



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:

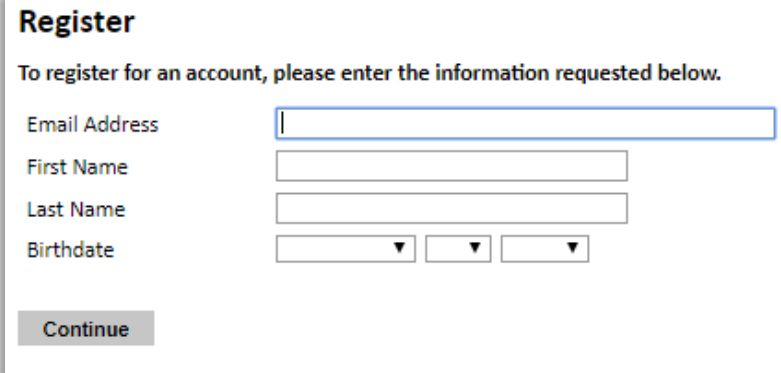
- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents 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

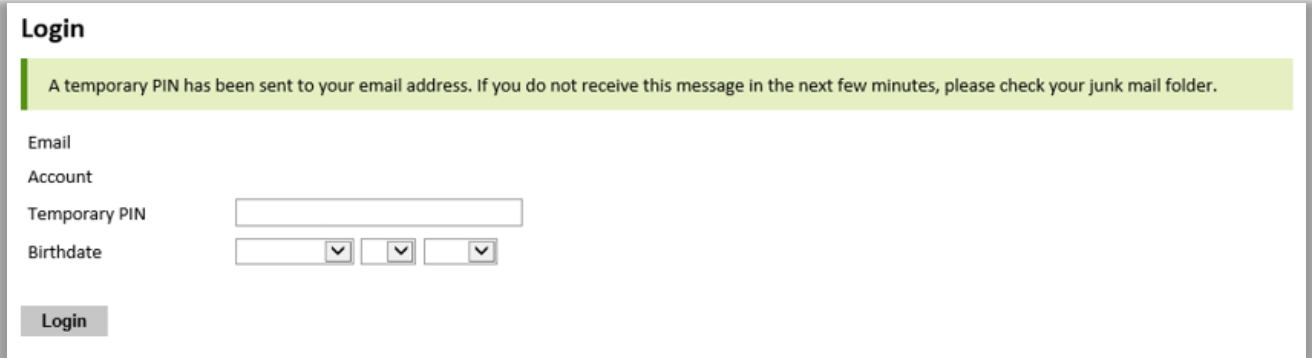
First Name

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

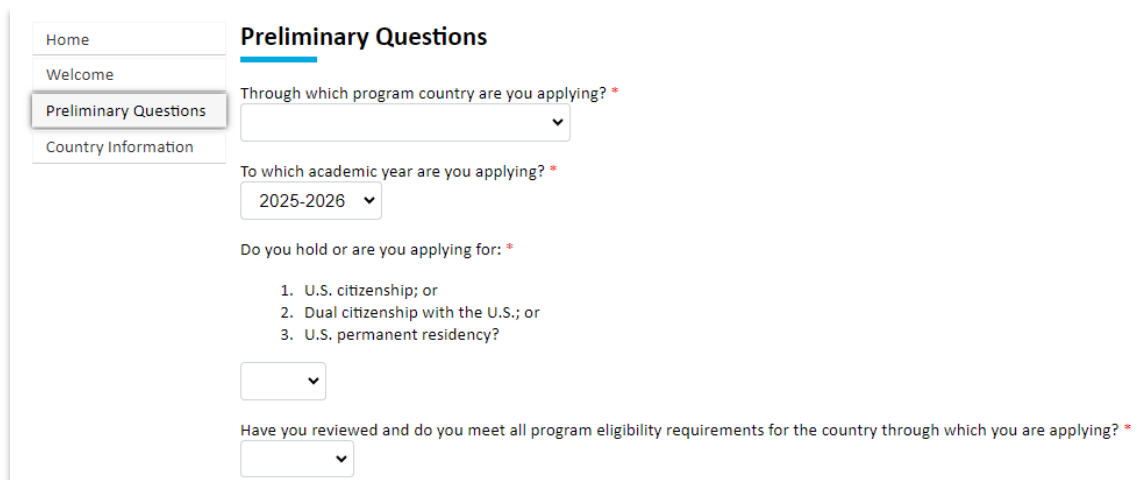
1. Letters of recommendation will be submitted directly to Fulbright by the recommenders you registered via your application.
2. Letters of recommendation may be submitted before or after you submit the application.
3. If your recommender is unavailable, you will have the option to exclude the recommender 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: "Home", "Welcome", "Preliminary Questions" (which is highlighted with a grey border), and "Country Information". The main content area contains four questions, each with a dropdown menu. The first question is "Through which program country are you applying? *" with a dropdown arrow. The second question is "To which academic year are you applying? *" with a dropdown menu showing "2025-2026". The third question is "Do you hold or are you applying for: *" followed by a list: "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 arrow. The fourth question is "Have you reviewed and do you meet all program eligibility requirements for the country through which you are applying? *" with a dropdown arrow.

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

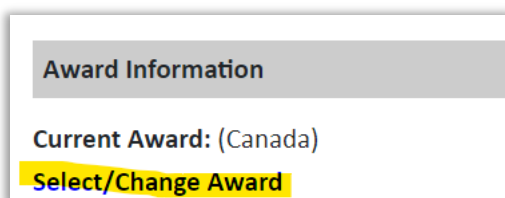
1. Review all information in this section, including Program and Award information!
2. Note any country-specific instructions for completing the rest of the application, including:
 - a. Program website
 - b. Deadline information
 - c. Open application cycle
 - d. Supplemental Forms

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.



The screenshot shows a form titled "Award Information" with a grey header. Below the header, it says "Current Award: (Canada)". At the bottom, there is a button labeled "Select/Change Award" with a yellow background.

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*.

Academic Background [Prev](#) [Next](#) [X](#)

Institution* Victoria University of Wellington (Degree 2)

Level of Study* Graduate

Institution Location (all address fields are required)*

Country New Zealand

City Wellington

Region North Island

Website https://

Name of Diploma or Degree Equivalent* MA

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 2003

[Save](#) [Delete](#) [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.
- Choose the role which most closely corresponds to your current role and/or relevant previous professional work experience from the drop-down menu
 - Enter position title (e.g. Director, Assistant Director, etc.) or type of work (e.g. accounting)
 - Enter the name of your employer
 - 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
 - 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
 - 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.

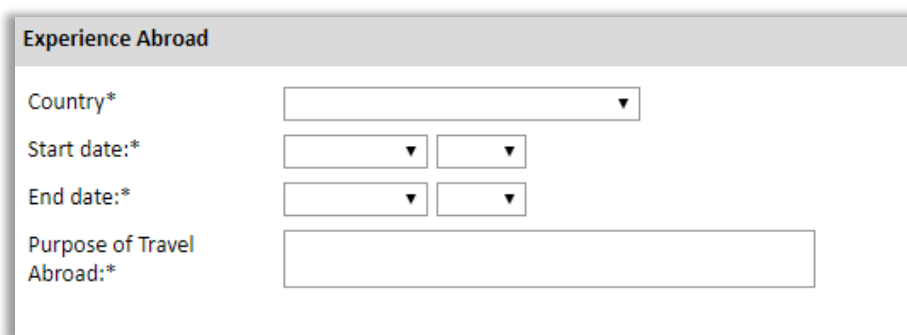
Awards and Recognitions

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 adjacent dropdown menus for month and year.
- End date:***: Two adjacent dropdown menus for month and year.
- Purpose of Travel Abroad:***: A single-line 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

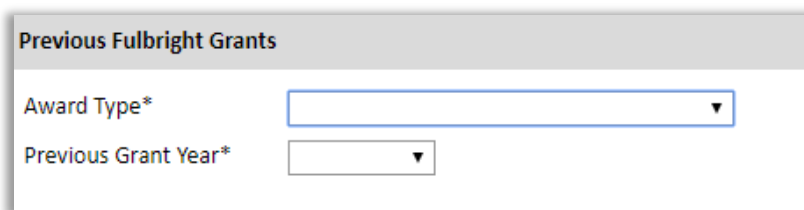
Please upload your study/research objective.

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.



Add Test

Type

Test Date

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.

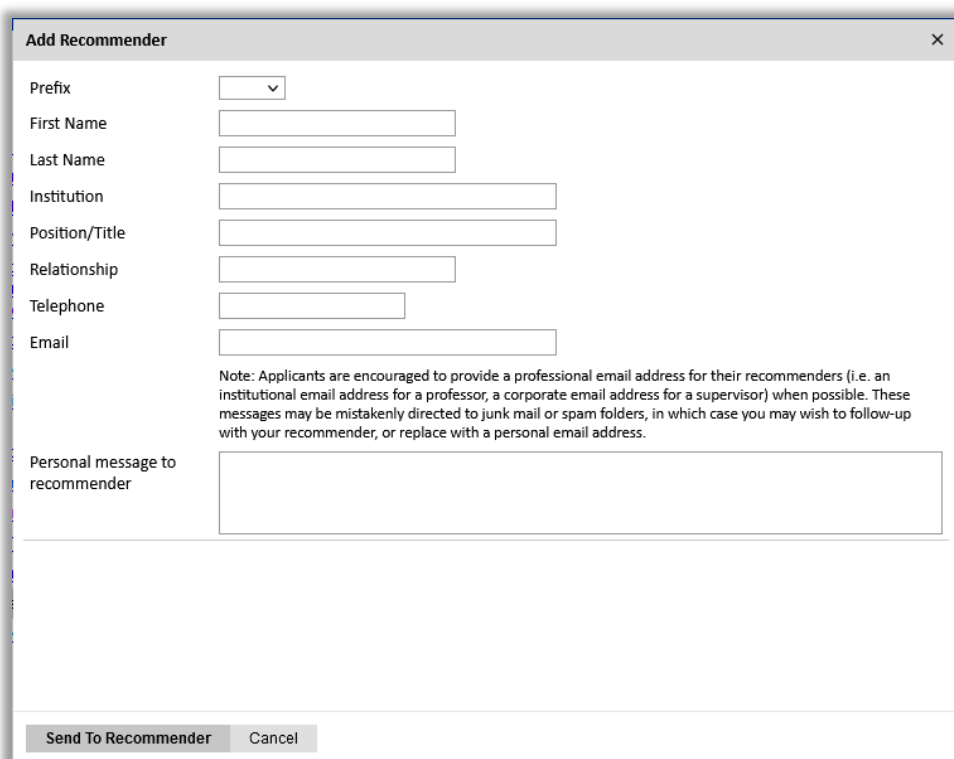
Once you register your recommenders, they will receive an automatic email with instructions on completing the online recommendation form. It is strongly recommended that after registering you contact your recommenders to make sure they have received the instruction email. In some rare cases the receiving 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](#).

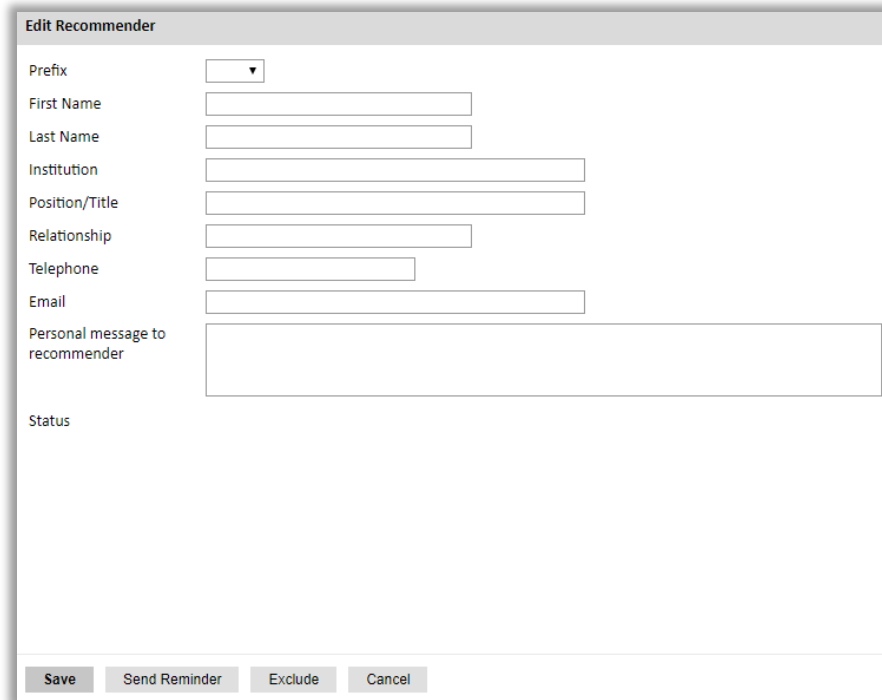
1. Click *Add Recommender*.
2. Complete all fields in the pop-up form:



The screenshot shows a web-based form titled "Add Recommender" with a close button (X) in the top right corner. The form contains the following fields and sections:

- 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 paragraph 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:** At the bottom, there are two buttons: "Send To Recommender" and "Cancel".

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



The 'Edit Recommender' form contains the following fields:

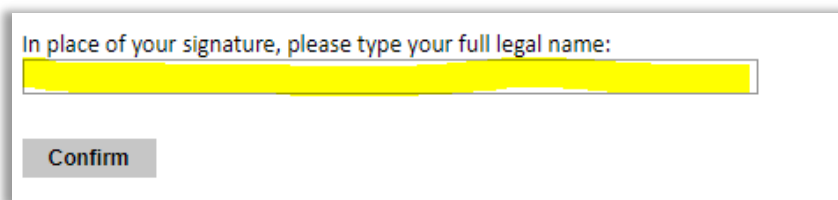
- Prefix: A dropdown menu.
- First Name: A text input field.
- Last Name: A text input field.
- Institution: A text input field.
- Position/Title: A text input field.
- Relationship: A text input field.
- Telephone: A text input field.
- Email: A text input field.
- Personal message to recommender: A large text area.
- Status: A text input field.

At the bottom of the form are four buttons: Save, Send Reminder, Exclude, and Cancel.

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:



The signature box contains the text: "In place of your signature, please type your full legal name:" followed by a yellow highlighted text input field. Below the input field is a button labeled "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 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.**

Appendix 1

Information on Supporting Documents

Fulbright Foreign Student Program

Academic Materials

Required academic materials

- a) 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 original of the diploma was not issued in English)
- b) Diploma Supplement: A copy of the Diploma Supplement(s) in original language and in English (unless the original document is already issued in English or in multiple languages)
- c) Official transcript: An OFFICIAL transcript with original English translation (if the original of the transcript was not issued in English)
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 a sealed envelope*. Copies of transcripts certified or notarized by a third party (i.e. public notary) will NOT be accepted as official.
An OFFICIAL transcript must list all subjects taken and grades earned for each year/semester of study. If the transcript includes 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.

Please note:

- 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)*.
- All academic documents not originally issued in English must be translated into English. You need to submit official transcripts and diploma(s)/diploma supplement(s) *in both the original language (e.g. German or French) and in English*. The English translation only is not sufficient.

If the university does not issue an official copy in English, you will need to provide a translated copy. Translations of academic documents should be done by someone authorized to issue translations. This can be a notary or an official translator (www.astti.ch). Please ask the translator to send an original translation directly to the Scholarship Service of swissuniversities (address see below). Make sure you also get an original translation so you can scan it and upload it to your online application.

- Special note for Visiting Student Researchers: PhD candidates who are planning to pursue a research stay 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 (e.g. letter in English from the admissions office or faculty).

Electronic copies

Electronic copies of transcripts, diploma(s) and diploma supplement(s) with original English translations must be uploaded to the Fulbright online application in the "Academic Materials" section. Upload the documents a – c (see "*Required academic materials*" on page 1) 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

Hard copies of official transcripts

Hard copies of *official* academic transcripts accompanied by *original* English translations (when necessary) must be submitted to swissuniversities by the application deadline of August 5, 2024.

IMPORTANT: Official transcripts must be sent in a sealed envelope directly from the higher education institution to the Scholarship Service of swissuniversities to the following address:

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

If the official transcript is not sent directly to swissuniversities then the transcript must be handed to swissuniversities in a sealed envelope. Any transcripts not received in a sealed envelope are NOT considered official.

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 General Test, GRE Subject Test or GMAT. Please check [Appendix 6](#) for test requirements by field of study. You will find further information on standardized tests at <http://www.ets.org> and at <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 highly recommended for Master's and Doctoral candidates in most fields to maximize program options and ensure candidates meet requirements for all programs. Candidates in the STEM fields are required to take the GRE exam. GRE is not required for Arts, Law, and

Business fields. 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. Regardless of field of study, candidates should automatically retake the GRE if they are below the fiftieth percentile in any section.

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 will accept for admission, and what their GRE and GMAT score requirements are.

Institution codes

Most universities will not review the candidates' applications for admission until they are in receipt of the official copies of the score reports. An institution code list is available during online registration or on test day and candidates can select their score recipients (designated institutions to receive their scores). 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:**

- TOEFL
Score Recipients: Candidates can provide score recipients during registration.
IIE Institution Code: 2326
- GRE
Score Recipients: Candidates should provide the score recipients on test day.
IIE Institution Code: 2326
- GMAT
Score Recipients: Candidates should provide the score recipients on test day.
IIE Institution Code: Institute of International Education

Test scores availability

If you have already taken a test, 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. A copy of the Test Taker Score Report must be sent to swissuniversities when received.

These exams are NOT required by the August 5 application deadline. However, we recommend taking exams no later than September/early October so that score reports can be received by IIE by mid-October 2024. 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. (Note: IIE does not provide vouchers for IELTS). Since the vouchers can only be used at the time when registering for the test or on test day, 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 2024 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 2025-2026 application yet, but the changes will likely be minimal from last year, so you should read the guidelines for the 2024-2025 application period. (Please note: if you create a portfolio based on the previous year's guidelines and the school makes an adjustment for the 2025-2026 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 hardbound portfolio, so you should be prepared to provide portfolios in both formats. Individual portfolio requirements should be taken very seriously and can greatly

swissuniversities

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 hardbound portfolio (if required by some schools) can be sent to swissuniversities in September in case you will be selected as a Fulbright grantee.

Resume Tips

A professional resume or curriculum vitae (CV) is a document that provides an overview of a candidate's academic and professional experiences. It is not meant to provide comprehensive details about an candidate's personal strengths; that is why it is submitted alongside other application materials like transcripts, essays, and recommendations. Follow the tips below to make sure your resume properly highlights your professional and academic experience without being too long or repetitive of other materials in your application.

General Tips

- Professional resumes are usually not longer than two pages; an academic resume or CV (*curriculum vitae*) can be longer if the applicant has extensive academic experience and publications to include.
- Experiences should be listed in **reverse chronological order**: most recent experience listed first, with the least recent experiences at the end of the section.
- Review your resume carefully for mistakes in grammar and spelling prior to submission.
- Resumes generally **do not** include:
 - Personal details, such as physical descriptors (height, weight, eye/hair color), birthdates, or hobbies/interests outside of employment or academics.
 - High school (secondary school) achievements or activities unless they've continued into adulthood and are relevant to employment or study.
 - List of recommenders' contact information; there is a separate section of the application for recommendations.

Sections to include on your resume:

Introduction (Heading)

- Only include your legal name as it will appear on applications, and basic contact information like email and phone number; home address is **not** necessary.
- You may include a short summary, but it is not required.
 - Summary should be 2-3 sentences at most. Include how your intended degree program will contribute to your long-term career goals, as well as a brief overview of your past academic/professional experience. **Do not include** any specific names of U.S. institutions where you hope to study; the same document will be sent to every school you apply to.

Education

- Begin with undergraduate education (anything after secondary school) and list every educational experience to the present, even if you have not completed the degree yet.
 - You may also list non-degree certifications and trainings **if they are relevant** to the field you are pursuing.
- Include each of the following details:
 - Name of institution
 - Location: City/country is sufficient – not a specific address
 - Dates you were enrolled: Month/year is sufficient

- Degree type and major/specialization
 - **Example:**
University College London, London, United Kingdom
Bachelor of Arts in Literature, August 2020 – Present
- You may include GPA if it is very high, but it is not necessary to include because you will also be submitting full transcripts with your application.

Experience

- Most of this section should be professional employment (experience for which you received financial compensation).
- You may include non-professional experience **if it is relevant** to your professional or academic goals and you had **significant responsibility** in that role. For example, regular volunteer work done for a charity or professional organization; leadership positions in student organizations; or non-paid contributions to significant publications can all be included on a professional resume.
 - Recent university graduates can include more non-paid experience than mid- or late-career professionals.
- For each experience, include the following details:
 - Name of employer/organization
 - Location: City/country is sufficient – not a specific address
 - Dates you were employed: Month/year is sufficient
 - Responsibilities and achievements in that role
 - **Example:**
 - *University College London, London, United Kingdom*
Teaching Assistant, August 2021 – May 2022
 - *Took attendance, graded exams, and performed other administrative tasks for LIT 101 seminar.*
 - *Developed and facilitated exam review sessions that improved participants' outcomes by an average of 1.5 letter grades from midterm to final exams.*
 - *Implemented essay grading rubric that increased efficiency in exam review time by an average of 3 hours for each teaching assistant.*
 - If possible, include both the regular responsibilities of your role **and** any significant achievements/recognition you received for your work. Strong resumes include quantitative details and evidence of accomplishments.

Research/Publications

- **This section is not necessary for all resumes**, especially professional resumes. This section should only be included in academic resumes (CVs) or for applicants in fields related to publishing work (like journalism, writing, or certain art/media fields).
- For academic resumes/CVs:
 - Different fields of study have different standards for what should be included on CVs, and in what format they should be listed. Please research CV guidance for your particular field independently or contact your home country Fulbright office with questions.

- This section can be more than one page for mid- to late-career academics.
- For professional resumes:
 - This section **should not be very long**; it should only highlight any significant achievements in your career, such as being published in prestigious publications or winning awards/recognition for your work.
 - **Example:** If you have professional experience as a journalist, there is no need to list every article you've ever published. However, if your work was picked up by a major newspaper or you won a significant award for it, you can list that on your resume.
 - Many fields require a portfolio of work to be submitted as part of your application; you should not repeat portfolio details on your resume.

Additional Skills/Achievements

- **This section is not necessary for all resumes.** Only include this section if you have specific skills or accomplishments that are relevant to your field of study and do not fit into the other sections listed above.
 - **Example:** Technology/software skills not listed anywhere else in application or fluency in additional foreign languages.

Essay Tips & Guidelines

Study Objective:

The **study/research objective essay** is a critical component of your application. It helps the reader better understand your proposed study goals and why you would be a good fit for academic study/research in your particular field. You should take great care to write a clear, concise, and detailed description of the program you want to pursue, that includes the following points:

- Be specific about your degree objective, major field, and specialized interests within this field.
- Explain why you are interested in this area of study or research.
- 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?
 - If you prefer a program that focuses on theoretical vs. practical application or technical vs. policy, include this as well.
- 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?

Please pay close attention to these guidelines:

- Do not include references to proposed universities or faculty.
- The essay should be at least one page and no longer than two pages.
- Please use your own words; do not plagiarize. 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** essay is a narrative statement in which you give the reader more insight into you as an individual and your future aspirations. It should include information about your education, practical experience, special interests, career plans, and your personal reasons for applying for study.

- Explain who you are, what is important to you and what you intend to accomplish in your life.
 - Demonstrate your unique qualifications for your chosen field.
 - 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?

Please pay close attention to these guidelines:

- Do not include references to proposed universities or faculty.
- The essay should be at least one page and no longer than two pages.

- Please use your own words; do not plagiarize. If you are planning to use someone else's works or research, you must credit the source at all times.

Writing Sample:

The **writing sample** (required for PhD applicants and some Master's fields of study) should always be related to your field of study and ideally within the area of specialization you are applying for. The sample should be 10-20 pages in length including a cover page and bibliography.

The writing sample should be a sample of your best work to enhance your application:

- It should be well written and show a good grasp of English.
- It should reflect your analytical thinking ability.
- It should show your grasp of the complexity of the topic.

The writing sample can be a published work or an original writing sample.

- If it is a published work, you should be the lead author of the article.
- If a published work, it should be from a peer reviewed publication.
- If it is an original writing sample, a chapter from a thesis or a senior project paper is ideal.

Pay attention to the writing style.

- Different fields of study may expect you to be familiar with the recommended writing style, these are:
 - Humanities, Liberal Arts, Fine Arts – MLA style
 - Social Sciences, Education, Biological & Earth Sciences, Business, Linguistics, Anthropology – APA style
 - Sciences – CSE (Formerly CBE)
 - Others – Chicago Manual of Style

Guidelines for Requesting a Letter of Recommendation

What is a Recommendation Letter?

As part of the application process to graduate programs at U.S. institutions, all candidates are required to submit three Letters of Recommendation (LOR). Recommendation letters provide further insight into a candidate's qualifications for graduate study and should include an overall assessment of the candidate's personal and academic characteristics, strengths, qualifications, and performance.

Tips for Requesting Recommendation Letters:

- A request for a letter of recommendation should provide insight into what you are applying to and why you are applying to it. For a writer to create a recommendation letter that shows you are a competitive applicant, you will need to provide the following information prior to having them write the letter:
 - A current resume
 - Any notable achievements or accomplishments both educationally and professionally
 - Academic interest and goals
 - Copy of your personal and study objective/research statements
- A recommendation letter should be written by someone who knows you well and can speak at length about your educational and professional character, work ethic, and performance.
 - Focus on work contacts and/or academic contacts depending on what is weighed more significantly by the admissions committee. This will vary by your field of study. Work and academic contacts should be ones that are/were responsible for overseeing work i.e., job supervisors, professors, or research advisors.
 - Recommenders should not be work colleagues, classmates, or a friend.
 - Recommenders should not be related to the candidate. Recommendations cannot be from a parent, sibling, or other relative.
 - Recommenders should be chosen so that they say different things about you.
- Time is important. It takes time for your recommender to write a good letter. Please provide several weeks' advance notice. A rushed letter does not always provide a comprehensive overview of a candidate's qualifications.
- Only ask those who can write a positive recommendation letter. A negative recommendation letter could hurt your application.
- Recommendation letters are confidential. A candidate cannot upload recommendation letters on behalf of a recommender.
- All recommendations must be written in English. If the original recommendation letter is written in a language other than English, there must be an official English translation. Because the recommendation letter is confidential, the translation cannot be done by the applicant.
- IIE strongly recommends that candidates register their recommenders as part of the online application process. However, if a recommender cannot complete the online form and upload a letter, they can submit the letter directly to the candidate's home-country Fulbright office.

Fulbright Foreign Student Application Checklist

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

Required Items	Description	Completed
Application (Make certain to follow all instructions carefully, especially essay instructions)	The web-based Fulbright Foreign Student applications is located at: https://apply.iie.org/ffsp2025 All supplemental forms can be downloaded on the Country Information page in the Supplemental Forms section.	
Letters of Reference (These can be submitted online)	Minimum of 3 professional references from instructors, professors, or work supervisors who know you well.	
Academic Transcripts (See reverse 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	Description: IIE will inform you if any of these 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)		
Biodata page of your passport	Required by IIE prior to issuing the DS-2019 form which you need to apply for a U.S. J-1 visa.	
Forms needed later in the year	Description	Completed
Fulbright Medical History Form	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.	

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 reference letter in your online application. You must 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*). Certified digital copies are accepted in rare cases, but most U.S. institutions require you to send transcripts in a sealed envelope.
- 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-4J-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.

GENERAL LISTING OF ADMISSION REQUIREMENTS BY FIELD OF STUDY

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.

FIELD OF STUDY	TOEFL	GRE	OTHER
AGRICULTURE	IBT: 80+ IELTS: 6.5+	Required but minimum scores generally not set	Writing sample not required for master's applicants; recommended for doctoral applicants
ARCHITECTURE	IBT: 80+ IELTS: 6.5+	Required; emphasis on quantitative score	Digital portfolio required; some programs may require hardbound portfolio
AREA STUDIES	IBT: 80+ IELTS: 6.5+	Required	Writing sample required for doctoral applicants
ARTS ADMINISTRATION/ ARTS MANAGEMENT	IBT: 100+ IELTS: 7.5+	Required	Writing sample required
ART HISTORY	IBT: 100+ IELTS: 7.5+	Required	Writing and/or work sample required depending on specialization; minimum two courses in field required
BIOLOGY	IBT: 90+ IELTS: 7.0+	Required; many programs expect a 153+ quantitative; most competitive programs expect a 156+ and/or score above the 69 th percentile.	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
BUSINESS	MBA IBT: 92+ IELTS: 7.0+		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
CHEMISTRY	IBT: 80+ IELTS: 6.5+	Required; many programs expect a 153+ quantitative; most competitive programs expect a 156+ and/or score that falls into the 69th percentile.	GRE Chemistry Subject Exam with score of 700+ recommended

GENERAL LISTING OF ADMISSION REQUIREMENTS BY FIELD OF STUDY

FIELD OF STUDY	TOEFL	GRE	OTHER
COMMUNICATION	IBT: 100+ IELTS: 7.5+	Required with a verbal minimum score of the 50th percentile or higher for competitive programs	Writing sample required
COMPUTER SCIENCE	IBT: 80+ IELTS: 6.5+	Quantitative score should be above 85 th percentile	
DANCE	IBT: 85+ IELTS: 6.5+	Required	Portfolio required (specific requirements will vary by program); in-person audition will be required for invited applicants
ECONOMICS	IBT: 92+ IELTS: 7.0+	Required with a quantitative score of 160+ for competitive programs	Writing sample is required of doctoral applicants; often required of master's applicants
EDUCATION	IBT: 80+ IELTS: 6.5+	Required with verbal and quantitative scores above the 45 th percentile; emphasis on quantitative or verbal will depend on focus of study; If quantitative emphasis then score should be above the 65 th percentile	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
ENERGY	IBT: 80+ IELTS: 6.5+	Required; emphasis on quantitative score	Specific requirements will vary depending on subfields
ENGINEERING	IBT: 90+ IELTS: 7.0+	Required; many programs expect a 151+ quantitative; most competitive programs expect a 155+ and/or score above the 69 th percentile	Work experience preferred

GENERAL LISTING OF ADMISSION REQUIREMENTS BY FIELD OF STUDY

FIELD OF STUDY	TOEFL	GRE	OTHER
ENGLISH	IBT: 100+ IELTS: 7.5+	Required; emphasis on verbal score	WRITING SAMPLE required for all programs; writing sample must be a critical work regarding literature; some programs may require a GRE Literature Subject Exam
ENVIRONMENTAL SCIENCE	IBT: 80+ IELTS: 6.5+	Required; emphasis on quantitative score	Applicants are required to identify a faculty advisor matching their research interests
FILM/TV/CINEMA STUDIES	IBT: 80+ IELTS: 6.5+	Required	Portfolio required (specific requirements will vary by program); an interview will be required by invitation only
FOOD SCIENCE	IBT: 80+ IELTS: 6.5+	Required; emphasis on quantitative score	Applicants are required to identify a faculty advisor matching their research interests
GENDER AND WOMEN'S STUDIES	IBT: 92+ IELTS: 7.0+	Required; emphasis on verbal score	Writing sample required
GEOGRAPHY	IBT: 80+ IELTS: 6.5+	Required; emphasis on quantitative score	Writing Sample required
GEOSCIENCES	IBT: 80+ IELTS: 6.5+	Required; emphasis on quantitative score	Depending on specialization GRE Chemistry, Mathematics, and/or Physics Subject Exams may be required
HISTORY	IBT: 90+ IELTS: 7.0+	Required	Writing sample required, especially for PHD
INTERNATIONAL RELATIONS/ INTERNATIONAL DEVELOPMENT	IBT: 100+ IELTS: 7.5+	Required; competitive applications have scores above the 80 th percentile	Prerequisite coursework in Economics is often required; many programs require at least 2 years of relevant work experience
JOURNALISM	IBT: 100+ IELTS: 7.5+	Required; emphasis on verbal score; suggested minimum verbal score 153+	Writing sample required; professional work sample may be required depending on specialization (i.e. video/audio clips, portfolio, or other journalistic work)
LAW	IBT: 100+ IELTS: 7.5+	GRE not required for LL.M. admission	Work experience is highly recommended; Law programs emphasize clear and focused study objectives
LIBRARY/ INFORMATION SCIENCE	IBT: 80+ IELTS: 6.5+	Required	

GENERAL LISTING OF ADMISSION REQUIREMENTS BY FIELD OF STUDY

FIELD OF STUDY	TOEFL	GRE	OTHER
LINGUISTICS	IBT: 100+ IELTS: 7.5+	Required; verbal score should be above the 90 th percentile for most competitive programs	Writing sample required
MATHEMATICS	IBT: 80+ IELTS: 6.5+	Required; quantitative score should be above the 80 th percentile	GRE Math Subject Exam required
MUSIC	IBT: 85+ IELTS: 6.5+	Required	Portfolio required (specific requirements will vary by program); an audition will be required for invited applicants
NATURAL RESOURCES	IBT: 80+ IELTS: 6.5+	Required; many programs expect a 151+ quantitative score; most competitive programs expect a 155+ and/or score above the 69 th percentile	Writing sample required for doctoral students; applicants are required to identify a faculty advisor matching their research interests
NUTRITION/ HEALTH SCIENCE	IBT: 80+ IELTS: 6.5+	Required; emphasis on quantitative score	Nutrition programs emphasize higher TOEFL (IBT: 100+) and verbal GRE scores (above the 50 th percentile) in addition to emphasis on quantitative scores
OCEANOGRAPHY	IBT: 85+ IELTS: 6.5+	Required; emphasis on quantitative score	Applicants are required to identify a faculty advisor matching their research interests
PHILOSOPHY	IBT: 100+ IELTS: 7.5+	Required	Writing sample required
PHYSICS/ ASTRONOMY	IBT: 80+ IELTS: 6.5+	Required; quantitative score should be above the 80 th percentile	GRE Physics Subject Exam required
PSYCHOLOGY	IBT: 100+ IELTS: 7.5+	High scores required in all sections	Writing sample required; GRE Psychology Subject Exam required for some specializations; psychology programs have strict early deadlines

GENERAL LISTING OF ADMISSION REQUIREMENTS BY FIELD OF STUDY

FIELD OF STUDY	TOEFL	GRE	OTHER
PUBLIC ADMINISTRATION/ PUBLIC POLICY	IBT: 90+ IELTS: 7.0+	Required; emphasis on quantitative score	Mid-career programs require 5-10 years of relevant work experience
POLITICAL SCIENCE	IBT: 100+ IELTS: 7.5+	Required; competitive applications have scores in the 80th percentile	Writing sample required
PUBLIC HEALTH	IBT: 80+ IELTS: 6.5+	Required; emphasis on quantitative or verbal scores will depend on focus of study	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)
SOCIAL WORK	IBT: 80+ IELTS: 6.5+	Required	Writing sample required
SOCIOLOGY	IBT: 80+ IELTS: 6.5+	Required; emphasis on verbal score	Writing sample required
TESOL	IBT: 100+ IELTS: 7.0+	Required; emphasis on verbal score	Writing sample required; prior teaching experience preferred
THEATRE/DRAMA	IBT: 100+ IELTS: 7.5+	Required	Portfolio required (specific requirements will vary by program); interviews are generally in-person only; an audition will be required for invited applicants
THEOLOGY	IBT: 80+ IELTS: 6.5+	Required	Writing sample required
TRANSLATION/ INTERPRETATION	IBT: 100+ IELTS: 7.5+	Required; emphasis on verbal score	Translation sample required; many programs require an institutional exam with an oral component
URBAN/REGIONAL PLANNING	IBT: 100+ IELTS: 7.5	Required	Portfolio required if specialization is in architecture; some programs require a writing sample
VETERINARY MEDICINE	IBT: 90+ IELTS: 6.5+	Required; emphasis on quantitative score	Applicants are required to identify a faculty advisor matching their research interests
VISUAL ARTS	IBT: 85+ IELTS: 6.5+	Required	Portfolio required (specific requirements will vary by program); an interview will be required for invited applicants

GENERAL LISTING OF ADMISSION REQUIREMENTS BY FIELD OF STUDY

FIELD OF STUDY	TOEFL	GRE	OTHER
ZOOLOGY	IBT: 90+ IELTS: 6.5+	Required; emphasis on quantitative score	Applicants are required to identify a faculty advisor matching their research interests