2018 FULBRIGHT STUDENT PROGRAM GUIDE

TEACHERS COLLEGE, COLUMBIA UNIVERSITY

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1. INTRODUCTION

The Fulbright U.S. Student Program is designed to give recent B.S./B.A. graduates, master's and doctoral candidates, young professionals and artists opportunities for personal development and international experience. Each year, Fulbright awards 1,900 grants for 9-12 months of self-designed study, research, creative projects, or teaching English in one of over 140 participating countries. Fulbright U.S. Student grants are administered by the Institute for International Education (IIE) with the goal of encouraging cultural exchange and mutual understanding through engagement in an "atmosphere of openness, academic integrity, and intellectual freedom."

Eligibility
The Fulbright US Student Program is open to U.S. citizens, from graduating college seniors up to final-year PhD students, in any field of study. Language requirements and program details vary by host country and Fulbright program.

Which Fulbright program is right for me?
There are several kinds of Fulbright grants available to U.S. Students, though you may only apply to one in a given year. Learn more about the different types of Fulbright grants available to U.S. students at our Fulbright program page.

Who should apply?
There is no “typical” Fulbright applicant. Fulbright finalists and recipients have come from a range of fields, backgrounds, and programs.

GETTING STARTED

Explore the Fulbright Program website: https://us.fulbrightonline.org/

Study the awards catalogue: https://us.fulbrightonline.org/countries/regions

Create an application profile on Embark: https://iie.embark.com/apply/usstudent
2. GETTING STARTED

- **Create a time line!**
  Work backwards from the on campus deadline (September 7th, 2018) and decide when you will aim to have your application components finished!

- **Make an Embark login!**
  Go onto the application portal and create your login so you can start familiarizing yourself with the system. The Embark portal can be tricky, so we suggest you make your profile and fill out your demographics now, even before you are done with your application and statements. The technical staff are responsive and helpful if you have any issues, but are busy close to the program deadline (October 6th, 2017), so another reason to get started now!

  Embark home page: [https://iie.embark.com/auth/login](https://iie.embark.com/auth/login)


- **Decide which Fulbright program is right for you!**
  Read over the different award descriptions: [https://us.fulbrightonline.org/about/types-of-awards](https://us.fulbrightonline.org/about/types-of-awards)

  Explore the course catalogue see the different requirements. Every country has its own particular requirements and program details: [http://us.fulbrightonline.org/countries/regions](http://us.fulbrightonline.org/countries/regions)

  If you have questions about specific countries, you can contact the geographic coordinators: [http://us.fulbrightonline.org/contact-us](http://us.fulbrightonline.org/contact-us)

  Look over the ETA and research grant pre-application forms (see Appendix I) to help get started brainstorming!

- **Explore the online resources!**
  Video Tutorials: [http://us.fulbrightonline.org/about/videos-tutorials](http://us.fulbrightonline.org/about/videos-tutorials)

  Application Tips: [http://us.fulbrightonline.org/applicants/application-tips](http://us.fulbrightonline.org/applicants/application-tips)

3. APPLICATION PROCESS & TIMELINE

**September 7th, 2018, 5:00PM EST**
All applicants must upload their complete application Embark system (this includes having the online application completed, statements uploaded, and transcripts uploaded, but does not include sponsorship letter or letters of recommendation)*

**September 7th, 2018 to October 5th, 2018**
Applications are each reviewed by two TC faculty members who have held Fulbright awards. A summary of the feedback from faculty members is attached to each student’s application in Embark.

**October 5th, 2018, 5:00PM EST**
Program wide deadline; TC Program Coordinator submits the applications electronically to IIE using the Embark system.

**November 15th, 2018 to December 20th, 2018**
IIE National Screening Committee deliberates, and chooses which student applications to send to each country, and candidates are notified via email as to whether or not their applications have been recommended.

**March 1st, 2019 to May 29th, 2019**
Each country deliberates and chooses which applications to award grants, and contacts individual students, and students are notified as to whether they have been selected for an award, designated as alternates, or not selected. Notification dates will vary by country.

*If a student does not complete and upload his or her application by the TC campus deadline, the student may still submit an application and be considered an “at large” applicant if he or she uploads a completed application (including statements, sponsorship letter, recommendation letters, etc.) to Embark by the IIE deadline of October 5th, 2018, 5:00PM EST.
4. APPLICATION COMPONENTS

Language Level Requirement
Check the award catalogue for your country of interest to see the country specific requirements (they vary widely by country). To be competitive, assume that language abilities in your selected country are required. To support the goal of cultural exchange, you should be able to demonstrate at least hospitality level language skills. If you have yet to reach that level, be sure to include in your application a study plan to satisfy this requirement. Fulbright prefers that your foreign language evaluation be done by someone with a college education; even better if they have some sort of institutional title. Columbia University language departments usually have one professor that will do Fulbright language evaluations. If you do not have someone yet in mind to do your evaluation, please contact the language departments directly to get names of an evaluator.

Attention research grant applicants! A good rule of thumb for research awards, is that you need to have the language level required to successfully carry out your proposed project. For example, if you are doing bench research at a university, it may be acceptable to apply with a beginner level of the country’s native language. However, if your proposed project will involve interviewing local residents of the country, you would need a high level or fluent level of the native language.

Sponsoring Organization & Letters of Affiliation
If you are submitting a research proposal, be aware of the requirements for an affiliation for your specific country. Some countries have specific criteria for affiliations (e.g., must be academic institutions) for your application to be considered. Your affiliation should be a country-based institution—not an American institution with branches abroad. Although the letters of recommendation and language evaluation are uploaded by others, you will need to upload the letter of affiliation yourself. It must be prepared on institutional letterhead. It cannot be the body of an email from an email correspondence. You can ask for a scanned PDF of the letter (no need to wait for a snail mail copy!). We urge you to begin reaching out ASAP! This is something that cannot be obtained a month or a couple of weeks before the application due date. Not securing an affiliation is often the unfortunate reason students are unable to submit their applications. So begin addressing this component early in your application process!
Need ideas for institutions?
Explore the Fulbright scholar directory for contact ideas!
http://www.cies.org/fulbright-scholars

Use the Columbia Global Centers for contact ideas!
http://globalcenters.columbia.edu/

**Community Outreach Project**
ETA applicants are asked to plan a community outreach project to interact with the local community outside their classroom, and in addition to their assigned students. Because the Fulbright Program focuses on cultural exchange, this is an important component of the application, and students should mention their project ideas in their statements! For ideas on suitable outreach projects, check out the Fulbright Blog for profiles of ETA awardees for ideas and inspiration! https://blog.fulbrightonline.org/

**Letters of Recommendation**
Think of your complete application as comprising pieces of a puzzle fitting together to form a complete picture. Your letters of recommendation should enhance your application and speak specifically to what it is you are proposing to study, research or do in your country of interest. Approach people to ask for recommendations early, and talk to them about your proposal! Provide them with a draft of your proposal or an outline. Because you have little space to write about your ideas, coordinate your letters so that each letter addresses different strengths and there is not repetition!

**Statements**
Some things to keep in mind while writing your essays!
Senator J. William Fulbright was a pioneer for cultural ambassadorship. He said this:

“Education can turn nations into people, contributing as no other form of communication can to the humanizing of international relations. Man’s capacity for decent behavior seems to vary directly with his perceptions of others as individual human being with human motivations and feelings.” – Senator J. William Fulbright

As outlined by Senator Fulbright, the purpose of the program is threefold:
1. To promote mutual understanding through a commitment to the free flow of ideas and people across national boundaries.
2. To expand, through this understanding, the boundaries of human wisdom, empathy and perception.
3. Through cooperation in constructive activities among people of different nations, to create true and lasting world peace.
Plan ahead, but stay flexible!
Going abroad never goes exactly as planned! While feasibility is very important, and a good project proposal is well planned, it is also important to communicate that you are flexible. The decision committees not only look for wonderful project ideas, but also for people who are versatile, and adaptable to unexpected situations.

Cultural exchange is a two-way street!
Cultural exchange means you should not only talk about what your proposed project will bring to your selected country, but also what you will bring from the country back to the USA. Demonstrate that your proposed project is something that fits into your personal goals beyond the Fulbright award time frame. In addition to carrying our proposed projects, Fulbrighters are expected to involve themselves in the host community, sharing their culture while also observing and participating in the host culture. After the award period is over, Fulbrighters are encouraged to bring what they have learned back home.

For Research Grant Applicants

When writing your statements, remember that the Fulbright Student Program is a cultural exchange program, and you should frame your application with this in mind. Why is your research study important to your field, the USA, and your country of interest? Why are you interested in the Fulbright program? Why should you be a Fulbright awardee? It is important to show that you have the appropriate character and personality to serve as a positive cultural ambassador.

It is also important to not only communicate the background and importance of your proposed project, but also to be clear about what specifically you plan to accomplish during the award period, and to illustrate that you possess the skills necessary to carry out the project successfully. You should also answer the question, why is it necessary to conduct your proposed project in your country of interest?

Also remember that your application will be reviewed by a panel at IIE, and by a panel in your country of interest. Keep these audiences in mind when writing your statements. Also, remember to use terminology that can be understood by individuals outside your field, so everyone on these two panels will clearly understand the goals of your project!

For English Teaching Award Applicants

When writing your statements, remember that the Fulbright Student Program is a cultural exchange program, and you should frame your application with this in mind. Why are you interested in the Fulbright program? Why should you be a Fulbright awardee? Why have you chosen your proposed country? It is important to show that you have the appropriate character and personality to serve as a positive cultural ambassador.
Also, be sure to review the specifics of the ETA program in your country of interest. It is important to specify what academic level you want to teach and why, but keep in mind some countries only offer one level!

You should also speak about your community outreach project and how it will impact your time in the country and your relationship with the community. See the Fulbright blog for profiles of ETA awardees and their projects for ideas!

http://blog.fulbrightonline.org/
5. FINISHING TOUCHES

Here are a few more tips for polishing up your application with the finishing touches!

- Have friends (preferably someone in your field, and one from outside) read your statements and application answers. Do your statements and answers make sense, are the plausible?

- Make sure your application is complete! The details are important! Please be sure to read the entire country summary page for your country AND type of award. The requirements vary widely!

Countries:
http://us.fulbrightonline.org/countries/regions

Application types and their components:
http://us.fulbrightonline.org/applicants/application-components

Application checklists:
http://us.fulbrightonline.org/applicants/application-checklists

Application tips:
http://us.fulbrightonline.org/applicants/application-tips
APPENDIX I: PRE-APPLICATIONS

PRE-APPLICATION FOR ENGLISH TEACHING ASSISTANTSHIP PROGRAM

Recipients of the Fulbright grant work on a specific research project abroad while being affiliated with a foreign university. The grant coverage includes maintenance costs for one year of study abroad, a books and supplies allowance, travel to and from the host country. For more information about Fulbright, please see the website http://us.fulbrightonline.org

Name:___________________________________________________________

Major:_________________________________________________________
Concentration:___________________________________________________

Second Major:________________________________________ GPA:_________________________

Citizenship:_____________________________________________________

Graduation Year:________________

Names of References:

1._____________________________________________________________

3._____________________________________________________________

2._____________________________________________________________

Name of Language Evaluator:___________________________________________________

Country of Interest:_____________________________________________________

Why is it necessary that you teach in this country? Why would you like to take part in a Teaching Assistantship?
Briefly describe your knowledge of the local language and/or the country in which you will teach.

Please describe your teaching philosophy. What do you expect to contribute to your ETA experience?

Briefly describe any relevant teaching experiences you have had – both inside and outside of the classroom. What training and skills have you developed from these?

Do you have any coursework that is relevant to teaching? If so, please briefly describe the specific courses.

Please give a summary of a side project that you plan to get involved with while you are teaching abroad. This should be relevant to your teaching interests and philosophy and reflect the culture of the country that you are visiting. (Note that not all countries require or allow a side project. Please visit the website to review the country summary.)

How will you and your project fulfill Fulbright’s goal of mutual understanding?

What experiences or strengths have prepared you to be a cultural ambassador?

How will this experience impact your future career plans?

What are your plans for the upcoming summer?
PRE-APPLICATION FOR RESEARCH PROGRAM

Recipients of the Fulbright grant work on a specific research project abroad while being affiliated with a foreign university. The grant coverage includes maintenance costs for one year of study abroad, a books and supplies allowance, travel to and from the host country. For more information about Fulbright, please see the website http://us.fulbrightonline.org

Name:___________________________________________________________

Mobile Phone:____________________________ Email:_______________________

Major:__________________________________ Concentration:_____________

Second Major:____________________________ GPA:____________________

Citizenship:____________________________
Graduation Year:__________________________

Names of References for the Fulbright (must be professors):
1.________________________________
2.________________________________
3.________________________________

Name of Language Evaluator:_______________________________________

Field of Study:_____________________________________________________

Country where you want to study:_____________________________________

Why is it necessary that you conduct your research in this country?
University where you plan to secure affiliation: ______________________________

Briefly describe your knowledge of the local language and/or the country in which you will study.

What professors have you or do you plan to contact at the university?

Please see the Fulbright website at http://us.fulbrightonline.org for further information on affiliation and country requirements. Check here if you have verified that your preferred country will support your type of project ______

Please give a summary of your proposed research project, including your thesis, and the importance of this type of project in the larger community.

Please explain what methodology you will use for your project. What theoretical framework will you employ to pursue your research?

Please provide a reasonable timeline and explanation of how you will successfully carry out your project.

Explain how you are qualified to carry out your project.

What research have you done that supports and/or informs this type of project/methodology?
What experiences have you had that qualify you to carry out this project?

How will you and your project fulfill Fulbright’s goal of mutual understanding?

What experiences or strengths have prepared you to be a cultural ambassador?

What are your plans for the upcoming summer?
APPENDIX II: EMBARK GUIDE

YOU CAN FIND EMBARK ON THE FULBRIGHT STUDENT PROGRAM WEBSITE, UNDER THE “APPLICANTS” TAB:

REGISTERS AS A NEW USER AND FILL OUT YOUR INFORMATION:
8 Steps in the Embark Application:

1) Preliminary Questions
2) Instructions
3) Application Form
4) Attachments
5) Supplement Materials
6) Register References
7) Application Inspector
8) Submit Application

Note:

- Even after you submit application, you can log in and see your application, and save a PDF version.
- You can only apply for one award per application cycle.

BE SURE TO ANSWER “PRELIMINARY QUESTIONS” CORRECTLY:

If you answer that you do not need a language self-evaluation form, then the system will not give you access to that form later in the application process. If you have made mistakes in this section, then click on the link in the upper right hand corner “update” to edit your answers. If you make a mistake, even after you submit application you can log in and see application, and save a PDF version.
APPLICATION FORM

PRELIMINARY QUESTIONS

1. Are you a U.S. citizen?
   - Applicants must be U.S. citizens at the time of application for the Fulbright U.S. Scholar Program

2. For which program are you applying?
   - Select Fulbright U.S. Scholar Program, then click Save and Continue.

-When you are asked for your U.S. College or University, click “Institution” and do a search for “Columbia” because we are listed as “Columbia University, Teachers College, NY”.

*(If you are an alum, you will search for “At-Large” and select your home state)*
Item 19. Residence or professional trips abroad (list trips that were 3 consecutive months or more within last 5 years)

**Project Details Section (Items 21-29)**

- **Pay attention to character limits!** Remember “character” includes spaces and punctuation
- **Pay attention to the form’s space limits!**

Use the preview function often because once finished, your application is converted to a PDF and sentences will be cut off if you have exceeded the character limit.

- The project title should succinctly describe the focus of the proposed activity. Do not use Teaching, Lecturing or Research in the project title. Use proper capitalization. Only include Latin alphabet characters (i.e., do not include non-English words or phrases)

- **Always enter an Abstract of Proposal!** Even if you are applying to ETA or Arts. This is one of the first things reviewed on your application! Use it to set the tone of your application/lead into your statement. You have limited space on your application so do not copy and paste your first statement paragraph

- **Do not use abbreviations in addresses.** Instead, spell out words such as “street” and “road” because award letters cannot be sent to abbreviated addresses (since Fulbright is administered by the Department of State it is subject to rules governing official communications).

*Do not use dashes in phone numbers*
ATTACHMENTS

Can upload Adobe PDF or Word documents
Word documents will be converted to a PDF by Embark. Conversion by Embark can change formatting occasionally. It is recommended that you save your documents as a PDF and use the preview function to inspect before attaching

Please save your transcripts as a PDF in the correct orientation before attempting to upload (other file types are accepted, but since they will be converted into PDF, submitting as a PDF originally will reduce likelihood of conversion errors)

Even if you are a new student at TC, you should include a TC transcript that will include the courses you are registered for without final grades

REFERENCES

References are entered in TWO places in the application:
  1) Waive access
  2) Register referees

Registration Unconfirmed: You have successfully registered the reference, but they have not logged into the referee’s portion of Embark. If this status remains unchanged, check with your reference to ensure they received the registration email.

In Progress: Your reference has successfully logged in to the reference letter site, but has not submitted a letter

Submitted: Your reference has successfully submitted a reference letter.
Waiver: Indicate whether you waive your right to access your submitted letters of reference. Enter the information for your three references.

Do not enter more than three referees. If more than three are submitted, one will be removed and this may delay the initial review of your application. The fourth entry can only be used for the external evaluator completing the language proficiency report: external evaluation. Please refer to the Catalog of Awards for information regarding whether a language proficiency report is required for your intended program.

Note: Native speakers should complete only the self-evaluation form instead of enlisting a language proficiency evaluator. Referees may be managed in the database after you submit the application.
**Step Two: Registering Referees in Step 5:** You must complete Step 5: Register References before submitting your application. In this step, you register your referees to automatically generate an email sent from Embark. This email will guide the referees through the process of uploading reference letters. The applicant is responsible for notifying referees of their request for letters via Embark. Because spam blockers often reject this automated email, all referees should add noreply@embark.com to their address books before registration. The applicant is responsible for ensuring letters are uploaded to Embark by August 1, 2016. To view the status of these letters, simply log in to Embark after submitting your application, go to Step 5: Register References, and refer to the table in the center of the page. Once referees are registered—even if they have not uploaded their letters—you will be able to submit your application.

**LANGUAGE PROFICIENCY**

Language requirements are different for each type of award and country

**Rule of thumb:** What level of language proficiency do you need to carry out your proposed project successfully?

- Animal lab? No language proficiency needed.
- Focus groups with local residents? Fluency.

For specifics on country’s view on language proficiency, contact geographic coordinators at IIE.

*Never hurts to include that you are learning more about culture and/or language*

**APPLICATION INSPECTOR**

Scroll to the far right side of the page to view a “hint” as to why a question was flagged

**Commonly Flagged Issues:**

- Using all upper case or all lower case letters (use appropriate capitalization)
- Using a five-digit zip code (use nine digits)
- Phone numbers containing dashes or other nonnumeric characters ·Project abstract exceeding 700 characters
- Submitting a bibliography when one is not necessary for an intended program
- Any missing required information