Application cycle **closes**: August 5, 2022 **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 2023 and June 2024, 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.
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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 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/ffsp2023
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](image)

**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](image)
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.

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

2. Select the appropriate program year (2023-2024).

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 of, and meet, all program eligibility requirements.
   a. Please visit the “Grants for the USA” webpage to review the program eligibility requirements before proceeding.

5. Carefully review the Data Privacy information. If prompted, indicate your acceptance of data privacy terms by selecting ‘Yes’ or ‘No’.
   a. You will not be able to submit your application without indicating your agreement to the Data Privacy terms.
6. Select ‘Yes’ or ‘No’ to indicate if you meet all employment eligibility requirements.
   a. Applicants or applicants’ immediate family cannot have been employed by the stated organizations and/or agencies within the year prior to application.
   b. If you select ‘Yes’, please provide details of employment or association.

7. 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.

8. 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. Award information (select the Award before proceeding)
   d. Supplemental Forms

   The following form can be downloaded under Supplemental Forms:

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

   Go to the Additional Information section on page 26 for further information on additional materials required to support your application.

3. 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 drop-down menus provided.

5. Select your country of citizenship and country of residence from the drop-down 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, including 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. Enter your emergency contact information in Switzerland. The individual 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 first and the following fields will update to match the address format of the selected country.

6. Entering emergency contact information in the United States is not required. If you have emergency contact(s) in the United States at this time, please enter the appropriate information.

7. 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.

The application asks for similar information, but provides limited space for answers. In the curriculum vitae, you should expand upon these topics to display more completely your accomplishments. Keeping the content to about 2-3 pages is most desirable for applicants to academic programs in the U.S.

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

Academic Background

2. List all post-secondary educational institutions you have attended for credit-bearing coursework, in reverse chronological order (putting the most recently attended first), including any in which you might be presently enrolled. Do not include any short-term certificate programs. These should be noted on your CV/Resume. 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 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 drop-down 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. Enter the discipline in which this degree or diploma was earned
   i. If relevant, provide the actual name of the degree or diploma (e.g., master’s)
   j. Enter your final cumulative Grade Point Average, as noted on your transcripts or diploma
k. Enter the highest possible Grade Point Average at your institution (ex: 4.0)
l. 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
m. 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
n. Click Save.

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

Professional Experience

4. List your current professional affiliation or employer and any relevant previous professional experience by clicking Add New Professional Experience under Position Title.
   a. Choose the role which most closely corresponds to your current role and/or relevant previous professional work experience from the drop-down menu
   b. Enter 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 drop-down menu. Enter in the street address, city, state/region, and post code as applicable
   f. Click Save
5. If you have more than one current position and/or relevant previous professional experience, click *Add New Professional 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 (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); this is especially relevant for PhD candidates and candidates in the field of education
   e. Any research you have completed or in which you are currently involved
   f. Any memberships in professional organizations, or licensing obtained by a professional organization

**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 Experience Abroad*
   b. Select the country in which you spent your professional travel and/or residence abroad from the drop-down 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 Experience Abroad* 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 Fulbright Grant(s)**

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):  
       ▪ Select the number of previous Fulbright grants you would like to add.  
       ▪ Select the Fulbright award type from the drop-down 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

11. Click *Continue* to save your responses and advance to the next section.
**Academic Materials (Transcripts & Diplomas)**

This section collects copies of your transcripts and diplomas. 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 accompanied by original English translations to swissuniversities (see Appendix 1) by August 5, 2022.

1. Select the corresponding institution from the list of institutions you previously entered.

2. Review the institution information (which you provided on the previous page). If this information is incorrect, you can edit the information directly in the popup box.
   a. If you do not see an institution that you attended below, you may either return to the Academic & Professional Information page and update your academic background or add the institution by clicking the "Add Institution" link.

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.

**Native Language**

1. Select your native language from the drop-down 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 drop-down 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 drop-down menus as appropriate.

5. Click *Continue* to save your responses and advance to the next section.
Standardized 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, MCAT and LSAT. Standardized test scores are often required for admission to U.S. institutions (see Appendix 2). **You do not need to have completed these tests at the time of application but you should plan on having the relevant tests complete by IIE’s October 1, 2022 deadline (see Appendix 1, page 3).**

1. Select *Add Test*.

2. Select the test type from the dropdown menu.

3. Select the test date from the drop-down 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.

### Score Reports

1. 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*

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

1. Carefully review the Plagiarism Agreement (see also Appendix 3), and indicate your acceptance of the terms by selecting ‘Yes’ or ‘No’.
   If you select ‘No’ you will receive a warning message and you will not be able to submit your application.
2. Click Continue to save your responses and advance to the next section.

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 Bachelor’s degree or Master’s 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 PhD program of the preferred university. Admission at the PhD 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 are typically enrolled in a PhD program and have already developed a PhD dissertation topic. No Visiting Student Researcher should be on schedule to complete their PhD studies before arriving in the U.S., or while in the U.S.
     Graduate students who wish to conduct research during their Master's program or after completing their Master's degree should also apply for a Visiting Student Researcher position.
     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 for academic training or on-campus work authorization.

2. Select the most appropriate major academic discipline and primary specialization from the drop-down menus.
   a. Some fields, such as Arts and Architecture, will trigger a message that you are required to upload portfolio materials as part of your application. You will be able to upload materials on the next page. Please check Appendix 1 for instructions on what to provide.

3. Enter a brief description of the field in which you plan to specialize in the United States in the text box.

4. Enter a brief description of your future plans in the text box.

**Intended Grant Period**

5. Enter your proposed length of stay in the United States and select your proposed date of arrival in the United States (Month-Day-Year format) from the drop-down menu. Typically, degree-seeking students will begin in August/September of the proposed academic year.

**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.**
   Please check Appendix 3 for general content guidelines.
   a. Click Choose File
   b. Locate and select the file that you previously saved to your computer
   c. Click Open

**Personal Statement**

7. Upload a copy of your personal statement. This is a required document. 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 United States. **Do NOT mention specific U.S. universities at which you would like to study.** In Appendix 3 you will find some general tips for you to use as a guide.

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

**Writing Sample**

8. Writing samples are required for PhD’s and selected master’s fields (humanities, social sciences, etc.). However, as more and more universities are requiring writing samples as a part of their application process, we encourage **ALL** applicants to submit a writing sample if they have a strong piece of writing prepared (about 5-20 pages).

**Important:** Please note that your writing sample must be in English and written by yourself (not in collaboration with other authors).

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

**University Preferences**

9. List up to four (4) 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. Select the number of University Preferences you would like to add.
b. Enter institution name
c. Enter name of department
d. Enter the degree type and academic program that you are interested in at this institution
e. Enter your preferred specialization or concentration within the academic program
f. Enter your specific reasons for listing this institution and any contact information for professors at the institution with whom you have already communicated
g. Indicate the preference order

**Applied U.S. Institutions**

If you have previously applied to a U.S. Institution, please complete this section. Otherwise, move to the Authorization of Release of Information.
Note: If you have been admitted to a study program in the U.S. for the 2022-2023 academic year and you intend to defer your admission to 2023-2024, you are not eligible for the Fulbright program in Switzerland. All Fulbright candidates must go through a university placement process and are not allowed to pursue a deferral of their admission on a Fulbright grant.

10. Select ‘Yes’ or ‘No’ to indicate if you have applied to any U.S. institutions.
   If ‘Yes’, select the number of U.S. institutions to which you have applied from the drop-down menu:
   a. Enter name of institution
   b. Enter specific name of department
   c. Select the date you applied for the institution (Month-Day-Year format)
   d. Enter the term you applied for
   e. Enter year you applied for
   f. Select the result of your application from the drop down menu
   g. Select ‘yes’ or ‘no’ to indicate if you are still interested in pursuing this program

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.

12. Click Continue to save your responses and advance to the next section.
Grant and Travel Plans

Financial Information
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.

Family Funds
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 USD)
      ▪ The Other Funds Total field will automatically update based on the amounts provided above

Additional Grants
5. Indicate if you are planning to apply for, or have applied for and/or received, other sources of funding such as a fellowship, assistantship, or other educational grant or loan from another organization, government or educational institution. Include funding title, source, period of funding, and amount of funding for which you are applying, and if/how this project relates to Fulbright project. If additional funding is received after Fulbright application is submitted, please update Fulbright administration in your home country. Maximum 1000 characters.

Future Funds Available
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 United States.
Travel Funds

7. Select ‘Yes’ or ‘No’ to indicate if you have travel funds available and can pay for your round-trip travel to the United States if necessary.
   a. If ‘Yes’, enter the amount of travel funding available
   b. If ‘No’, move to the next section

Passport/Travel Document

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

Accompanying Dependents

9. Select the number of dependents you intend to have accompany you to 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**
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.

**Supplemental Materials**
The following form can be downloaded on the country information page:

**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.

**Additional Documentation**
Please upload any other additional material you feel important to support your application. **Important: All documents must be written in or translated into English.**

**Outreach Survey**
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 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.

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.

Important: Please also have a look at the tips in Appendix 4, page 2 “Letters of Reference” section.
1. Click **Add Recommender**.

2. Complete all fields in the pop-up form:

   ![Add Recommender Form](image)

   - **Prefix**
   - **First Name**
   - **Last Name**
   - **Institution**
   - **Position/Title**
   - **Relationship**
   - **Telephone**
   - **Email**

   Personal message to recommender:

   Your name will be displayed to recommender as: 

   [Your Name]

   ![Edit Recommender Form](image)

   - **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

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:

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.

- 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. the Transcript Release Form, etc. – please read the Application Checklist (Appendix 4) thoroughly to ensure all 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.
Appendix 1

Information on Supporting Documents

Fulbright Foreign Student Program

Academic Materials

Electronic copies of official transcripts, original English translations of transcripts, and diploma(s)/diploma supplement(s) must be uploaded to the Fulbright online application. Upload the below documents (a-c) to the corresponding institution from the list in the Academic materials section.

Paper copies of official academic transcripts accompanied by original English translations (when necessary) must be sent to swissuniversities by the application deadline of August 5, 2022.

Important: Official academic transcripts must be submitted directly from the higher education institution to swissuniversities in a sealed envelope:

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

a) Official transcripts: An ORIGINAL transcript is a document that is issued only once from the higher education institution upon graduation and course/exam completion. Please do NOT send this original document, as IIE is unable to return any documentation that has been submitted.

In place of the original transcript, please request and collect an attested OFFICIAL transcript. An OFFICIAL transcript is a copy of the original transcript issued by the higher education institution, and certified by the university with a signature and stamp, in the original language in a sealed envelope. Copies of transcripts certified or notarized by a third party (i.e. public notary) will NOT be accepted as official.

You need to submit official transcripts in both the original language and in English. If the university does not issue an official copy in English, you will need to provide a translated copy. Translations of transcripts should be done by an official translator (www.astti.ch).
Scholarship Service

An OFFICIAL transcript must list all subjects taken and grades earned for each year/semester of study. If the transcript 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.

You must provide an official 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/SEMP or other student exchange programs).

Official transcripts must be mailed in an envelope sealed by the university directly to swissuniversities. Any transcripts not received in a sealed envelope are NOT considered official.

Special note for Visiting Student Researchers: PhD 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 PhD program.

b) Diploma: A copy of your university or post-secondary diploma for each university or post-secondary degree awarded to you with original English translation (if the diploma is not issued in English)

c) Diploma Supplement: A copy of the Diploma Supplement(s)

Standardized Testing (TOEFL, GRE, GMAT)

It is a standard admission requirement of U.S. institutions for international applicants to provide a 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.

TOEFL: Schools will not accept applicants officially without the TOEFL score. There is no universal minimum score requirement across programs or institutions. For example: An Integrated Marketing/Communication Program would typically have a higher required minimum score than a Mathematics Program. 80 to 100 is the required TOEFL IBT minimum for many institutions. Programs may also require minimum sub-scores, the most common being 20 to 25 for each TOEFL section.

GRE: The GRE is required for all Master’s and Doctorate candidates in all fields except for Law and Business. Most programs do not have a universal minimum score requirement but list the average score range of those who have been admitted in the past. Minimum score requirements, if any, are usually set by individual departments within the institutions. For example: Quantitative scores are weighed more heavily in Engineering programs while verbal scores are expected to be higher in Education programs.

GRE Subject Test: If a candidate is studying Chemistry, Physics, Mathematics or Psychology, he or she may need to take the GRE Subject test. Programs requiring the GRE Subject Test will consider an application incomplete if there are no scores available for review. GRE Subject Tests are administered in September and October of each year.

GMAT: The GMAT is required for Master’s and Doctorate candidates in Business. A minimum 550 GMAT score is required for Master’s candidates; a minimum score of 600 is required for Ph.D. candidates. Candidates should sit for the GMAT exam in summer. Many U.S. business schools conduct first-round selections in November or December. If a candidate is requested to retake the exam to meet minimum standards or to be more competitive for particular programs, sufficient time remains to retake and have schools receive scores in time for admission consideration.

GMAT vs. GRE General Test for Business School Admission:
A small but growing number of MBA programs are now accepting the GRE General Test in lieu of the GMAT test. However, taking the GMAT examination will provide candidates with a greater range of institutions that a candidate may apply to, as the GMAT is still the preferred test examination for MBA admission. For Doctoral Business programs, IIE recommends taking both the GRE and the GMAT. It is left up to individual institutions to determine which exam they’ll accept for admission, and what their GRE and GMAT score requirements are.
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 upload 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 note future test date(s) in the application. The test score copy must be sent to swissuniversities when received.

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 in October 2022. 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 after the selection meeting at the beginning of September 2022 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.
**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:

**Part One:** 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.

**Part Two:** 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 2023-2024 application yet, but the changes will likely be minimal from last year, so you should read the guidelines for the 2022-2023 application period. (Please note: if you create a portfolio based on the previous year’s guidelines and the school makes an adjustment for the 2023-2024 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 need to customize their Study Objective. Writing samples are only required by some schools for PhD, but generally not for the Master’s level.

A portfolio is required for all programs. Most schools require a digital portfolio, while a few programs still require a hard-copy portfolio, so you should be prepared to provide portfolios in both formats. Individual portfolio requirements should be taken very seriously and can greatly affect a student’s chances of being admitted. You will need to supply one portfolio to every school to which you apply. The submitted work should be representative of your development, include complete projects and, if possible, be relevant to the proposed field of study. Your role in collaborative projects should be clearly identified. Some schools may require original drafts of submitted work. Most schools will not return a student’s portfolio.

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 a clear idea of what is required.

We will need to send 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.

Please upload an electronic version of your portfolio in the Portfolio section. A hardcopy portfolio (if required by some schools) can be sent to swissuniversities in September in case you will be selected as a Fulbright grantee.
Please note that the requirements listed below are intended to provide a general sense of the most common requirements for admission and the minimum scores that will make a student competitive at the Master’s level. Doctoral programs generally require higher scores on standardized tests. Actual requirements will vary by institution and by programs within departments as well as by degree.

<table>
<thead>
<tr>
<th>FIELD OF STUDY</th>
<th>TOEFL</th>
<th>GRE</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRICULTURE</td>
<td>IBT: 80+ IELTS: 6.5+</td>
<td>Required but minimum scores generally not set</td>
<td>Writing sample not required for master’s applicants; recommended for doctoral applicants</td>
</tr>
<tr>
<td>ARCHITECTURE</td>
<td>IBT: 80+ IELTS: 6.5+</td>
<td>Required; emphasis on quantitative score</td>
<td>Digital portfolio required; some programs may require hardbound portfolio</td>
</tr>
<tr>
<td>AREA STUDIES</td>
<td>IBT: 80+ IELTS: 6.5+</td>
<td>Required</td>
<td>Writing sample required for doctoral applicants</td>
</tr>
<tr>
<td>ARTS ADMINISTRATION/ ARTS MANAGEMENT</td>
<td>IBT: 100+ IELTS: 7.5+</td>
<td>Required</td>
<td>Writing sample required</td>
</tr>
<tr>
<td>ART HISTORY</td>
<td>IBT: 100+ IELTS: 7.5+</td>
<td>Required</td>
<td>Writing and/or work sample required depending on specialization; minimum two courses in field required</td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>IBT: 90+ IELTS: 7.0+</td>
<td>Required; many programs expect a 153+ quantitative; most competitive programs expect a 156+ and/or score above the 69th percentile.</td>
<td>GRE Biology Subject Exam recommended for doctoral applicants; writing sample required for doctoral applicants; applicants are required to identify a faculty advisor matching their research interests</td>
</tr>
<tr>
<td>BUSINESS</td>
<td>MBA IBT: 92+ IELTS: 7.0+</td>
<td>GMAT required; minimum recommended score of 550+ for MBA, 700+ for doctoral applicants; many schools also accept GREs; 2 years minimum work experience (4+ years preferred) ; university applications emphasize essay questions to be completed by students; work-style resume required; Business programs often have early deadlines</td>
<td></td>
</tr>
<tr>
<td>CHEMISTRY</td>
<td>IBT: 80+ IELTS: 6.5+</td>
<td>Required; many programs expect a 153+ quantitative; most competitive programs expect a 156+ and/or score that falls into the 69th percentile.</td>
<td>GRE Chemistry Subject Exam with score of 700+ recommended</td>
</tr>
<tr>
<td>FIELD OF STUDY</td>
<td>TOEFL</td>
<td>GRE</td>
<td>OTHER</td>
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<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>COMMUNICATION</strong></td>
<td>IBT: 100+</td>
<td>Required with a verbal minimum score of the 50th percentile or higher for competitive programs</td>
<td>Writing sample required</td>
</tr>
<tr>
<td></td>
<td>IELTS: 7.5+</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>COMPUTER SCIENCE</strong></td>
<td>IBT: 80+</td>
<td>Quantitative score should be above the 85th percentile</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IELTS: 6.5+</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DANCE</strong></td>
<td>IBT: 85+</td>
<td>Required</td>
<td>Portfolio required (specific requirements will vary by program); in-person audition will be required for invited applicants</td>
</tr>
<tr>
<td></td>
<td>IELTS: 6.5+</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ECONOMICS</strong></td>
<td>IBT: 92+</td>
<td>Required with a quantitative score of 160+ for competitive programs</td>
<td>Writing sample is required of doctoral applicants; often required of master’s applicants</td>
</tr>
<tr>
<td></td>
<td>IELTS: 7.0+</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EDUCATION</strong></td>
<td>IBT: 80+</td>
<td>Required with verbal and quantitative scores above the 45th percentile; emphasis on quantitative or verbal will depend on focus of study; If quantitative emphasis than score should be above the 65th percentile</td>
<td>There are many subfields within the discipline of education; teaching experience is desirable for curriculum and instruction programs; most doctoral and master’s programs require a writing sample</td>
</tr>
<tr>
<td></td>
<td>IELTS: 6.5+</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ENERGY</strong></td>
<td>IBT: 80+</td>
<td>Required; emphasis on quantitative score</td>
<td>Specific requirements will vary depending on subfields</td>
</tr>
<tr>
<td></td>
<td>IELTS: 6.5+</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ENGINEERING</strong></td>
<td>IBT: 90+</td>
<td>Required; many programs expect a 151+ quantitative; most competitive programs expect a 155+ and/or score above the 69th percentile</td>
<td>Work experience preferred</td>
</tr>
<tr>
<td></td>
<td>IELTS: 7.0+</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### General Listing of Admission Requirements by Field of Study

<table>
<thead>
<tr>
<th>Field of Study</th>
<th>TOEFL</th>
<th>GRE</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English</strong></td>
<td>IBT: 100+</td>
<td>Required; emphasis on verbal score</td>
<td>Writing sample required for all programs; writing sample must be a critical work regarding literature; some programs may require a GRE Literature Subject Exam</td>
</tr>
<tr>
<td><strong>Environmental Science</strong></td>
<td>IBT: 80+</td>
<td>Required; emphasis on quantitative score</td>
<td>Applicants are required to identify a faculty advisor matching their research interests</td>
</tr>
<tr>
<td><strong>Film/TV/Cinema Studies</strong></td>
<td>IBT: 80+</td>
<td>Required</td>
<td>Portfolio required (specific requirements will vary by program); an interview will be required by invitation only</td>
</tr>
<tr>
<td><strong>Food Science</strong></td>
<td>IBT: 80+</td>
<td>Required; emphasis on quantitative score</td>
<td>Applicants are required to identify a faculty advisor matching their research interests</td>
</tr>
<tr>
<td><strong>Gender and Women’s Studies</strong></td>
<td>IBT: 92+</td>
<td>Required; emphasis on verbal score</td>
<td>Writing sample required</td>
</tr>
<tr>
<td><strong>Geography</strong></td>
<td>IBT: 80+</td>
<td>Required; emphasis on quantitative score</td>
<td>Writing Sample required</td>
</tr>
<tr>
<td><strong>Geosciences</strong></td>
<td>IBT: 80+</td>
<td>Required; emphasis on quantitative score</td>
<td>Depending on specialization GRE Chemistry, Mathematics, and/or Physics Subject Exams may be required</td>
</tr>
<tr>
<td><strong>History</strong></td>
<td>IBT: 90+</td>
<td>Required</td>
<td>Writing sample required, especially for PhD</td>
</tr>
<tr>
<td><strong>International Relations/ International Development</strong></td>
<td>IBT: 100+</td>
<td>Required; competitive applications have scores above the 80th percentile</td>
<td>Prerequisite coursework in Economics is often required; many programs require at least 2 years of relevant work experience</td>
</tr>
<tr>
<td><strong>Journalism</strong></td>
<td>IBT: 100+</td>
<td>Required; emphasis on verbal score; suggested minimum verbal score 153+</td>
<td>Writing sample required; professional work sample may be required depending on specialization (i.e. video/audio clips, portfolio, or other journalistic work)</td>
</tr>
<tr>
<td><strong>Law</strong></td>
<td>IBT: 100+</td>
<td>GRE not required for LL.M. admission</td>
<td>Work experience is highly recommended; Law programs emphasize clear and focused study objectives</td>
</tr>
<tr>
<td><strong>Library/Information Science</strong></td>
<td>IBT: 80+</td>
<td>Required</td>
<td></td>
</tr>
</tbody>
</table>
### GENERAL LISTING OF ADMISSION REQUIREMENTS BY FIELD OF STUDY

<table>
<thead>
<tr>
<th>FIELD OF STUDY</th>
<th>TOEFL</th>
<th>GRE</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LINGUISTICS</strong></td>
<td>IBT: 100+</td>
<td>Required; verbal score should be</td>
<td>Writing sample required</td>
</tr>
<tr>
<td></td>
<td>IELTS: 7.5+</td>
<td>above the 90th percentile for most</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>competitive programs</td>
<td></td>
</tr>
<tr>
<td><strong>MATHEMATICS</strong></td>
<td>IBT: 80+</td>
<td>Required; quantitative score</td>
<td>GRE Math Subject Exam required</td>
</tr>
<tr>
<td></td>
<td>IELTS: 6.5+</td>
<td>should be above the 80th percentile</td>
<td></td>
</tr>
<tr>
<td><strong>MUSIC</strong></td>
<td>IBT: 85+</td>
<td>Required</td>
<td>Portfolio required (specific requirements will vary by program); an audition will be required for invited applicants</td>
</tr>
<tr>
<td></td>
<td>IELTS: 6.5+</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NATURAL RESOURCES</strong></td>
<td>IBT: 80+</td>
<td>Required; many programs expect a</td>
<td>Writing sample required for doctoral students; applicants are required to identify a faculty advisor matching their research interests</td>
</tr>
<tr>
<td></td>
<td>IELTS: 6.5+</td>
<td>151+ quantitative score; most</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>competitive programs expect a</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>155+ and/or score above the 69th percentile</td>
<td></td>
</tr>
<tr>
<td><strong>NUTRITION/HEALTH SCIENCE</strong></td>
<td>IBT: 80+</td>
<td>Required; emphasis on quantitative score</td>
<td>Nutrition programs emphasize higher TOEFL (IBT: 100+) and verbal GRE scores (above the 50th percentile) in addition to emphasis on quantitative scores</td>
</tr>
<tr>
<td></td>
<td>IELTS: 6.5+</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OCEANOGRAPHY</strong></td>
<td>IBT: 85+</td>
<td>Required; emphasis on quantitative score</td>
<td>Applicants are required to identify a faculty advisor matching their research interests</td>
</tr>
<tr>
<td></td>
<td>IELTS: 6.5+</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PHILOSOPHY</strong></td>
<td>IBT: 100+</td>
<td>Required</td>
<td>Writing sample required</td>
</tr>
<tr>
<td></td>
<td>IELTS: 7.5+</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PHYSICS/ASTRONOMY</strong></td>
<td>IBT: 80+</td>
<td>Required; quantitative score</td>
<td>GRE Physics Subject Exam required</td>
</tr>
<tr>
<td></td>
<td>IELTS: 6.5+</td>
<td>should be above the 80th percentile</td>
<td></td>
</tr>
<tr>
<td><strong>PSYCHOLOGY</strong></td>
<td>IBT: 100+</td>
<td>High scores required in all sections</td>
<td>Writing sample required; GRE Psychology Subject Exam required for some specializations; psychology programs have strict early deadlines</td>
</tr>
<tr>
<td></td>
<td>IELTS: 7.5+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIELD OF STUDY</td>
<td>TOEFL</td>
<td>GRE</td>
<td>OTHER</td>
</tr>
<tr>
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<td>----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>PUBLIC ADMINISTRATION/ PUBLIC POLICY</td>
<td>IBT: 90+</td>
<td>Required; emphasis on quantitative score</td>
<td>Mid-career programs require 5-10 years of relevant work experience</td>
</tr>
<tr>
<td></td>
<td>IELTS: 7.0+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POLITICAL SCIENCE</td>
<td>IBT: 100+</td>
<td>Required; competitive applications have scores in the 80th percentile</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IELTS: 7.5+</td>
<td></td>
<td>Writing sample required</td>
</tr>
<tr>
<td>PUBLIC HEALTH</td>
<td>IBT: 80+</td>
<td>Required; emphasis on quantitative or verbal scores will depend on focus of study</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IELTS: 6.5+</td>
<td></td>
<td>Relevant work experience recommended (3+ years), especially for those who do not hold a master’s or doctoral degree; SOPHAS application required (includes external credential evaluation)</td>
</tr>
<tr>
<td>SOCIAL WORK</td>
<td>IBT: 80+</td>
<td>Required</td>
<td>Writing sample required</td>
</tr>
<tr>
<td></td>
<td>IELTS: 6.5+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOCIOLOGY</td>
<td>IBT: 80+</td>
<td>Required; emphasis on verbal score</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IELTS: 6.5+</td>
<td></td>
<td>Writing sample required</td>
</tr>
<tr>
<td>TESOL</td>
<td>IBT: 100+</td>
<td>Required; emphasis on verbal score</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IELTS: 7.0+</td>
<td></td>
<td>Writing sample required; prior teaching experience preferred</td>
</tr>
<tr>
<td>THEATRE/DRAMA</td>
<td>IBT: 100+</td>
<td>Required</td>
<td>Portfolio required (specific requirements will vary by program); interviews are generally in-person only; an audition will be required for invited applicants</td>
</tr>
<tr>
<td></td>
<td>IELTS: 7.5+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THEOLOGY</td>
<td>IBT: 80+</td>
<td>Required</td>
<td>Writing sample required</td>
</tr>
<tr>
<td></td>
<td>IELTS: 6.5+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRANSLATION/ INTERPRETATION</td>
<td>IBT: 100+</td>
<td>Required; emphasis on verbal score</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IELTS: 7.5+</td>
<td></td>
<td>Translation sample required; many programs require an institutional exam with an oral component</td>
</tr>
<tr>
<td>URBAN/REGIONAL PLANNING</td>
<td>IBT: 100+</td>
<td>Required</td>
<td>Portfolio required if specialization is in architecture; some programs require a writing sample</td>
</tr>
<tr>
<td></td>
<td>IELTS: 7.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VETERINARY MEDICINE</td>
<td>IBT: 90+</td>
<td>Required; emphasis on quantitative score</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IELTS: 6.5+</td>
<td></td>
<td>Applicants are required to identify a faculty advisor matching their research interests</td>
</tr>
<tr>
<td>VISUAL ARTS</td>
<td>IBT: 85+</td>
<td>Required</td>
<td>Portfolio required (specific requirements will vary by program); an interview will be required for invited applicants</td>
</tr>
<tr>
<td></td>
<td>IELTS: 6.5+</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## GENERAL LISTING OF ADMISSION REQUIREMENTS BY FIELD OF STUDY

<table>
<thead>
<tr>
<th>FIELD OF STUDY</th>
<th>TOEFL</th>
<th>GRE</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZOOLOGY</td>
<td>IBT: 90+</td>
<td>Required; emphasis on quantitative score</td>
<td>Applicants are required to identify a faculty advisor matching their research interests</td>
</tr>
</tbody>
</table>

Prepared by IIE’s Academic and Experiential Learning Division, July 2018
Essay Guidelines

Study Objective:
The study/research objective description that you provide is a highly important part of your application. It helps the reader better understand your proposed study goals. You should take great care to write a clear and very detailed description of the program you want to pursue.

- Be specific about your degree objective, major field and specialized interests within this field.
- Explain why you are interested in this area.
- Describe the kind of program you expect to undertake
  - How does this fit into your educational background?
  - How does this fit into your future objectives and goals?
- How are your research interests relevant to current trends/challenges in your home country?
- How will you apply your studies upon returning to your home country?
- References to proposed universities or faculty should not be made.
- The essay should be at least one page and no longer than two pages.
- Please use your own words. If you are planning to use someone else’s works or research you must credit the source at all times.

Personal Statement:
The personal statement is a narrative statement in which you give the reader more insight into you as an individual and your future contributions. It should include information about your education, practical experience, special interests, career plans, and your purpose in applying for study.

- Explain who you are, what is important to you and what you intend to accomplish in your life.
  - Discuss experiences, people, and events that inspired you to pursue this field of study.
  - Demonstrate your commitment to your field of study:
    - What kind of contribution do you want to make?
    - What do you intend to do with your degree?
- The essay should be at least one page and no longer than two pages.
- Please use your own words. If you are planning to use someone else’s works or research you must credit the source at all times.

Plagiarism

What is Plagiarism?
Plagiarism is using someone else’s words, ideas, or research as your own without crediting the source.

How to Avoid Plagiarism
- **Cite** – Citations should be included whenever referencing another individual’s work, whether paraphrasing or quoting.
  - Citations usually include the author(s) and the date of the publication or similar information.
• Quote citations usually include the author(s) and the page number, or paragraph number in the case of web content.
• A reference page or page of works cited at the end of your essay should include the author(s), date of publication, title, and source.

To cite correctly, follow a commonly used document formatting guide, such as APA, MLA or Chicago. Not citing properly can lead to an allegation of plagiarism.

• Paraphrase - Read the source text you would like to reference in your essay and put it into your own words, making sure not to copy the work verbatim. If you use text as written in the original, you must use quotation marks. Citations for paraphrased work must be included.

• Quoting - If quoting a source, use the quote exactly as it appears in the original work. It is important to note that most higher education institutions discourage “block quotes” or quotes of 40 words or more. Quoting should be done whenever using someone else’s text as written and must be cited to avoid plagiarism allegations.

What is Common Knowledge?
You do not need to cite a source for material considered common knowledge. Note that common knowledge can change depending on your culture and geographic location. If you are ever in doubt, always cite the source.

General common knowledge is factual information that most people know or can easily find in a number of sources. This can include birth and death dates of well-known figures, and generally accepted dates of political, literary, and other historical events.

Field-specific common knowledge is “common” only within a particular field or specialty. It may include facts, theories, or methods that are familiar to readers within that discipline.

Resources

• APA Style Guide
• MLA Style Guide
• The Chicago Manual of Style
• Bib Me - Citation Guides
• Cite This For Me
# Fulbright Foreign Student Application Checklist

A complete application for placement purposes consists of the following components.

<table>
<thead>
<tr>
<th>Required Items</th>
<th>Description</th>
<th>Completed</th>
</tr>
</thead>
</table>
| **Application** *(Make certain to follow all instructions carefully, especially essay instructions)* | The web-based Fulbright Foreign Student application is located at https://apply.iie.org/ffsp2023  
All supplemental documents can be downloaded on the Country Information page in the Supplemental Forms section. |           |
| **Letters of Reference** *(These must be submitted online)*                       | Minimum of 3 professional references from instructors, professors, or work supervisors who know you well.                                                                                                       |           |
| **Academic Transcripts** *(See below for more information on the definition of official transcripts)* | Official, certified copies of your academic records for all post-secondary institutions attended that come directly from the school(s); must list courses taken and grades received for each year of enrollment *(Note, if you have completed a Bologna-compliant degree in Europe, a diploma supplement in English is also needed)*. |           |
| Original translation of transcripts *(If official transcripts are not issued in English)* | Official transcripts translated into English: must be literal, not interpretative.                                                                                                                                 |           |
| **Resume/CV (Curriculum vitae)**                                                | Compilation of work experience, education, skills, other activities.                                                                                                                                       |           |
| **Diploma(s)**                                                                 | Copy of originals.                                                                                                                                                                                        |           |
| **Original translation of diploma(s)** *(When original is not issued in English)* | Diploma(s) translated into English.                                                                                                                                                                          |           |
| **Standardized tests (TOEFL)** *(Sometimes IELTS can be substituted)*          | Minimum 80 IBT depending on school and field of study;  
Recommended 100 IBT+ for more competitive applications.                                                                                                                                                  |           |
| **Standardized tests (GRE)**                                                    | Required in most fields of study except for MBA and Law.                                                                                                                                                   |           |
| **Standardized tests (GMAT)**                                                   | Required for MBA and business-related programs.                                                                                                                                                             |           |
| **Other standardized tests (Subject GRE)**                                    | Requirements will vary by field of study and institution.                                                                                                                                                  |           |
| **Items that may be needed to complete file**                                  | Check in the application instructions which documents are required.                                                                                                                                     | Completed |
| **Writing sample** *(i.e. A research paper, published article, academic paper, etc.)* | Often required for study in the humanities or social sciences; all doctoral applicants in all fields will need one as well.                                                                                       |           |
| **Work sample** *(i.e. Portfolio of slides of artwork, video, film, music, a sample of journalistic work, etc.)* | Often required for study in the arts or art-related fields as well as in communication and/or journalism.                                                                                                   |           |
| **Audition** *(For study in the Arts)*                                         | In-person auditions can sometimes be waived and replaced with a video presentation.                                                                                                                        |           |
| **Interview**                                                                  | In-person interviews can be waived and replaced with a phone or Skype interview.                                                                                                                           |           |
| **High School transcript**                                                      | In some cases, we may require a copy of your official high school transcript or scores of official exams.                                                                                                     |           |
| **Other** *(Varies by field of study, country, or institution)*                | Required by IIE prior to issuing the DS-2019 form which you need to apply for a U.S. J-1 visa.                                                                                                             |           |

<table>
<thead>
<tr>
<th>Forms needed later in the year</th>
<th>Description</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fulbright Medical History Form</strong></td>
<td>Two parts—one completed by you and one by your doctor. Note: please check with your Fulbright Office regarding any deadlines they have set. Generally, this form is completed not earlier than 6 months prior to coming to the U.S. We also recommend that you acquire and complete the health form from the U.S. university you will attend.</td>
<td></td>
</tr>
</tbody>
</table>
Key Elements of a Competitive Application

Application:

- Take care to answer all questions to the best of your ability.
- Make sure that you spell your name correctly and in English; do not use diacritical markings, if you only have one name, use the last name field.
- Make sure that the information you have added into the online application text boxes displays completely.
- When prompted:
  - List all post-secondary schools attended, including study abroad programs, and list in order of those most recently attended.
  - List all academic, professional, and personal awards and honors achieved.
  - Write a clearly articulated study objective or academic goal statement. This is an important component of your application and is your opportunity to state what you want to study and to achieve. Be specific.
  - Write a personal statement that clearly details who you are and your experiences. You can both highlight your strengths and address any inconsistencies or perceived weaknesses.
  - Review the plagiarism agreement and acknowledge that you understand and will comply with the agreement.
  - Upload your resume or a CV (Curriculum vitae).
  - Upload copies of your student transcripts (Please note, official transcripts prepared by the schools you attended will still be needed and must be sent by postal mail to your Fulbright Office).
  - For programs that utilize IIE placement services, indicate up to 4 university programs in order of preference and share any other pertinent information that someone handling your placement should know if you are selected.

Letters of Reference:

- IMPORTANT! Letters of References should ideally be from people who know you well in a professional capacity.
- IIE recommends focusing on work contacts OR on academic contacts. Depending on what is weighed more significantly by the admissions committee—your work experience or your academic background. This will vary by your field of study.
- Referees should be able to speak to your strengths.
- Referees should be chosen so that they say different things about you.
- Note, in some educational systems the reputation of the referee is important. However, in the U.S. this is not a consideration if the referee does not know you well.
- Your referees must complete the online reference letter. Register them as part of the online application process.

Academic Transcripts and Translations (sometimes referred to as mark sheets or degree statements):

- Transcripts must list all courses and/or subjects taken and the grades received. Ideally, they should indicate when the course was taken. Most transcripts contain a ‘legend’ that will explain what an ‘excellent’ grade, a ‘passing’ grade, etc. is. (Please note a description of the course is NOT required).
- You must submit official transcripts. In other words, they must be certified by the school, e.g. the Registrar’s Office or Controller of Examinations (Official transcripts may NOT be certified by a professor or other legal authority) and be forwarded in an envelope that has not been opened by you, the student.
- Transcripts should be in the official language of the country unless the school provides an official transcript in English.
- If a translation is necessary, it can be issued by the school or by a qualified translator. Translations must be literal—not interpretive.
- Note, for those individuals studying in Europe and completing a Bologna-compliant degree, a diploma supplement in English is also needed.

Test Scores

- IIE requires official test scores to be sent from the testing institution. An ‘examinee’ copy may be used while awaiting “official” scores, but eventually, universities will need “official” test scores.
- When taking the test, please make sure to indicate IIE as a test recipient.
- For TOEFLs and all GREs, the code is 2326.
- For GMAT exams, the code is FOF-J-28
- For IELTS, select Institute of International Education from the ‘Professional Bodies’ listing.
- Note: TOEFL and IELTS scores are valid for two years. GRE and GMAT scores are valid for five years.