FULBRIGHT FOREIGN STUDENT PROGRAM - SWITZERLAND

Instructions for Completing the

2020-2021 Fulbright Foreign Student Program Application

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Application cycle **closes**: August 5, 2019

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 July 2020 and June 2021, 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 to be included in the application.

- 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.

Table of Contents

Contents

Appendix 1: Information on Supporting Documents

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 Linex platforms.

Prior to starting an application, please read the below information:

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 username and password in a safe place
Your email address is your username. 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 username 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/ffsp2020
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.**
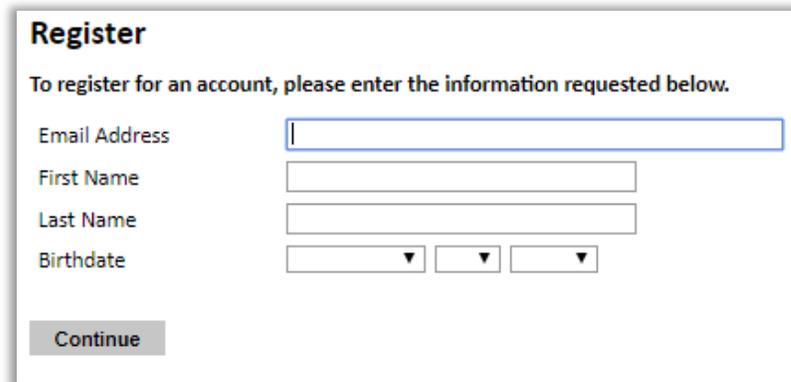
Register

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

Email Address	
First Name	
Last Name	
Birthdate	▼ ▼ ▼

Continue

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.

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	▼ ▼ ▼

Login

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

Set Password

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

These questions address essential program eligibility. All questions are required. Please note that you are applying for the 2020-2021 academic year.

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

2. Select the appropriate program year (2020-2021) 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.

   a. Applicants cannot be U.S. citizens or permanent residents of the U.S. to participate in the Fulbright Foreign Student Program.

4. Select 'yes', 'no', or 'unsure' to indicate if you are aware and meet all program eligibility requirements.
   a. These instructions are used for many countries associated with Fulbright. Please visit the "Grants for the USA" webpage to review the program eligibility requirements before proceeding.

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

Country Information

1. Review all information in this section!

2. Note any country-specific instructions for completing the rest of the application, including:

   a. Program website
   b. Deadline information
   c. Recommendations
   d. Additional required materials

   The following forms can be downloaded under Supplemental Forms:

   Information Concerning Foreign Student Academic Records: To assist U.S. academic institutions in evaluating your academic credentials. **Word Version** | **PDF Version**

   Transcript Release Form: To secure transcripts from U.S. institutions, if applicable. **PDF Version**

   Report on Proficiency in English: To evaluate your command of the English language. **Word Version** | **PDF Version**

   Go to the Additional Information section on page 25 for further information on these forms.

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

Data Privacy

1. Carefully review the Data Privacy information. If prompted, indicate your acceptance of data privacy terms by selecting 'yes' or 'no'.

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

Personal Information

Enter all required biographical information.

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

3. The birthdate that you used to create your account will automatically appear. If you entered this date incorrectly during your account creation, you may correct it now.

4. Enter your city of birth and select country of birth, sex (as it appears or will appear on your passport or travel document), preferred gender identity, and marital status from the dropdown menus provided. Enter number of dependents.

5. Select your country of citizenship and country of residence from the dropdown menus provided.

6. If applicable, enter your national identification number and any additional countries in which you hold citizenship.

   a. To select multiple countries, hold down the CTRL (PC) or Command (Mac) button when selecting options.

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

Contact Information

Enter all required contact information.

1. 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.

2. 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.*
   a. If you answer 'no,' then a second address section will appear where you may enter your mailing address information.
   b. If you answer 'yes' to this question, proceed immediately to the next question.

3. Enter your contact 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.
   a. To find the correct country code, click on the blue 'country code' link.

4. 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.

5. Entering emergency contact information is required for your home in 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.
   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.
   b. At this stage you are not required to enter an emergency contact for the United States.

6. Click *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, awards and recognitions, and experience abroad.

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

Curriculum Vitae/Resume

The curriculum vitae/resume describes academic credentials and demonstrates a record of scholarly achievements. When composing a curriculum vitae/resume, 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 display your accomplishments in full.

1. Upload your curriculum vitae/resumé in PDF format that does not exceed four (4) pages.
   Note: If your file exceeds 4 pages, an error message will appear on the Review page and will prevent submission of your application.

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

Academic Background

2. List all post-secondary educational institutions **in reverse chronological order** (putting the most recently attended first) from which you have received a degree or academic credential. **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. Please do NOT include information regarding secondary school institutions.

   a. Click *Add Institution*
   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 start and end dates (Month – Year format) that you attended this institution. If a degree is in progress, list expected end date of academic program
   k. Select the date (Month-Year format) that you received your degree from this institution. If a degree is in progress, list expected date of conferral in this field
   l. Click *Save*.

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

Current Professional Profile

4. List your current professional affiliation or employer by clicking *Add Experience* under Position Title.

    a. Choose the role which most closely corresponds to your current role from the dropdown menu

    b. Enter your current position title (e.g. Director, Assistant Director, etc.) or type of work (e.g. accounting)

    c. Enter the name of your employer

    d. Select 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

    e. 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

    f. Click *Save*

Professional Experience

Current Role*	[dropdown]
Position Title/Type of Work	[text field]
Employer Name*	[text field]

If you are currently employed, please leave the End Date field blank.

Start Date	[dropdown]	[dropdown]
End Date	[dropdown]	[dropdown]

Employer Address

Street Address*	[text field]
City*	[text field]
State/Region*	[text field]
Postal Code*	[text field]
Country*	[dropdown]

5. If you have more than one current position, click *Add Experience* and follow the instructions above.

Awards and Recognitions

6. Enter a list of the following items into the text boxes provided (all text boxes have a 250-word limit). If you do not have anything to add, leave text boxes blank:
    a. Any scholarships and/or fellowships you currently or previously received (include the source or sponsor, amount, where held and duration)
    b. Any academic honors and prizes that you have received in the text box (include any titles and/or dates)
    c. Any books, articles, and/or thesis published by you, particularly in your proposed field of study (include the title, place, and date of publication)
    d. Any teaching experience (current or previous positions)
    e. Any research you have completed or in which you are currently involved

Experience Abroad

7. List any travel, study or residency you have had abroad (in any country other than your own) for more than one month. This can include time overseas for education, research, business, vacation, etc.
    a. Click *Add New*
    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*

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

9. Select 'yes' or 'no' to indicate if you have previously entered the United States on a J-1 or J-2 visa
    a. If 'yes', you are required to select the J category of sponsorship from the list and upload a copy of your previous DS-2019

Previous DS-2019(s)   Please upload a copy of your previous DS-2019(s).   [Choose File] No file chosen

[Upload]

10. Select 'yes' or 'no' to indicate if you have previously been awarded a Fulbright grant.
    a. If 'yes', you are required to list the grant(s):
        ▪ Click *Add Grant*
        ▪ 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
        ▪ Click *Save*

Previous Fulbright Grants

Award Type*   [▾]

Previous Grant Year*   [▾]

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

Academic Materials

Please scan copies of your (unofficial) transcripts and diploma(s) (including Diploma Supplement) with English translations from all post-secondary institutions you have attended and upload them to this application. Follow the instructions that are given in Appendix 1 of this document.

Keep in mind that you will still need to submit paper copies of official transcripts (e.g. transcripts that come directly from your institutions in envelops that have not been opened by you) and certified copies of diploma(s)/degrees accompanied by official English translations to swissuniversities (see Appendix 1).

1. Select the corresponding institution from the list.

2. Review the institution information (which you provided on the previous page). If this information is incorrect, please return to the previous page to edit.

3. Select *Choose File* and locate the desired file on your computer. Click *Open.*
   a. You may upload transcripts/diplomas as a multi-page document or upload single page documents. PDF, JPEC, and TIFF image files are all accepted.

4. Click *Save.* Repeat these steps for all applicable institutions.

5. Click *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. Select your native language from the dropdown menu provided.

English Language Proficiency

If your native language is not English, a section collecting your English language proficiency will appear.

2. Rate your English language proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.

Additional Language Skills

3. Select the number of additional languages that you would like to include that may be of use for your project or study plans.

4. 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.

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

Test Scores

This section collects information about standardized test scores that you have taken or will take in the future. Standardized tests include TOEFL, GRE, GMAT and IELTS. Standardized test scores are often required for admission to U.S. institutions. You do not need to have completed these tests at the time of application but should plan on having the relevant tests complete by October 1, 2019 (see Appendix 1).

1. Select *Add Test.*

2. Select the test type from the dropdown menu.

3. Select the test date from the dropdown menu (Month-Day-Year format).
   a. If you have not yet taken the test, enter the date that you are registered for the test.

4. Enter your test scores, if you have the results from the test.

5. Click *Save.* Repeat these steps for all applicable standardized tests.

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

Add Test			
Type			▼
Test Date	▼	▼	▼

7. If you enter test scores, you will be redirected to the Score Reports section, where you will upload copies of your available score reports.
   a. Click *Choose File*
   b. Locate and select the file that you previously saved to your computer
   c. Click *Open*
   d. Click *Upload* to complete the file upload

Study Plan

This section collects information about your proposed plan of study in the U.S.

1. Select the degree objective to which you are applying.

    ➢ Master's: Choose if you are planning to earn a master's degree in the U.S.
       Master's degree candidates must have completed a Bachelors degree or Masters
       degree (or the equivalent of) to apply. Although the minimum time required for a
       Master's degree is one academic year, a student should expect to spend from at least
       one summer session to an additional academic year to complete the academic
       requirements.

    ➢ Doctorate: Choose if you are planning to do a full PhD in the U.S.
       If you plan to do four to ten months of your PhD research in the U.S. and to complete
       the PhD in Switzerland, choose "Visiting Student Researcher".
       Ph.D. degree candidates must have at least two to three academic years beyond the
       Master's degree and have published work in addition to the Master's thesis. However,
       many doctoral students find four or five years necessary, and in some cases even
       longer. It is important to make sure that the previous studies in Switzerland will fit the
       Ph.D. program of the preferred university. Admission at the Ph.D. level is highly
       competitive.

    ➢ Non-Degree: Choose if you are planning to concentrate on full-time coursework in the
       U.S. for one semester or a full academic year during your current or prospective
       Master studies in Switzerland (or any other country outside the U.S.).

    ➢ Visiting Student Researcher: Choose if you are planning to conduct graduate research.
       Visiting Student Researchers must be currently enrolled in a Ph.D. program and must
       have already developed a Ph.D. dissertation topic. No Visiting Student Researcher should
       be on schedule to complete their Ph.D. studies before arriving in the U.S., or while in the
       U.S. The primary objective is 4 to 10 months of research with a limitation of one or two
       courses. Candidates should be presenting proposals that can be completed within their
       original grant period (that is, no more than one academic year). If an applicant presents a
       longer research proposal, their goals are not aligned with the parameters for Visiting
       Student Researchers in the Fulbright Program. Visiting Student Researchers should not
       expect to be able to extend their research. Under worldwide Fulbright policy, extension
       of sponsorship for Visiting Student Researchers is only possible if circumstances beyond
       the grantee's control have prevented scheduled research completion. Further, Visiting
       Student Researchers are not eligible to apply for on-campus work authorization.

2. Select the most appropriate major academic discipline and primary specialization from the dropdown menus.
3. Enter a brief description of the field in which you plan to specialize in the U.S. in the text box.
4. Enter a brief description of your future plans in the text box.

Creative/Performing Arts Applicants: Supplementary material must be included with the application to demonstrate excellence and achievement in your chosen field. Please check Appendix 1 for instructions on what to provide.
   a. Some fields will trigger a prompt to ask you if you'd like to upload portfolio materials as part of your application. Select 'yes'.
   b. If you select 'yes,' you will be directed to upload your materials on the next page (Portfolio). Please follow the upload instructions listed.

Intended Grant Period

5. Enter your proposed length of stay in the U.S. and select your proposed date of arrival in the U.S. (Month-Day-Year format) from the dropdown menu.

Study/Research Objective

6. Upload a copy of your study/research objective. Please write a clear and detailed description of your study/research objectives and provide your reasons for wanting to pursue them. This statement is an essential part of your application and is required. Do NOT mention specific U.S. universities in which you would like to study.

   General content guidelines:
   - What do you propose to do?
   - How do you propose to do it?
   - Why is it important? What is the potential impact?
   - Why is the U.S. important to your project?
   - Headers and/or bullets to organize and convey key elements may be helpful

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

Personal Statement

7. Upload a copy of your personal statement.
   Your personal statement should be a narrative statement describing how you have achieved your current goals. It should not be a mere listing of facts, it should include information about your

education, practical experience, special interests, and career plans. Describe any significant factors that have influenced your educational or professional development. Comment on the number of years of practical experience already completed in the field in which academic work will be done in the U.S. Do **NOT** mention specific U.S. universities at which you would like to study.

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

Letter of Invitation

8. Upload a letter of invitation from a U.S. institution, if you have received one. **This is NOT a requirement**.

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

University Preferences

9. List up to four institutions at which you would like to study in the U.S. in priority order. Include specific departments and/or programs and provide specific reasons for your choice. If you have been in contact with professors, please provide names and email and/or phone contacts for each one.
   Note: *Applications are made on your behalf to programs that provide a good 'academic fit' based on your study plans and your competitiveness.*

   a. Enter institution name
   b. Enter name of department
   c. Enter the degree type that you are interested in at this institution
   d. Enter your preferred specialization or concentration
   e. Enter your specific reasons for listing this institution and any contact information for professors at the institution with whom you have already communicated
   f. Click *Save*

Preferred Institutions

Institution Name*	
Department*	
Degree*	
Specialization/ Concentration*	
Specific reasons and contacts*	

10. Select 'yes' or 'no' to indicate if you have applied to any U.S. institutions.
    a. If 'yes', list all programs to which you have applied:
       - Select *Add Institution*
       - Enter name of institution
       - Enter specific name of department
       - Select the date you applied for the institution (Month-Day-Year format)

Applied Institutions

Institution Name*	
Specific Name of Department*	
Date Applied*	▾ ▾ ▾

Authorization of Release of Information

11. Type your full name into the space provided to indicate your authorization of release of the information you have provided in this application. This is a required field.

Reference Materials Waiver

12. Select 'yes' or 'no' to indicate whether you waive your right to review the information contained in the evaluations submitted by recommenders on your behalf. This is a required field.

13. 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 funding you may have applied for/received, passport, and accompanying dependents. These sections are required. Please complete all questions as best as presently possible.

1. Enter your father's, mother's and spouse's occupations in the corresponding boxes.

2. Enter the total amount your family can provide for your first year of study in the U.S. (in USD).

3. Enter the total amount you can provide from your own funds for your first year of study in the U.S. (in USD).

Expected Additional Funding

List all non-Fulbright funding you expect to receive during your grant.

4. Select 'yes' or 'no' to indicate if you have been awarded or expect to receive financial assistance from a university or institution in your home country while in the U.S., or funding from any other sources.
   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

5. Enter any other sources of funding such as fellowships, educational grants or loans, etc. that you are planning to apply for in the text box (700-character limit).

6. If you remain for more than one year, select 'yes' or 'no' to indicate whether the same amount of funding you listed above in Grand Total will be available for your second year of study in the U.S.
   a. If yes, move to the next section
   b. If no, enter the amounts of any additional funding you expect for the second year

7. Select 'yes' or 'no' to indicate if you have travel funds available and can pay for your round-trip travel to the U.S. if necessary.
   a. If yes, enter the amount of travel funding available
   b. If no, move to the next section

Passport/Travel Document and Dependents

8. Please upload a copy of your passport.
    a. Click *Choose File*
    b. Locate and select the file that you previously saved to your computer
    c. Click *Open*
    d. Click *Upload* to complete the file upload

9. Select the number of dependents 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.).
    a. Enter required information for each dependent, including relationship to you, name, and intended length of stay in the U.S. (in number of months)
    b. Enter information for how you will provide for your dependents during your time in the U.S. in the text box

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

Additional Information

Additional Documentation

This section allows you 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.

Supplemental Materials

The following forms can be downloaded on the country information page.

- **Information Concerning Foreign Student Academic Records (This form is required)**
  In order to assist U.S. academic institutions in evaluating more accurately your academic credentials, the Academic Records Information Form allows you to provide information about the educational and grading system in the country where you did postsecondary study. A separate form should be completed by yourself for each university attended. You must fill this out to the best of your knowledge. If something does not apply, such as ranking, please write N/A (not applicable). Please combine the form(s) for each university in one PDF and upload the document under Supplemental Materials.

- **Transcript Release Form (for post-secondary U.S. transcripts only)**
  The Transcript Release Form is needed for those students who attended a post-secondary program (undergraduate or graduate) in the U.S. Fees for acquiring multiple copies of U.S. postsecondary transcripts will be covered by the Fulbright Foreign Student Program.
  Please indicate in the "release five (5) official copies of my transcripts to:" section the following address:

  Attn: Academic and Experiential Learning, Fulbright Foreign Student Program
  Institute of International Education
  809 United Nations Plaza
  New York, NY 10017

  Fill in the rest of the form, sign it and upload it under Supplemental Materials.

- **Report on Proficiency in English**
  If you provide a TOEFL result by the end of September 2019, the Report on Proficiency in English is not mandatory.

Additional Documentation

- **Writing Sample**

  Please note that your writing sample must be in English. Although writing samples are required primarily for PhD candidates, as the vast majority of those programs request an academic writing sample be included with the application materials, we strongly recommend Master's candidates in certain disciplines (humanities, social sciences, etc.) to provide a writing sample as well. Please upload your writing sample under Additional Documentation.

- **Other documents**

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

Complete the Outreach Survey.

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

Recommendations

Use this section to register your recommenders. You <u>must</u> 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.

If you are selected for a grant, your letters of recommendation will be sent to several universities; therefore your recommenders should not mention any specific universities that you might want to attend. It is often helpful to obtain recommendations from professors or university teachers who have studied in the U.S. or who are acquainted with faculty members in the U.S.

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:

Add Recommender

Prefix	▼
First Name	
Last Name	
Institution	
Position/Title	
Relationship	
Telephone	
Email	

Note: Applicants are encouraged to provide a professional email address for their recommenders (i.e institutional email address for a professor, a corporate email address for a supervisor) when possible

Personal message to recommender

You may include a personal message for your recommender here. If your program has a recommend deadline, please use this message to communicate this deadline to your recommender.

Send To Recommender   Cancel

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.

Edit Recommender

Prefix	▼
First Name	
Last Name	
Institution	
Position/Title	
Relationship	
Telephone	
Email	
Personal message to recommender	

Status   **Sent to recommender** on **12/20 at 11:18 AM**

Save   Send Reminder   Exclude   Cancel

Signature

Certify that the information you provided in the application is true and complete by typing your full legal name in the Signature Box:
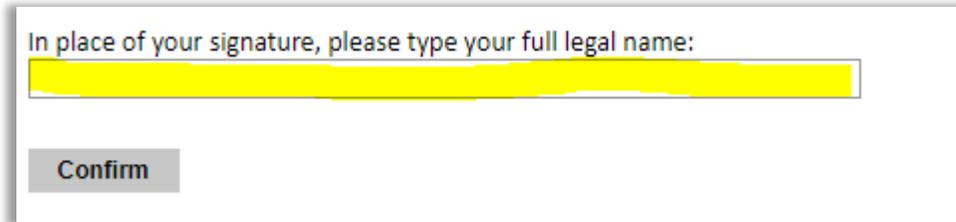
In place of your signature, please type your full legal name:

Confirm

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.

- Before you can submit your application electronically, your application will be reviewed for completeness. If there is missing data, you will be prompted to correct it. However, the system will not evaluate your additional documents e.g. the Information Concerning Foreign Student Academic Records, your personal statement, etc. – please ensure these supplementary documents are attached before submitting.

- Review and print your application for your records.

- 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.

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

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Appendix 1

Information on Supporting Documents

Fulbright Foreign Student Program

Academic Materials

Paper copies of *official* academic transcripts and *certified* copies of diplomas/degrees accompanied by official English translations (when necessary, translated by the issuing university or official translator) must be sent to swissuniversities. Preferably, official transcripts should be submitted directly from the schools in sealed envelopes to swissuniversities.

a) <u>Official academic transcripts</u>: Transcripts issued directly by the university will be considered official. Paper copies of transcripts will only be accepted *with an official stamp and signature from the university*. Copies of transcripts certified or notarized by a third party (i.e. public notary) will <u>NOT</u> be accepted as official. Translations must be literal – not interpretive. You need to attach one transcript from each university or post-secondary institution you attended, *even those schools from which you did not receive a degree or diploma (e.g. Erasmus or other student exchange programs)*. The transcripts should list the subjects you studied and the grades you received during each year of your enrollment. If your transcripts include courses where only fair or pass grades are given, you must ask the university to verify this on your documents so they are clearly identified.
Special note for Visiting Student Researchers: Candidates who are planning to pursue Visiting Student Researcher affiliations at a U.S institution are requested to include documentation from their home university confirming that the candidate is presently enrolled in a Ph.D. program.

b) <u>Diploma</u>: A *certified* copy (with an official stamp and signature from the university) of your university or post-secondary diploma for each university or post-secondary degree awarded to you with official English translation (if necessary)

c) <u>Diploma Supplement</u>: A *certified* copy (with an official stamp and signature from the university) of the Diploma Supplement(s)

Send the paper copies of your *official* academic transcripts and *certified* diploma(s)/degrees together with the official English translations to

swissuniversities
Scholarship Service
Effingerstrasse 15 / P.O. Box
3001 Bern.

Scanned copies of your academic records must be uploaded to the online application. Combine the above documents (a-c) in a multi-page PDF and upload the PDF to the corresponding institution from the list in the Academic materials section.

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Standardized Test Scores (TOEFL, GRE, GMAT)

It is a standard admission requirement of U.S. institutions for international applicants to provide a TOEFL score. Schools will not accept applicants officially without the TOEFL score. You might also be required to take one of the following standardized tests to obtain admission to a U.S. university: GRE revised General Test, GRE Subject Test or GMAT. For further information on standardized tests please visit http://www.ets.org and http://www.mba.com.

Institution codes
An institution code list is available during online registration. Candidates must select their score recipients (designated institutions to receive their scores) during registration. They cannot select their score recipients at the test center.

To avoid any delays during the submission and placement process, due to missing score reports, Fulbright candidates must designate the **Institute of International Education's (IIE) institution code when taking the exams**. Most universities will not review the candidates' applications for admission until they are in receipt of the official copies of the score reports. Therefore, please designate the following institution code when taking the exam:

> ➢ For all *TOEFL* and *GRE* exams: code 2326
> ➢ For the *GMAT*: code F0F 4J 28

Test scores availability
If you have already taken a TOEFL, GRE or GMAT, please indicate the date of the examination and your results in the Test Scores section in the online application and also save a copy of the test taker score report to the Score Reports section. If official scores are not available by the time the application is submitted please include unofficial scores when available. Alternatively, please list future date(s) for taking the exam(s).

You will have to take the TOEFL and depending on your field of study, either the GRE and GRE Subject Test (required for the following fields: Biochemistry, Cell and Molecular Biology, Biology, Chemistry, Computer Science, Literature in English, Mathematics, Physics and Psychology) or the GMAT (MBA and business-related programs).
GRE Subject Tests are administered in October and November of each year. Candidates in MBA and business-related programs should plan to sit for the GMAT exam in October 2019.

These exams are NOT required for the Fulbright application. However, we recommend taking exams no later than September in order for score reports to be received by IIE's October 1st application deadline. Early testing is important for several reasons. Candidates often need to take exams more than once in order to become familiar with the exam and get an optimal score. Furthermore, having test scores available at the time the applications of the selected candidates are submitted to IIE assists IIE's University Placement Services Division with selecting appropriate universities for the candidates.

Fee Vouchers
Annually, IIE sends TOEFL, GRE and GMAT fee vouchers to swissuniversities to be used by selected candidates as payment for these tests. Since the vouchers can only be used at the time when registering for the test, please make sure that you contact swissuniversities for a voucher BEFORE YOU REGISTER for the test.

Please note carefully: As vouchers can only be provided <u>after</u> the selection meeting in mid-September 2019 to candidates who have been selected for the Fulbright Program, it is up to you to decide whether you would register for the exam(s) as early as possible to secure a place at your preferred test date or whether you would wait until the selection meeting to register for the test(s) to benefit from a voucher should you be selected for a Fulbright grant.

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Portfolio Materials

Arts Applicants (Film, Music, Theater, Dance, Visual Arts & Design, Arts Administration, Art Education, Arts Therapy)

Programs in the Arts are extremely competitive and have rigorous and detailed application requirements, as well as very early application deadlines. Arts applicants will need to think about their application process in two parts:

<u>Part One</u>: We will need to send the Institute of International Education IIE a sample of your work with your Fulbright application. This sample will not be sent to any schools. This is just for IIE to understand your work.

This sample of your work will also be used for the Fulbright selection meeting in September and forwarded to the members of the Fulbright Selection Committee. It should be a selection of your strongest work that illustrates diversity and strength. It doesn't need to be large or extensive, but enough for the members of the selection committee and IIE to understand what kind of work you create. For example, if you are a sculpture artist, you can submit 5-10 images of your work; if you are a filmmaker, you can submit a video; if you are a designer, you can provide a web link of your work.
Please upload your portfolio materials in the Portfolio section.

<u>Part Two</u>: You should be visiting the websites of the schools that you are interested in applying. These websites will set the guidelines for the applications and will give students an idea of what is required.
Some schools have not updated the guidelines for the 2020-2021 application yet, but the changes will likely be minimal from last year, so you should read the guidelines for the 2019-2020 application period. (Please note: if you create a portfolio based on the previous year's guidelines and the school makes an adjustment for the 2020-2021 guidelines, you will be required to make these changes.)
The best thing for you to do is visit the websites of the schools you are interested in and read the guidelines thoroughly. Then you can start to compile the kinds of materials that will be required. You will also be able to see if there is any overlap in requirements from school to school. If you start compiling materials now it will be easier for you to submit your portfolios in case you will be selected as a Fulbright grantee.

Architecture Applicants (All Architecture fields including Landscape Architecture, Environmental Architecture, Urban Design (not Urban Planning), Architectural History, etc.)

In most cases, Architecture applicants will not be required to customize their Study Objective. Architecture applicants in more research-based MS Architecture fields will need an architecture portfolio; writing samples are only required by some schools. You should be visiting the websites of the schools that you are interested in applying. These websites will set the guidelines for the applications and will give you an idea of what is required.

We will need to send the Institute of International Education IIE a sample of your work with your Fulbright application. This sample will also be used for the Fulbright selection meeting in September and forwarded to the members of the Fulbright Selection Committee. IIE submits your work sample to the schools on your behalf in case you will be selected as a Fulbright grantee.

Architecture portfolio requirements
The portfolio must consist of 3 hardcopy portfolios + 1 PDF portfolio:

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➢ 3 identical hardcopy portfolios
- Must be bound
- Should be 8.5" x 11"
- DO NOT include an institution's name on the cover
- DO include a resume as page 1 of the portfolio

➢ 1 electronic version, identical to the hardcopy:
- Must be in PDF format
- Cannot exceed 10 MB
- Must include some recent work

Please upload the electronic version of your portfolio in the Portfolio section. The hardcopy portfolios must be sent to swissuniversities in September after the selection meeting should you be selected as a Fulbright grantee.