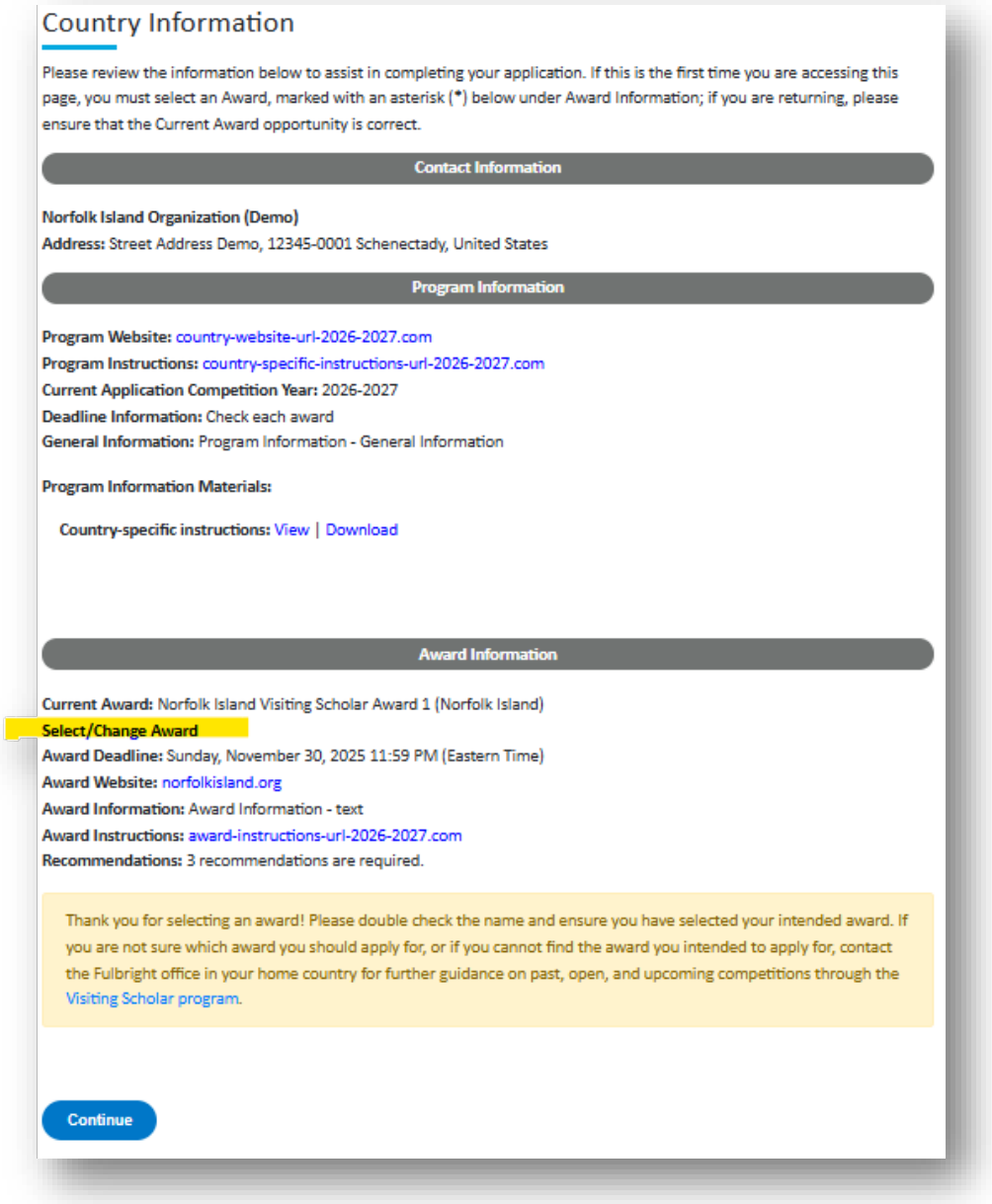


7. Carefully review the Data Privacy information. If prompted, indicate your acceptance of data privacy terms by selecting ‘Yes’ or ‘No’.

8. Click *Save and Continue* to proceed to the next section.

Country Information

Review all information in this section!



1. Note any country-specific instructions for completing the rest of the application, including:
    a. Program website and instructions
    b. Deadline information
    c. Open application cycle

    If prompted, you must select an Award (see highlighted above) before proceeding.

2. Click *Continue* to proceed to the next section.

Personal Information

Enter all required biographical information.

1. **Name:** Enter your name exactly as it appears on your passport. Only enter a preferred name if it is DIFFERENT than your legal name (e.g. Alex instead of Alexander).

2. **Name on Previous Records:** If your name is recorded differently on any previous records, list it in the Name on Previous Records section (e.g. maiden name).

3. **Biographical Information:** The birthdate that you used to create your account will automatically appear. Enter your city of birth, country of birth, sex, marital status, and number of dependents.

4. **Citizenship Information:** Select your country of citizenship and country of residence from the dropdown menus provided.
    a. If applicable, enter your national identification number and any additional countries in which you hold citizenship.
    b. To select multiple countries, hold down the CTRL (PC) or Command (Mac) button when selecting options.

5. Click *Save and Continue* to save your responses and advance to the next section.

Contact Information

Enter all required contact information.

1. **Address:** Select the country where you live from the dropdown list first when entering your permanent address (i.e. physical address where you live).
    a. Based on your country selection, the subsequent fields will change to match the address format of that country.
    b. Complete the remaining address fields. Do not use accents or special characters.
    c. Select 'yes' or 'no' to 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.*
        - If you answer 'no,' then a second address section will appear where you may enter your mailing address information.
        - If you answer 'yes' to this question, proceed immediately to the next section.

2. **Telephone Numbers:** Enter your contact phone numbers as appropriate. 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

3. **Email:** The email address used to create your account will appear in the primary email address field and will not be editable. You may provide an Alternate/Secondary Email that can be used to contact you if Fulbright Program officers cannot reach you via your primary email address.
   Note: *All system-generated emails will continue to go to your primary email address.*

4. **Emergency Contact Information:** Please provide emergency contact information for Switzerland. The individuals you list may be contacted in the event of an emergency while you are participating in grant activities, including any required travel for interviews in Switzerland. At this stage you are not required to enter an emergency contact for the United States.
    a. 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.

5. Click *Save and Continue* to save your responses and advance to the next section.

Academic & Professional Information

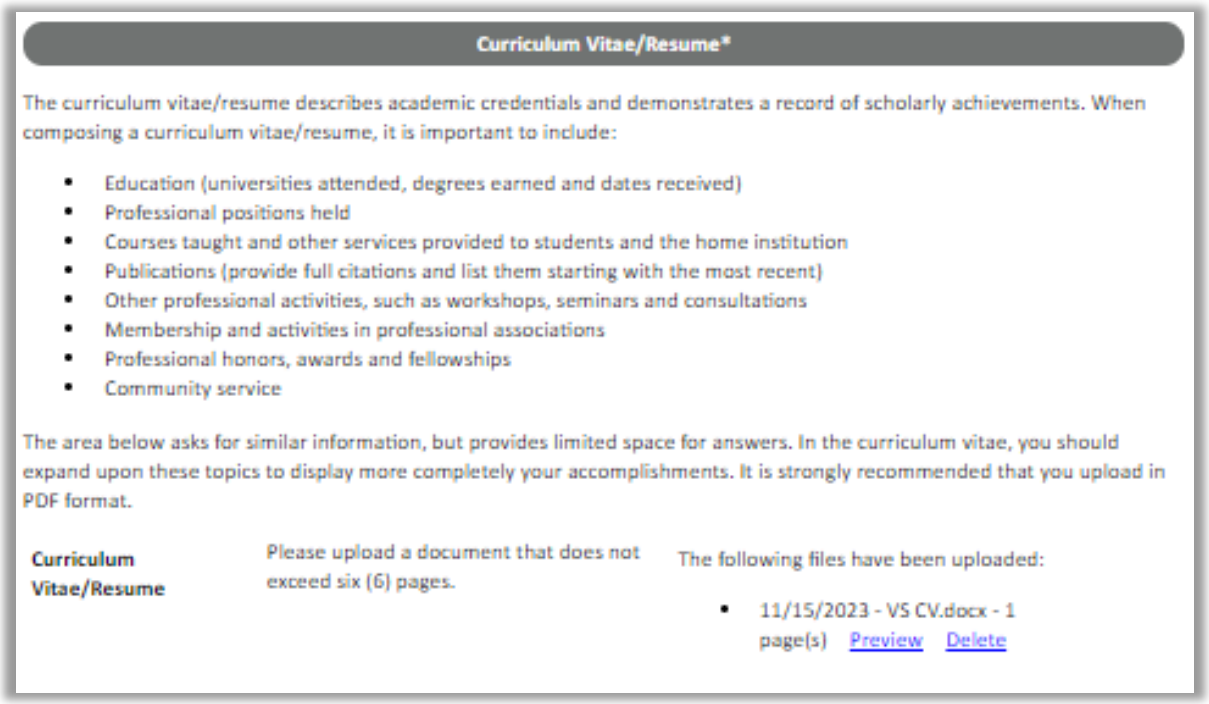
This section collects information about your academic and professional background, including your curriculum vitae/resumé, academic degrees, professional experience, organizational memberships, letter of support from home institution, experience abroad, and previous Fulbright grants, if applicable.

Prepare and upload documents in PDF format as required (*). Note any page limits and ensure your documents do not exceed page limits.

1. **Curriculum Vitae/Resume:** Upload your curriculum vitae/resumé in PDF format that does not exceed six (6) pages.

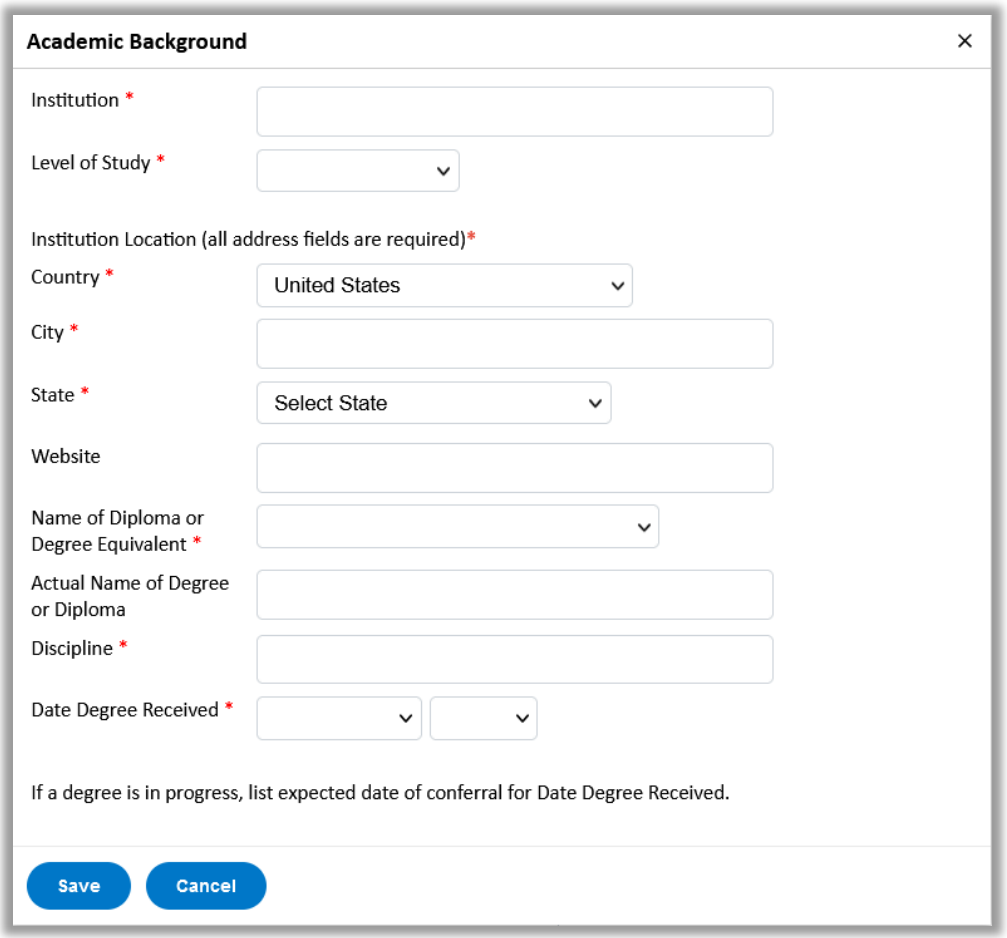
   Note: *If your file exceeds 6 pages, an error message will appear on the Review page and will prevent submission of your application.*

   a. Click *Browse*
   b. Locate and select the file that you previously saved to your computer
   c. Click *Open*
   d. Click *Upload* to complete the file upload



2. **Academic Background:** List all post-secondary educational institutions from which you have received a degree or academic credential **in reverse chronological order** (putting the most recently attended first). **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.

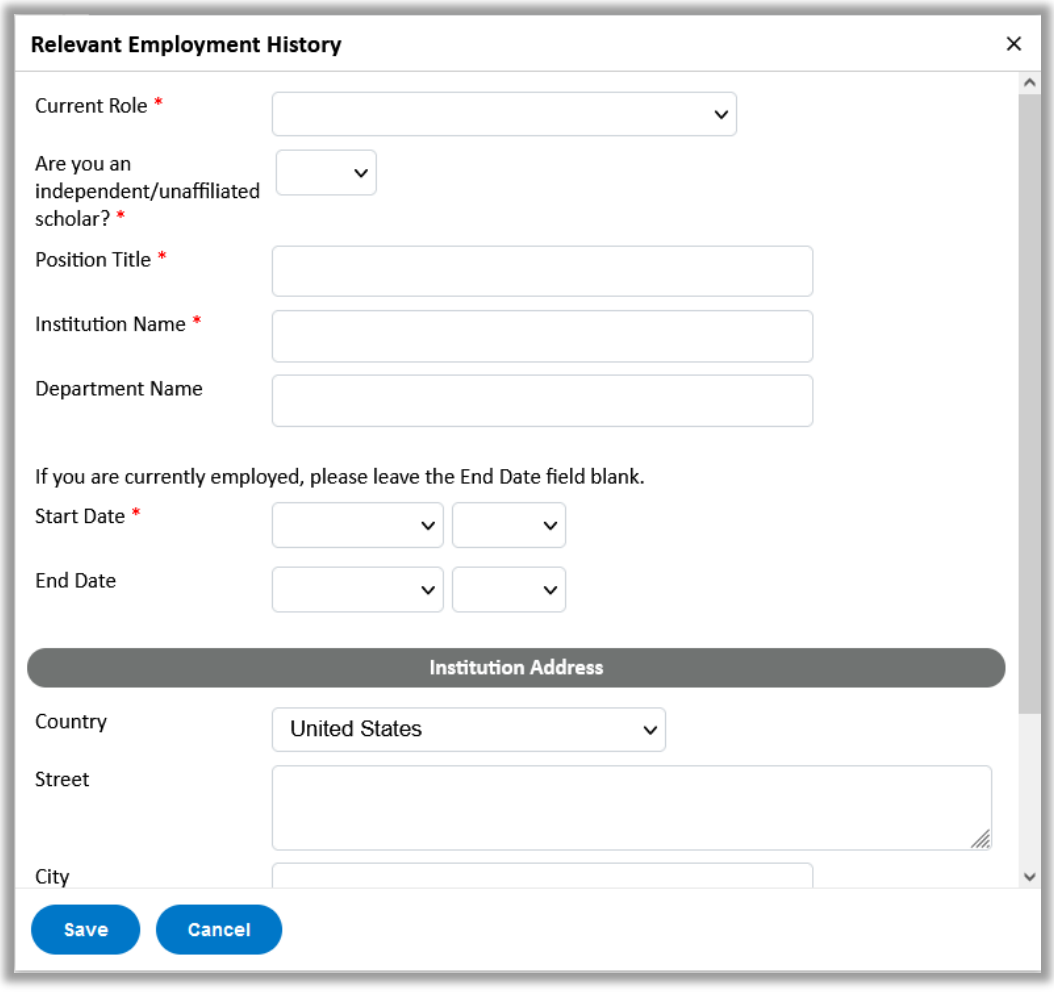
a. Click *Add New Academic Background*
b. Type in the name of the institution
c. Choose the level of study (graduate or undergraduate) from the dropdown menu
d. Select the country where the institution is located from the dropdown menu
e. Enter the appropriate city and region/state
f. Provide the website of the institution (optional)
g. Select the U.S. equivalent of the degree or diploma earned (e.g., BA – bachelor's degree)
h. If relevant, provide the actual name of the degree or diploma (e.g., license)
i. Enter the discipline in which this degree or diploma was earned
j. Select the month and year of the date this degree was received (Month – Year format) from the drop-down menu. If a degree is in progress, list expected date of conferral for Date Degree Received.
k. Click *Save*.



3. To add additional entries for post-secondary educational institutions, click *Add New Academic Background* and follow the bulleted instructions above.

4. **Relevant Employment History:** List your current professional affiliation or employer by clicking *Add Professional Profile.*

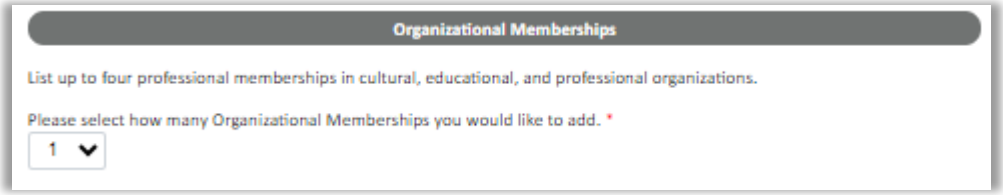
a. Choose the role which most closely corresponds to your current role from the dropdown menu
b. If you are an independent/unaffiliated scholar, check the box underneath the Current Role field. The Institution Name and Department Name fields will disappear after the box is checked
c. Enter your current position title (e.g. Professor, Assistant Professor, etc.)
d. Enter the name of the institution and, if relevant, the department where you are currently employed
e. Enter the start and end dates for the position you entered (Month-Year format). If you are currently employed in this role, leave the End Date fields blank.
f. Select the country where your current place of employment is located from the dropdown menu. Enter in the street address, city, state/region, and post code as applicable
g. Click *Save*



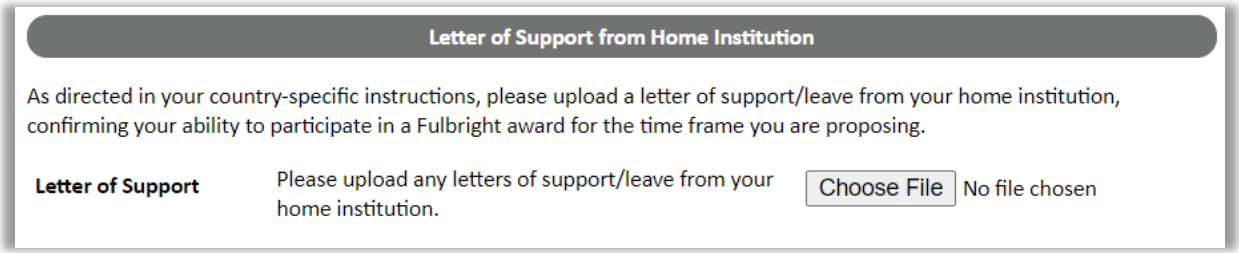
5. If you have more than one current position or to add previous employment, click *Add Professional Profile* and follow the instructions above.

6. **Significant Professional Accomplishments:** List your most significant professional accomplishments, honors and awards, and up to three significant publications in the text box.
    a. List no more than five accomplishments, honors, or awards
    b. Separate each entry with a semicolon (;)
    c. 700-character limit

7. **Organizational Memberships:** List up to four professional memberships in cultural, educational, and professional organizations.
    a. Select the number of Organizational Memberships you'd like to add (up to 4).
    b. Enter the name of the organization
    c. If you held an elective office in the organization, enter the name of your role (e.g., Treasurer)
    d. Enter the start and end dates (Month-Year format) that correspond with your membership in this organization. If you are still an active member, leave the End Date blank.
    e. Click *Save*

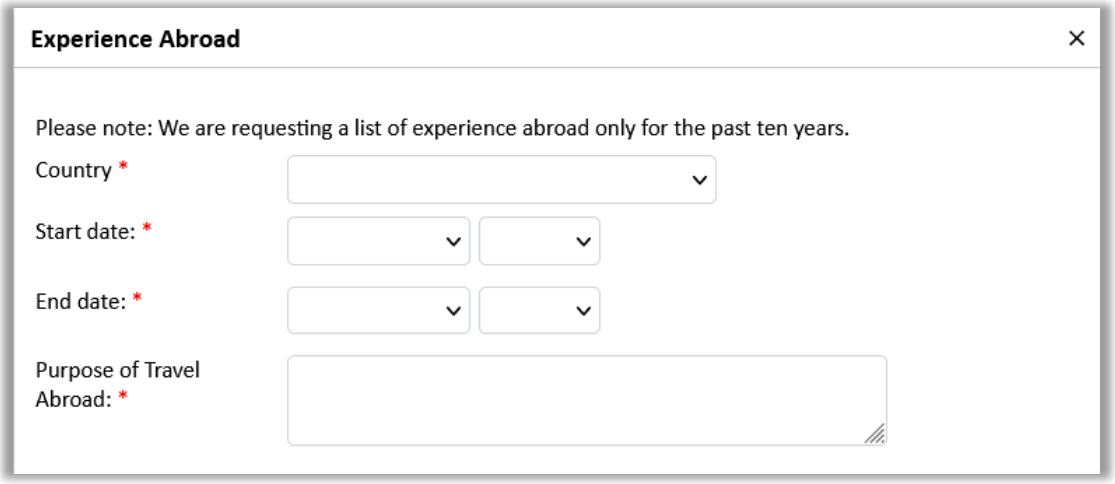


8. **Letter of Support from Home Institution:** A letter of support/leave from your home institution, confirming your ability to participate in a Fulbright award for the time frame you are proposing is **NOT** required for the application. However, please upload a PDF file of such a letter here should you wish to include one in your application file.
    a. Click *Choose File*
    b. Locate and select the file that you previously saved to your computer
    c. Click *Open*



9. **Experience Abroad:** List any professional travel and/or residence abroad that exceeds three (3) months, including any stays in the United States, during the last six years:
    a. Click *Add New Experience Abroad*
    b. Select the country in which you spent your professional travel and/or residence abroad from the dropdown menu provided

c. Select the start and end dates (Month-Year format) of you travel/residency
d. Enter the purpose of your travel abroad
e. Click *Save*



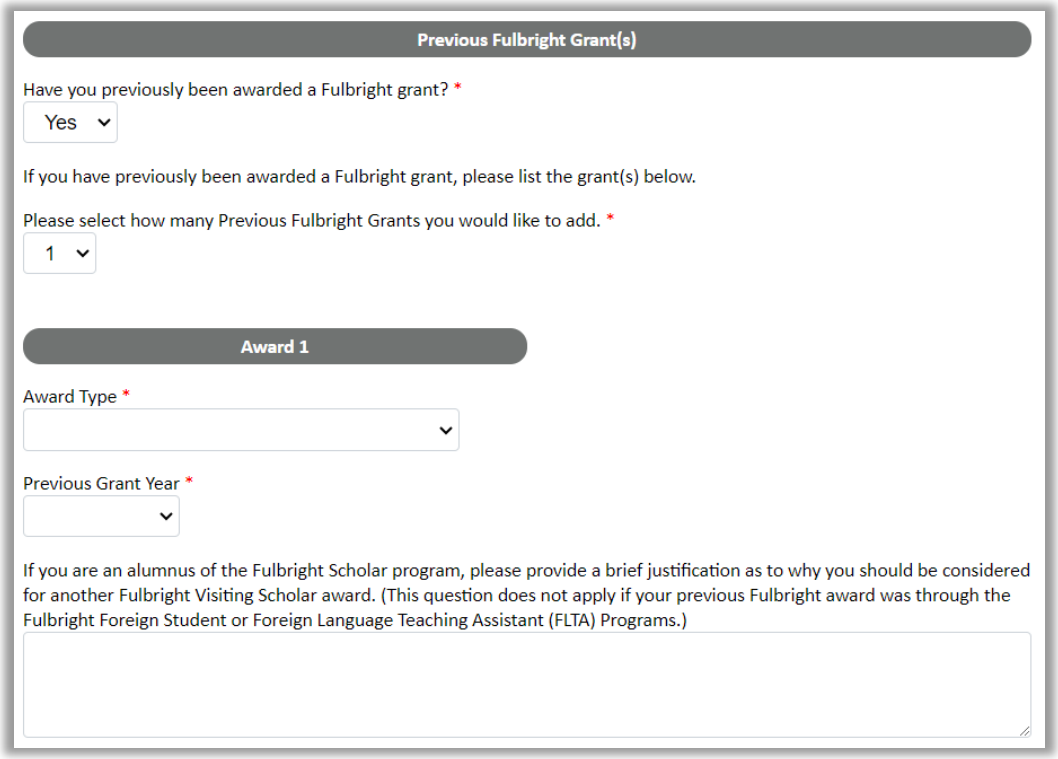
f. If you have more than one trip abroad to enter, click *Add New Experience Abroad* again, and follow the bulleted instructions until all entries have been saved.

10. Select 'yes' or 'no' to indicate if you have previously entered the United States on a J-1 or J-2 visa
    - If 'yes', you are required to select the J category of sponsorship from the list and upload a copy of your previous DS-2019.
      If you have participated in a J-1 or J-2 visa exchange program in the Professor or Research Scholar categories, please check with the Scholarship Service of swissuniversities to confirm you are eligible to apply for the program at this time.

11. **Previous Fulbright Grant(s):** Select 'yes' or 'no' to indicate if you have previously been awarded a Fulbright grant.
    - If 'yes' indicate the number of prior Fulbright awards you have received (up to 4). Then,
      - Select the Fulbright award type from the dropdown menu provided (e.g., Fulbright FLTA, Fulbright Foreign Student, etc.)
      - If you select "Other (please specify)", enter in the name of the Fulbright grant that you received in the "Other, please specify" field
      - Select the academic year that corresponds to the year in which you received the Fulbright grant.

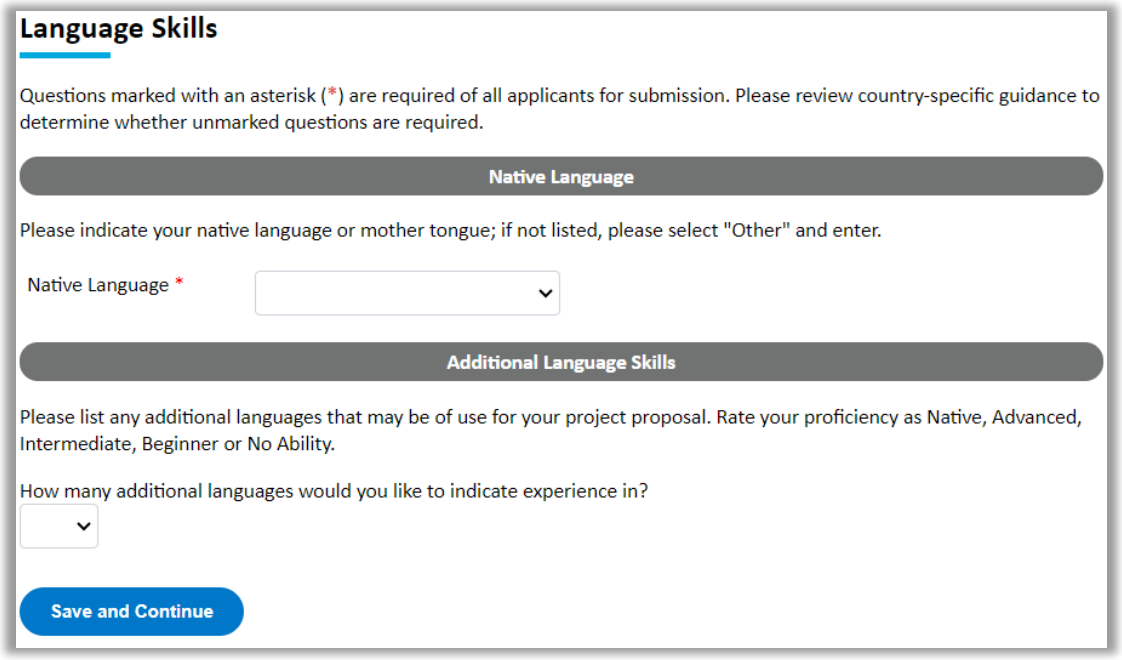
12. If you are applying for another Fulbright Scholar Opportunity, please provide justification as to why you should be considered for another award in the text box.

13. Click *Save and Continue* to save your responses and advance to the next section.



Language Skills

This section collects information about your native language, English language skills, and any additional languages that are relevant to your project proposal.



1. **Native Language:** Select your native language from the dropdown menu provided.
2. **English Language Proficiency:** If your native language is not English, a section collecting your English language proficiency will appear.
   - Rate your English language proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the drop-down menus as appropriate. Please upload English language proficiency results and/or TOEFL scores in the Additional Information section, if available.

3. **Additional Language Skills:** Select the number of additional languages that you would like to include that may be of use for your project or study plans.
   - Select the language you are reporting from the dropdown menu and rate your proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.

Click *Continue* to save and move to the next section.

Plagiarism Agreement

1. Carefully review the Plagiarism Agreement and indicate your acceptance of the terms by selecting 'Yes' or 'No'.
   Plagiarism in any part of your application will result in your disqualification from participating in the Fulbright Visiting Scholar Program.
   Plagiarism will be understood to include any of the following:
   Presenting wording, statistics or concepts as your own which should be attributed to someone else or to publications (online or offline). This includes, but is not limited to:
   - Copying the exact wording of a written source (with or without citation)
   - Presenting material with alterations in wording (with or without citation)
   - Paraphrasing the content of a source without citation

   It is expected that your responses to all questions in the following application will be your own work and writing, with clear citation of secondary sources if describing academic work and the writing of others (including one's own previously published work). Any sources used in the construction of your responses must be clearly cited.

   Some US universities and colleges have developed and published policies on the use of generative artificial intelligence (GenAI) on applications for admission or affiliation with their institution. Some institutions may scan applications for the use of language produced by GenAI. While individual institutional policies range widely and policy responses from US universities will continue to evolve, copying language/content produced by GenAI directly into your application may negatively impact admission or affiliation decisions.

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

Project Proposal

This section collects information about your proposed project.

1. Select the category of grant for which you are applying.
    a. If you select Research, you must upload a Bibliography.
    a. If you select Teaching/Research, you must upload a Bibliography and Course Syllabus.
    b. If you select Teaching, you must upload a Course Syllabus.

2. **Project Statement:** Enter your Project Title in the Project Title field. The project title must be in English. Make sure it is written in AP style: no abbreviations, not all caps; all words of four or more letters should be capitalized, no Oxford commas.

3. Brief Summary of Project Proposal: Enter a summary of your Project Proposal in the text box (maximum of 700 characters)

4. Project Statement Uploader: Upload a detailed project statement of three (3) to five (5) pages in PDF format
    a. Click *Choose File*
    b. Locate and select the file that you previously saved to your computer
    c. Click *Open*

5. **Bibliography:** If you selected Research or Teaching/Research category of grant, you will be prompted and required to upload a Bibliography of one (1) to three (3) pages of references relevant to the proposed research in PDF format following the instructions above.

6. **Course Syllabi:** If you selected Teaching/Research or Teaching category of grant, you will be prompted and required to upload Course Syllabi of up to ten (10) pages for courses you either propose to teach or have taught in PDF format following the instructions above.

7. **Academic Discipline:**
   Select the most appropriate major academic discipline for your project from the drop-down menu.
    a. Select the most appropriate primary specialization from the drop-down menu.
    b. Enter a brief description of the area of the field in which you plan to specialize/conduct research in the United States in the text box.
        - Some fields (for example, Arts) will ask you if you'd like to upload portfolio materials as part of your application. Select 'Yes' or 'No'
        - If you select 'Yes,' you will be directed to upload your materials on the next page. Please follow the upload instructions listed.

8. **Intended Grant Period:**
    a. Select your proposed grant length (in months) from the dropdown menu
    b. Enter your proposed grant start and end dates (Month-Day-Year format)

9. **Host Institutional Affiliation(s) and Letter of Invitation:** *Visiting Scholars are strongly encouraged to propose to work with no more than one host institution while in the United States. This is to ensure that program participants have sufficient time to develop ties to their host institutions and communities, an integral part of the cultural and academic exchange component of Fulbright.*
    An institutional affiliation and Letter of Invitation are NOT required at the time of application. If you have already made affiliation arrangements with a U.S. host institution select 'Yes'.

    a. If 'Yes', enter a primary, and, if applicable, a secondary (backup) host institution.
        - Enter Institution Name
        - Enter Name and Contact Information of the person at the Institution who will be your primary contact
        - Enter the address of the Institution
        - Indicate whether you have received a letter of invitation
        - Upload the Letter of Invitation (if available) by clicking *Choose File,* locate and select the file from your computer, click *Open*
        - Note: *Letters of Invitation should be typed on institutional letterhead and signed. The letter should also contain the proposed grant dates and include day, month, and year for both start and end dates. Please see here a* checklist of Letter of Invitation components.

    b. If 'No', list up to 3 host institution preferences in order of priority
        - Enter Institution Name
        - Enter Name and Contact Information of the person at the Institution who you have communicated with previously, OR the main contact for the department that you are interested in joining
        - Enter the address of the Institution
        - If you are in contact with the Institution, enter the date (Month-Day-Year form) of your initial contact
        - Enter a reason for the suggested affiliation

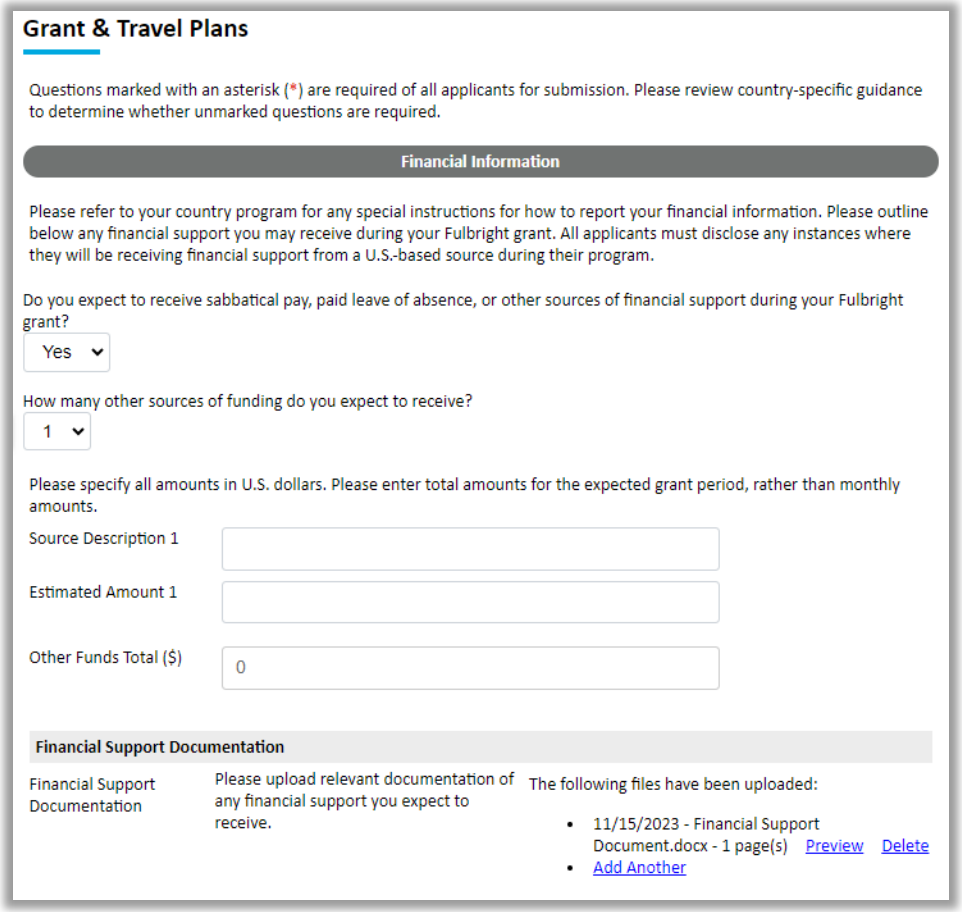
10. **Alternate Awards:** There are no alternate awards offered through the Fulbright program in Switzerland.

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

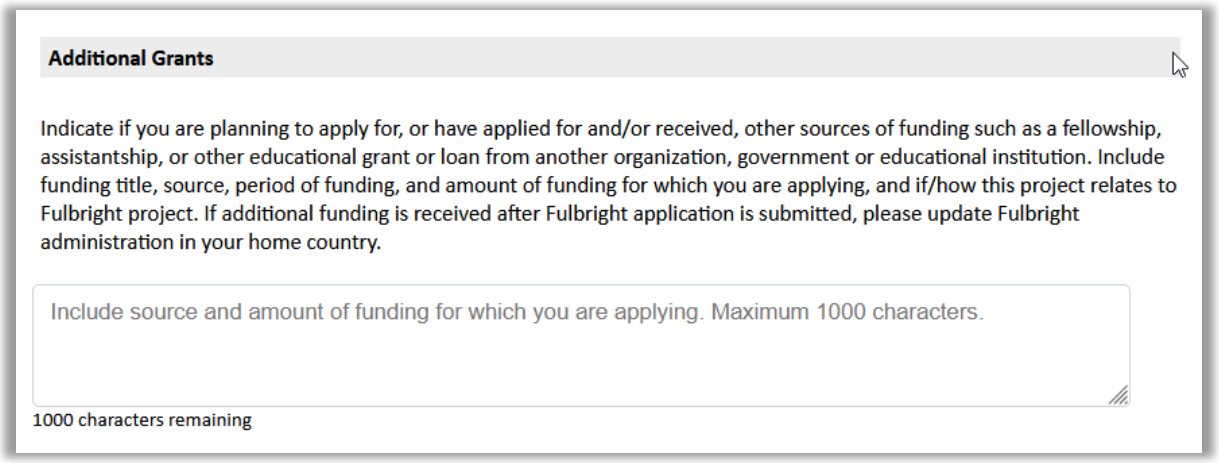
Grant and Travel Plans

This section gathers information on your personal finances, additional grants you may have applied to/received, passport, and accompanying dependents. These sections are required. Please complete all questions as best as presently possible.

1. **Financial Information:** Select 'Yes' or 'No' to indicate if you have other sources of financial support during your Fulbright grant
    a. If 'Yes', select the number of other sources of funding you expect to receive
        - Enter Source Description (e.g., SNSF grant)
        - Estimated Amount (in U.S. dollars)
        - The Other Funds Total field will automatically update based on the amounts provided above
        - Financial Support Documentation: Once you enter a number for additional sources of funding expected, upload supporting documentation by selecting *Choose File*, select the relevant file and click *Open*



b. Additional Grants: Indicate if you are planning to apply for other sources of funding to supplement the Fulbright grant award in the text box (1000-character limit). Include the duration and amount for all funding.



2. **Passport/Travel Document:** Upload a copy of your passport by selecting *Choose File.*
   Note: *Your passport should be valid for at least six months past your proposed exchange end date. If selected for a Fulbright award and your passport will expire before or during your program, please renew your passport prior to beginning your program.*

3. **Accompanying Dependents:** Select the number of dependents (defined as spouse and unmarried children under the age of 21) you intend to have accompany you the U.S. (select 0 if you do not have dependents or your dependents will not accompany you to the U.S.).
   If you intend to have dependents join you for part of your grant, but you are not yet certain whether they will accompany you, please list them and keep swissuniversities informed of any changes.
   If you are expecting a child to be born prior to undertaking your exchange, their information will be added later, do not include them at this time. Reach out to swissuniversities about any expected children so they can advise and assist.
   If you select 1 or more, you will be prompted to enter required information for each dependent, including relationship to you, name, date of birth, sex, country of citizenship, previously held U.S. J-1 or J-2 visa, and intended length of stay in the U.S. It is required to provide a separate email address for any accompanying spouse.
   Please upload a copy of the passport of your accompanying dependent(s) in the Additional Information section (see page 22).

4. Click *Save and Continue* to save your responses and advance to the next section.

Additional Information

Use this section to upload additional documentation in support of your application. You may need to combine related documents in one PDF if you have multiple documents to upload.

1. **Additional Documentation**
    a. Supplemental Materials
        - Academic Materials
            - Master's degree: Please upload a copy of your Master's degree
            - Ph.D. degree: Please upload a copy of your Ph.D. degree.
        - J-2 Passport
          Please upload a copy of the passport of your accompanying dependent(s), if applicable.
        - English Language Proficiency
          Please upload English language proficiency results and/or TOEFL scores here, if available. The TOEFL is not required.

    b. Additional Documentation
       Upload any other additional material you feel important to support your application. Please note that all documents must be written in or translated into English.

2. **Outreach Survey:** Complete the Outreach Survey.

3. **Outreach Lecturing Fund Question**: Please provide accessible, public-friendly subject areas that you would be comfortable speaking about if you are invited to participate in Fulbright's Outreach Lecturing Fund.

4. Click *Save and Continue* to save your responses and advance to the next section.

Recommendations

Use this section to register your recommenders. You must have three letters of recommendation submitted on your behalf. Your recommenders must complete the forms online and submit electronically. Recommendations must be written in or translated into English.

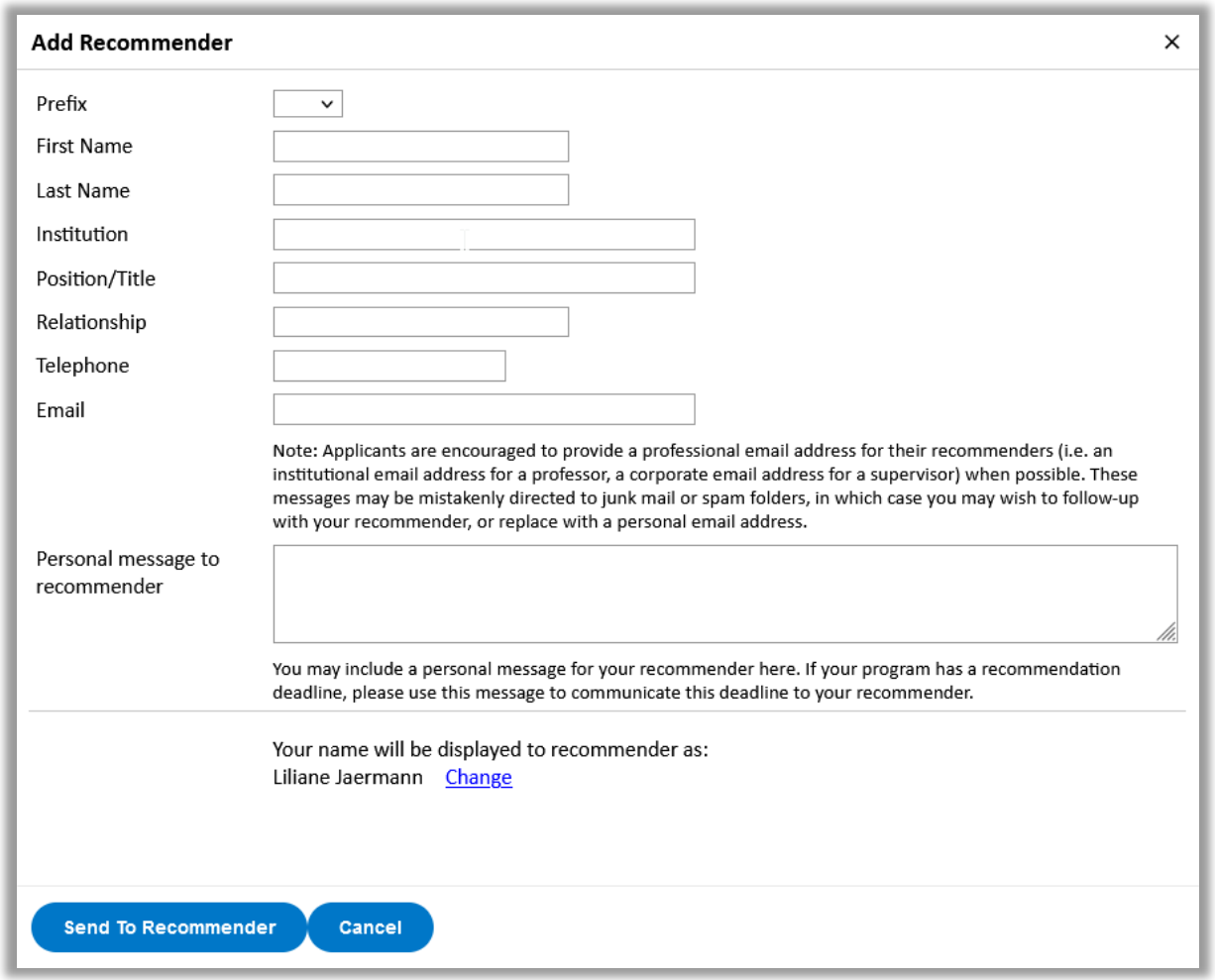
Once you register your recommenders, they will receive an automatic email with instructions on completing the online recommendation form. It is strongly recommended that after registering you contact your recommenders to make sure they have received the instruction email. In some rare cases the receiving computer system's firewall may block the notification email.
If you register your recommenders first, they have time to submit their letter of recommendation to your application while you are working on it. You can track the status of recommendations, send reminders, and add/delete recommenders through this system before and after submission of your application. Late referee reports cannot be accepted.

Note: *It is your responsibility to ensure that recommendation reports are submitted by the deadline. Your application will be considered incomplete if the three letters of recommendation have not been received.*

Letters of recommendation are an extremely important aspect of your application. Tips on recommendations:

- Please provide your recommenders with a copy of your project statement.
- Recommendations 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.
- At least one academic and one professional or work related letter should be included among the letters.
- If you have recently moved to a new home institution, one should be from your previous institution.
- Do not ask someone for a letter of recommendation 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.

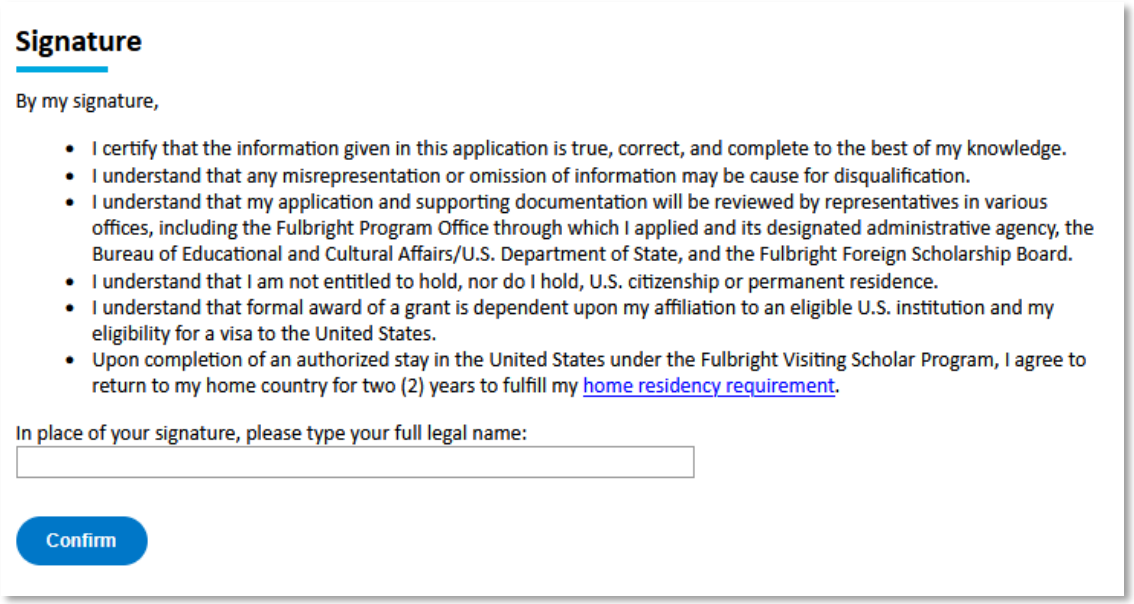
1. Click *Add Recommender*
2. Complete all fields in the pop-up form:



3. Click *Send to Recommender* to generate automatic email to recommender
4. Click *Continue* to save your responses and advance to the next section
5. Once sent, you will have the option to Edit Recommender information if they have not yet started progress on their response and Save, Send Reminders, and Exclude if you wish to remove the recommender and replace with another individual.

Signature

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



Click *Confirm* to continue to the next page.

Review

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

- If any errors appear, correct or complete these sections and return to the Review section to determine if your application is ready for submission. However, the system will not evaluate your additional documents e.g. your Ph.D. degree, etc. – please ensure these supplementary documents are attached before submitting.
- Please note that you must submit all required supporting documents electronically by the application deadline. No material will be accepted after this date.

REVIEW ALL RESPONSES. CLICK SUBMIT APPLICATION.
You will be able to download a PDF of your complete application following submission.

Thank you for your interest in the Fulbright program.
You will be notified of your application progression in due course.