FULBRIGHT FOREIGN STUDENT PROGRAM
Instructions for Completing the
Fulbright Foreign Student Program Application

Read all instructions carefully before completing the application

STEP 1: Learn requirements for submitting an application

Before you begin this application, you must review the specific instructions from the Fulbright Program Office in the country to which you are applying. Deadline dates and requirements for applying for a Fulbright Grant will vary from country to country; therefore, you must make sure that you are eligible to apply. To link to contact information for the Fulbright Program Office in Colombia go to www.fulbright.edu.co.

STEP 2: Record user ID and password in a safe place

Your email address is your user ID. When you created an account for this on-line application, you created a password. An e-mail was sent to you indicating your User ID and Password. Keep this information in a safe place.
You can log in and out of the application as frequently as you like; however, you must have your user ID and password. While you cannot change your User ID, if necessary, you can change your password by clicking on "Update My Account" at the top of the Home page of this application.

STEP 3: Complete the application

You do not need to complete this application at one sitting. You can re-enter at anytime and edit your application. But remember that once you submit your application, you can NO longer make changes to it.

All forms in this application are to be completed in English. Items must be answered completely and carefully. Some helpful "tips":

Avoid using all capital letters when answering items, e.g. name, address, etc. It is better to use upper and lower case, e.g. Juan Castro.

You can copy and paste information into all text boxes.

In the text boxes, you must **limit your responses to the space provided**. Information that exceeds the space provided will **not** display. If what you have typed or copied exceeds the size of the box, you must edit it. It is a good idea to 'preview' each page of your application to make sure that all your data displays.

You can review each page of the application in its PDF format by clicking on the **Preview** button on the upper right-hand corner. Closing out of the PDF view will bring you back to your application.

You will create essays on pages 4 and 5. Essays must be two pages maximum (see instructions below).

You have several ways in which you can create your essays. However, it is strongly recommended to upload the document instead of writing it online.

- o You can upload text from another document. This is the only option where you will be able to have special formatting, e.g. bold, underline, headers, double spacing, etc. While you cannot edit an uploaded document on-line, you can delete your upload, make your corrections in your document off-line, and upload again
- o You can compose your essay on-line. Please note, there is a 40-minute 'time out' function. In other words, you will need to either complete your essay in 40 minutes or periodically save your essay. You will not be able to customize the formatting of your essay.
- o You can copy and paste text from another document and edit online. Again, you will have a 40- minute "time-out" function. You will not be able to customize the formatting.
- o Pages 4 (study objective) and 5 (personal statement) contain a header that displays on the PDF view. Therefore, you must leave a 4cm margin at the top of every page of your essays to allow space for the header that will appear on the print version of your application.

You should **preview** all of your essays to make sure the formatting is correct before submitting your application by clicking the preview button in upper right-hand corner of the screen. When you preview an essay, **you must use the "Back" browser button to return to your essay**. Closing out of the HTML preview (i.e. clicking the X in the upper right-hand corner) will exit you from your application.

Some questions are "required" In other words, you will not be able to complete and submit your application until all required items are completed. When you click on the **Application Inspector** button on the Home page, your application will be checked for completeness. You will be prompted to enter any missing information on required questions.

Often specific instructions for completing a question or item will be provided in the application. Please read all instructions carefully. In addition, please review the following important information.

Preliminary Question Page: It is very important that the following questions are answered correctly:

Question 1 - Country of Citizenship: Make sure that you properly identified the Fulbright country competition to which you are applying. Usually this will be the Fulbright Office in your country of *citizenship*.

Question 2 - Program: Please select *Fulbright Foreign Student Program.*

Question 3 - Have you checked with your Fulbright Program Office?
This question is designed to confirm that you have reviewed the grant information in Fulbright Colombia website. After reviewing the specific requirements' checklist of your particular grant you are applying to, please select *Yes*.

Question 4- For which academic level are you applying?
Please select **Graduate Study**

Item 1—Name: It is very important that you list your name exactly as it appears (or will appear) on your passport. Please use upper and lower case when entering your name, e.g. Juan Castro. Also, do not use diacritical markings as this can sometimes create computer-related problems.

Item 11—Application Cycle: Please indicate to which application cycle you wish to apply.
Please select **2017-2018.**

Degree Objective: Select **Visiting Student Researcher** from the drop down menu of choices.

Item 14—Institutions Attended: Please list all post-secondary institutions attended in reverse order (putting the most recently attended first). List all post-secondary institutions attended even those from which you did not achieve a degree. Do not include secondary (high school) institution information.

Page 4—Study/Research Objective: The study/research objective description that you provide is an essential and highly important part of your application. You should take great care to write a clear and very detailed description of the program you want to pursue. Clearly identify the area(s) within your field of study in which you want to specialize or concentrate. If there is specific research that you want to accomplish, please describe. Remember to leave a 4 cm margin at the top of every page to allow room for the header that will appear on the PDF view. Preview your essay to check the formatting before submitting your application.

Page 5—Personal Statement: The personal statement is a narrative statement in which you can include information about your education, practical experience, special interests, career plans, and your purpose in applying for study in the U.S. Again, remember to leave a 4 cm margin at the top of every page to allow room for the header that will appear on the PDF view. Preview your essay to check the formatting before submitting your application. Please do not exceed 2 pages.

Page 6— Resume / Curriculum Vitae: Please attach a professional resume (useful if you intend to pursue a professional degree, e.g. business or law) or curriculum vitae (useful if you intend to pursue a theoretical, academic degree). While there is no 'header' on this page for which you need to leave space, it is still advisable that you preview your information to check the formatting before submitting your application. Please do not exceed 3 pages.

Page 7—University Transcripts: You can scan copies of your transcripts and upload them into this application. Just follow the instructions that appear on page 7 of the application. If you already have an official translation please upload both, if not upload your transcripts in Spanish. You will still need to submit an official translation in case you are nominated.

Page 8—Personal Information: The information provided on this form will be used by the Fulbright Program in your home country, and Fulbright administrative agencies for internal purposes only.

Item 32—National Identification Number: *Cédula de ciudadanía*, this is a required field.
Item 36 – Other Scholarships: Indicate if you have applied previously to Fulbright Colombia, grant´s name and year.
Item 38 – Proposed Length of Stay in the U.S.: You must indicate if you are going to stay during one academic semester (fall 2017) or the complete academic year 2017-18.
Item 39 – Approximate Arrival Date: Enter the approximate arrival date, according to the proposed length of stay in the U.S.
Item 40 – Have you participated in any of the U.S. government sponsored programs listed below? Indicate if you have previously been awarded a Fulbright Grant. Specify grant's name and year.

Page 9—Personal Financial Information: Include the financial information for expenses not covered by the grant.

Page 10—University Preference: Provide the name of the university, the department and the specific program in which you have been invited. The information you provide in this page, must match with the letter(s) of invitation from the US University.

Page 12 - Test Score: Please upload your copy of any available test score reports (e.g. TOEFL or IELTS, GRE, etc.), according to the requirements of the Grant. All documents should be in the same PDF document. *TOEFL and IELTS* scores are valid for two years. Tests taken before *May 31, 2014* are not valid.

Page 13 – Additional Information Page: Review the additional documents required to upload in this field. (See Fulbright Colombia website depending on the grant you are applying to – see the checklist).

STEP 4: Print supplemental forms. These forms are not required for applying to the grants offered by Fulbright Colombia.

STEP 5: Recommendations / Letters of Reference: You must have at least two letters of reference (or recommendations) submitted on your behalf. Letters of reference are extremely important. All letters of reference should be written by teachers under whom you have studied or pursued research or by someone who has supervised you in work related to your proposed field of study. Letters of reference should not be written by persons related to you either by blood or marriage or by personal friends. The letters should be written in English if possible. However, recommendations in Spanish are also accepted.

Your recommenders must complete the forms online and submit recommendation letters electronically. You must click on the *Recommendations* button on the Application Home Page to register your recommenders.

STEP 6: Application inspector
Before you submit your application electronically, it will be reviewed for completeness. If there is missing data, you will be prompted to correct.

STEP 7: Review and save or print your application
Review a PDF version of your application and save or print a copy for your records.

STEP 7: Submit your application
After completing this application and thoroughly reviewing it, you will submit it electronically to the Fulbright Program Office in your country of citizenship. **Please note**, it is very important that the following questions were answered correctly:

Question 1--Citizenship: Make sure that you identified the Fulbright Program country to which you are applying.
Question 2--Program: Make sure that you identified **Fulbright Foreign Student** as the award program to which you are applying.

Item 11—Application Cycle: Please indicate to which application cycle you wish to apply. **Please select *2017-2018*.**

Degree Objective: Select <u>**Visiting Student Researcher**</u> from the drop down menu of choices.

If you entered either question incorrectly, you must correct your answer(s) prior to submitting your application. You can easily make corrections by clicking on the **'update my answers to preliminary questions"** link on the upper- right hand corner of the Home page.

Note carefully, after submitting your application electronically, you will be able to access it in a viewable PDF format. You will be able to save or print your application and supplemental forms. However, you will not be able to make changes to your application.

IMPORTANT

1. **Duration of Grants:** Please check on the Fulbright Colombia website the details of the grant you are applying to. Candidates appointed to certain types of Fulbright grants may be required to arrive during the summer for an introductory course or intensive English program prior to the academic year. In some cases, arrangements may be made for an extension of the period of grant beyond the first academic year. Candidates should not assume, however, that awards are automatically renewable.
2. **Change of Plans:** You should promptly inform your Fulbright Program Office of any change in your academic status or future plans after your application has been submitted.