



FULBRIGHT FOREIGN STUDENT PROGRAM SWITZERLAND

Instructions for Completing the 2025-2026 Fulbright Foreign Student Program Application

Application cycle **closes**: August 5, 2024 **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 2025 and May 2026, please consider this when planning your proposed program.
- Late applications will not be accepted.
- Please read the eligibility requirements on the website before commencing an application.
- Recommenders must submit their statements online before the application deadline above.
- All applications must be completed (using these instructions) via the online application portal.
- Please read this document in full to prepare the necessary documentation before commencing your application.
- Please review your completed application before submitting it to ensure all elements are included.

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General Information

The application is supported by all modern browsers. We highly recommend that you use a current version of [Google Chrome](#), which supports Windows, Mac, and Linux platforms.

Prior to starting an application, please 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:

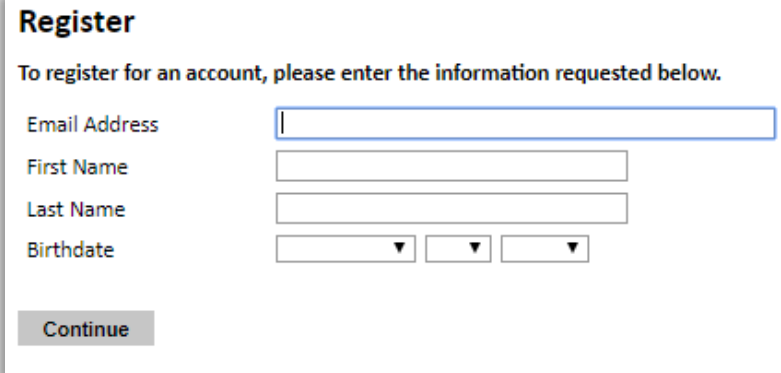
- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents 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/ffsp2025>
2. Please read all instructions carefully before completing the application.
3. To start, click *Create an account*. Returning users, please see step 7 below.
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

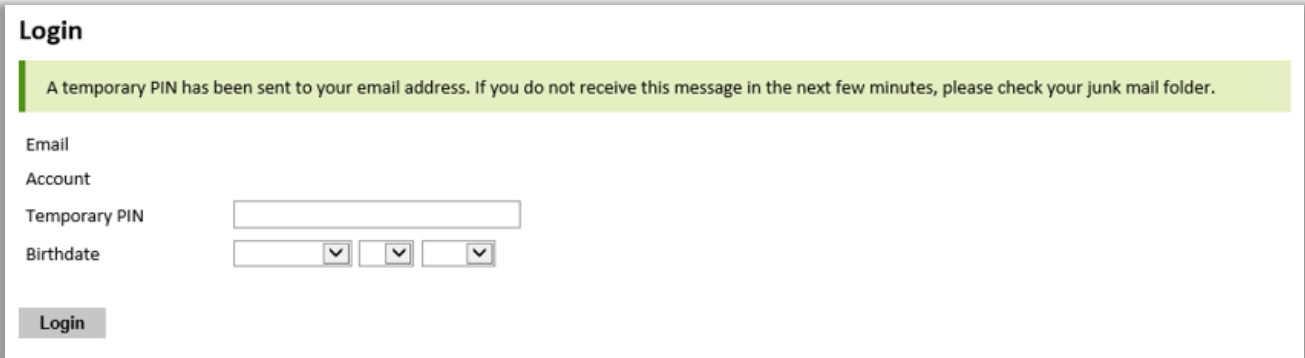
First Name

Last Name

Birthdate

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

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

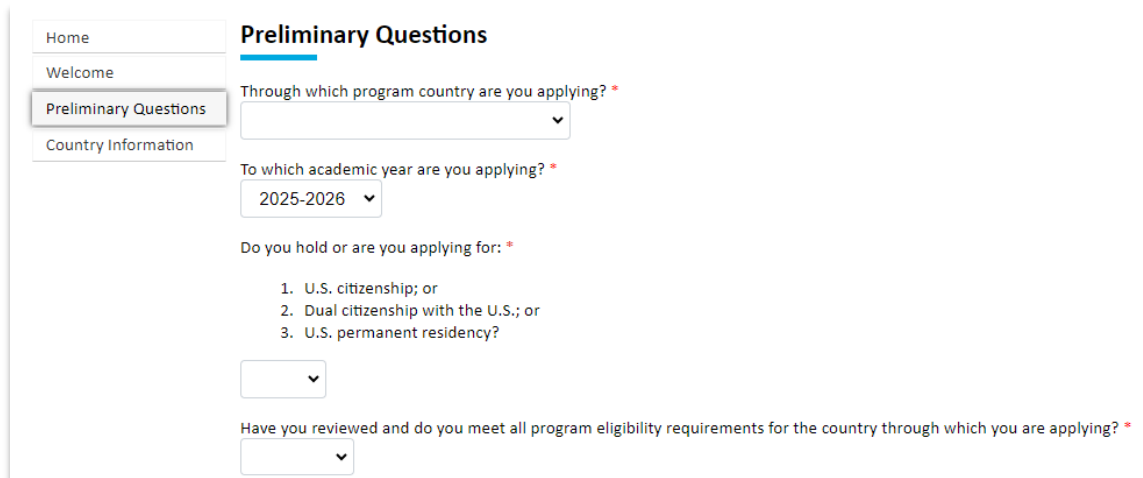
1. Letters of recommendation will be submitted directly to Fulbright by the recommenders you registered via your application.
2. Letters of recommendation may be submitted before or after you submit the application.
3. If your recommender is unavailable, you will have the option to exclude the recommender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

Welcome Page

This page provides additional information about completing your application. You will be required to certify that you have read the Fulbright Policy Guidelines.

Preliminary Questions

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



The screenshot shows a web form titled "Preliminary Questions". On the left is a navigation menu with links for "Home", "Welcome", "Preliminary Questions" (which is highlighted), and "Country Information". The main content area contains the following questions and input fields:

- Question 1: "Through which program country are you applying? *" with a dropdown menu.
- Question 2: "To which academic year are you applying? *" with a dropdown menu showing "2025-2026".
- Question 3: "Do you hold or are you applying for: *" with a list of options: "1. U.S. citizenship; or", "2. Dual citizenship with the U.S.; or", and "3. U.S. permanent residency?". Below the list is a dropdown menu.
- Question 4: "Have you reviewed and do you meet all program eligibility requirements for the country through which you are applying? *" with a dropdown menu.

1. Select the country (Switzerland) through which you are applying for the Fulbright grant from the dropdown menu.
2. Select the 2025-2026 program year from the drop-down 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 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 *Save and Continue* to save your responses and advance to the next section.

Country Information

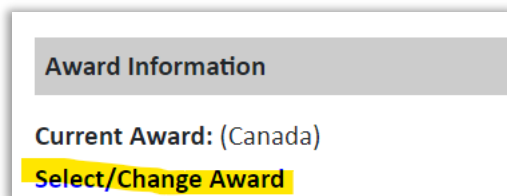
1. Review all information in this section, including Program and Award information!
2. Note any country-specific instructions for completing the rest of the application, including:
 - a. Program website
 - b. Deadline information
 - c. Open application cycle
 - d. Supplemental Forms

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 25 for further information on additional materials required to support your application.

3. You must select an Award before proceeding.



Award Information

Current Award: (Canada)

Select/Change Award

4. Click *Save and 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, such as transcripts, list the variation 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. List any form of limitation that may require accommodation. This information is gathered for statistical purposes and to ensure appropriate accommodation at a prospective host institution.
6. Select your country of citizenship and country of residence from the drop-down menus provided.
7. 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.
8. Click *Save and 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 *Save and Continue* to save your responses and advance to the next section.

Academic & Professional Information

This section collects information about your academic and professional background, including your curriculum vitae/resumé, academic degrees, professional experience, 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

1. Upload your curriculum vitae/resumé in PDF format that does not exceed four (4) pages. In [Appendix 2](#) of this document, you will find some helpful resume tips for you to use as a guide.

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

Please upload your study/research objective.

Choose File

No file chosen

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, which 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*.

The screenshot shows a web form titled "Academic Background" with a "Prev Next X" header. The form contains the following fields and values:

- Institution***: Victoria University of Wellington (Degree 2) (The text "(Degree 2)" is underlined in green)
- Level of Study***: Graduate (dropdown menu)
- Institution Location (all address fields are required)***:
 - Country**: New Zealand (dropdown menu)
 - City**: Wellington
 - Region**: North Island (dropdown menu)
- Website**: https://
- Name of Diploma or Degree Equivalent***: MA (dropdown menu)
- Discipline/Subject***: Creative Writing
- Actual/Local Name of Degree or Diploma***: Masters of Arts in Creative Writing
- Final cumulative GPA (grade point average)***: 9
- Highest Possible GPA of Academic Institution**: 9
- Enrolled From***: March (dropdown menu), 2003 (dropdown menu)

At the bottom of the form are three buttons: "Save", "Delete", and "Cancel".

3. To add additional entries for post-secondary educational institutions, click *Add New Academic Background* and follow the bulleted instructions above. NOTE: When adding a second degree program from an institution that has already been entered, add Degree 2, Degree 3, etc. into the Institution Field (as shown above – underlined in green) and click save. This ensures that the original degree from that institution will not be overwritten.

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*

Professional Experience

Current Role*

Position Title/Type of Work

Employer Name*

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

Start Date

End Date

Employer Address

Street Address*

City*

State/Region*

Postal Code*

Country*

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.

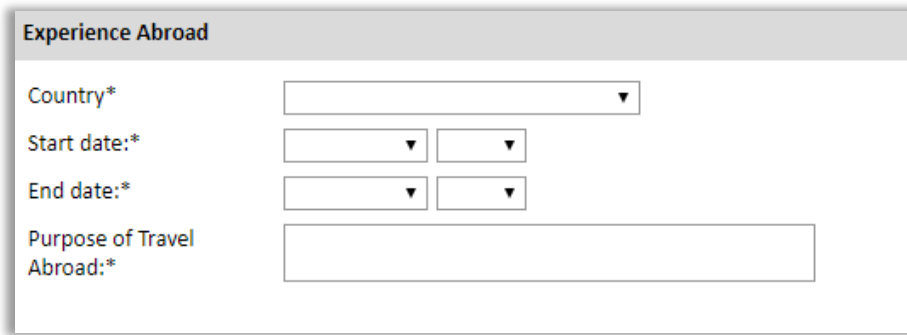
Awards and Recognitions

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

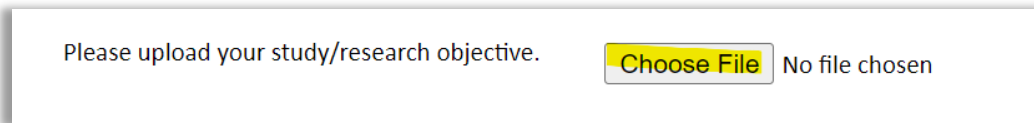
- e. Click *Save*



The 'Experience Abroad' form contains the following fields:

- Country*: A dropdown menu.
- Start date*: Two dropdown menus for month and year.
- End date*: Two dropdown menus for month and year.
- Purpose of Travel Abroad*: A text input field.

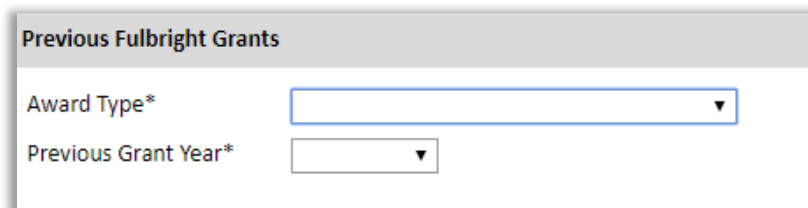
8. If you have more than one trip abroad to enter, click *Add New Experience Abroad* again, and follow the bulleted instructions until all entries have been saved.
9. Select 'Yes' or 'No' to indicate if you have previously entered the United States on a J-1 or J-2 visa
- If 'Yes', you are required to select the J category of sponsorship from the list and upload a copy of your previous DS-2019



Please upload your study/research objective. [Choose File](#) No file chosen

Previous Fulbright Grant(s)

10. Select 'Yes' or 'No' to indicate if you have previously been awarded a Fulbright grant.
- 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
 - Click *Save*



The 'Previous Fulbright Grants' form contains the following fields:

- Award Type*: A dropdown menu.
- Previous Grant Year*: A dropdown menu.

11. Click *Save and 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 transcripts and diploma(s) (including Diploma Supplement) with English translations from all post-secondary institutions you have attended (including those from which you did not receive a degree or diploma, e.g. Erasmus/SEMP or other student exchange programs) and upload them to this application. Follow the instructions that are given in Appendix 1 of this document.

Important:

- **Academic documents not originally issued in English must be translated into English. You must upload all academic documents in **both the original language (e.g. German or French) and English. The English translation of the original document issued by the university is not sufficient.****

Please upload the documents available for each institution from the list in the following order:

1. Copy of diploma in original language
Copy of diploma in English
 2. Copy of Diploma Supplement in original language
Copy of Diploma Supplement in English
 3. Copy of transcript in original language
Copy of transcript in English
- **Keep in mind that hard copies of official transcripts accompanied by original English translations are required. Official academic transcripts must be submitted directly from the higher education institution to swissuniversities in a **sealed envelope** by August 5, 2024 (see Appendix 1).**
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, JPEG, and TIFF image files are all accepted.
 4. Click *Save*. Repeat these steps for all applicable institutions.
 5. Click *Save and Continue* to save your responses and advance to the next section.

Language Skills

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

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 *Save and 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, Duolingo, GRE, GMAT and IELTS, MCAT and LSAT. Standardized test scores are often required for admission to U.S. institutions (see Appendix 6). **You do not need to have completed these tests at the time of application, but you should plan on having the results of the relevant tests by mid-October 2024 (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).
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 *Save and Continue* to save your responses and advance to the next section.



The screenshot shows a form titled "Add Test". It contains two main sections: "Type" and "Test Date". The "Type" section has a single dropdown menu. The "Test Date" section has three separate dropdown menus, one for each component of the date (Month, Day, and Year).

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

Plagiarism Agreement

1. Carefully review the Plagiarism Agreement 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 *Save and 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.

Information about the requirements of a hosting institution and the placement process for Visiting Student Researchers can be found on [Fulbright Online](#).

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](#), page 4 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 at 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. **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. A writing sample is required for all PhD (Doctoral) applicants (about 10-20 pages). Selected Master's fields may also require a writing sample (see [Appendix 6](#)). Please check [Appendix 3](#) for useful information on a writing sample.

Important: *Your writing sample must be in English. If it is a published work, you should be the lead author of the article.*

 - 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. Provide preference order if applicable.

Important: *Applications are made on your behalf to programs that provide a good 'academic fit' based on your study plans and your competitiveness.*

Although the Fulbright grant allows you to list any universities in the U.S. on your application, we strongly urge you to consider a mix of small, large, public and private universities, not limited to specific geographic areas when listing your preferred universities. In the selection process, we will take this element of being open to other than highly selective universities, and willingness to cooperate with the Fulbright placement process and university recommendations, into account.

 - a. Enter institution name
 - b. Enter name of department
 - c. Enter the degree type and academic program that you are interested in at this institution
 - d. Enter your preferred specialization or concentration within the academic program
 - 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*	<input type="text"/>
Department*	<input type="text"/>
Degree*	<input type="text"/>
Specialization/ Concentration*	<input type="text"/>
Specific reasons and contacts*	<input type="text"/>

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 2024-2025 academic year and you intend to defer your admission to 2025-2026, 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, or intend to apply, to a U.S. institution.
11. 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

12. Type your full name into the space provided to indicate your authorization of release of the information you have provided in this application.
13. Click *Save and Continue* to save your responses and advance to the next section.

Portfolio

This section is only required if you are applying for study/research in specific fields (such as arts and architecture). If prompted, follow the instructions to upload portfolio materials, including video, audio, documents or slides.

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 parent(s) and spouse/legal partner'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.
 - a. If yes, move to the next section
 - b. If no, enter the amounts of any additional funding you expect for the second year

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 *Save and 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.

- a. Indicate the name of the institution you attended in the U.S.
- b. Leave the "release five (5) official copies of my transcripts to:" section blank.
- c. 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 *Save and Continue* to save your responses and advance to the next section.

Recommendations

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

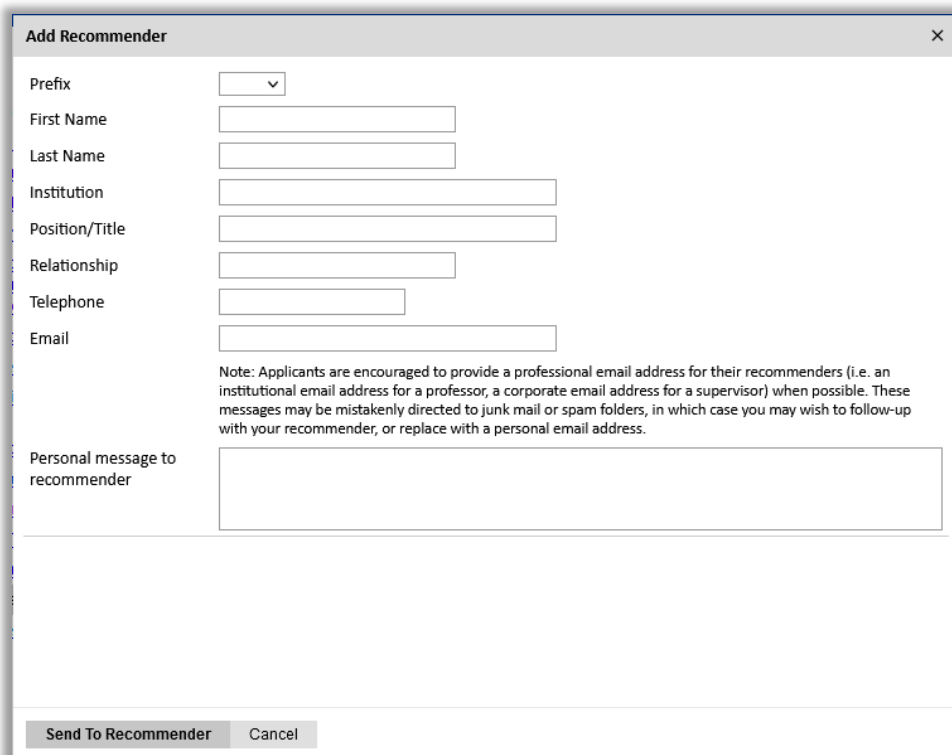
Once you register your recommenders, they will receive an automatic email with instructions on completing the online recommendation form. It is strongly recommended that after registering you contact your recommenders to make sure they have received the instruction email. In some rare cases the receiving computer system's firewall may block the notification email.

If you register your recommenders first, they have time to submit their letter of recommendation to your application while you are working on it. You can track the status of recommendations, send reminders, and add/delete recommenders through this system before and after submission of your application. Late referee reports cannot be accepted.

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.

Important: Please check the guidelines for requesting a letter of recommendation in [Appendix 4](#).

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



The screenshot shows a pop-up window titled "Add Recommender" with a close button (X) in the top right corner. The form contains the following fields and elements:

- Prefix: A dropdown menu.
- First Name: A text input field.
- Last Name: A text input field.
- Institution: A text input field.
- Position/Title: A text input field.
- Relationship: A text input field.
- Telephone: A text input field.
- Email: A text input field.
- Note: A block of text stating: "Note: Applicants are encouraged to provide a professional email address for their recommenders (i.e. an institutional email address for a professor, a corporate email address for a supervisor) when possible. These messages may be mistakenly directed to junk mail or spam folders, in which case you may wish to follow-up with your recommender, or replace with a personal email address."
- Personal message to recommender: A large text area for a message.
- Buttons: "Send To Recommender" and "Cancel" at the bottom.

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

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.*

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:

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 5](#)) 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.**