

## TIPS FOR COMPLETING THE APPLICATION

Below are some hints for completing your application and preparing the Statement of Proposed Study or Research. They are not all-inclusive, but are intended to help you as you begin the application process. The earlier you begin, the more time you will have to refine your essays and present yourself well.

- Visit the Fulbright U.S. Student Program website at [www.fulbrightonline.org](http://www.fulbrightonline.org). Pay particular attention to the sections on eligibility requirements, factors affecting selection, stages in selection, and the application procedure.
- Read the Individual Country Summary for the country to which you are interested in applying. Important information regarding language requirements, affiliation requirements and special considerations is available for each country.
- Read the application instruction sheets. Follow the instructions.
- Don't be intimidated or discouraged by the application process or the Statement of Proposed Study or Research. A well-written proposal is important. See *Tips for Preparing the Statement of Study or Research* below.
- Your curriculum vitae should be a picture of you as an individual. It should be a personal/intellectual biography in narrative form and should not repeat facts listed elsewhere on the application.
- Begin to discuss your interest in applying for a Fulbright with those who will be writing your reference letters. Select individuals who can comment not only on you, but your project and your preparation for and ability to carry it out.
- If the country in which you wish to study requires that you establish your own affiliation, begin contacting scholars and institutions in the host country as soon as possible to request their academic or professional support for your project. An acceptance letter, letter of invitation, or letter of support will lend credence to your application.
- Give yourself enough time to complete the application and gather your supporting documents. Remember, faxed documents will not be accepted, even from your contacts overseas.
- Contact world-area managers with specific questions. See pages 20 and 21 for contact information.

### PREPARING THE STATEMENT OF PROPOSED STUDY OR RESEARCH

It is important that applicants have adequate formal training for the study that they wish to pursue and that their language skills be commensurate with the requirements of the project.

- Graduating seniors generally will be expected to attend regular university lectures, but they should describe the study programs they will follow in terms as specific as possible. They should not expect close academic supervision and should be prepared to supplement lectures with independent work.
- Graduate students, as well as advanced degree candidates proposing research for theses and dissertations, will be expected to work independently without close supervision.
- Ph.D. candidates should indicate when they expect to complete preliminary or comprehensive examinations and whether their project statements have been accepted or approved as dissertation proposals.
- Candidates in the creative and performing arts should submit projects indicating their reasons for selecting a particular country, the form their work will take and the results they hope to obtain.

#### Before you begin....

The best proposals begin with good ideas. Start by putting your ideas on paper, and list the goals and objectives of your project. Share your ideas with your Fulbright Program Adviser, your academic adviser and professional colleagues in your field. As you work on your proposal, consider the following questions and remember your audience. Avoid discipline-specific jargon. The individuals reading your proposal prefer you get to the point about the "who, what, when, where, why and how" of the project. In a direct and persuasive manner address the following:

1. With whom do you propose to work?
2. What do you propose to do? What is exciting, new or unique about your project? What contribution will the project make to the Fulbright objective of promoting cross-cultural interaction and mutual understanding?
3. When will you carry out your study or research? Include a timeline.
4. Where do you propose to conduct your study or research? Why is important to go abroad to carry out your project?
5. Why do you want to do it? What is important or significant about the project?
6. How will you carry out your work? All students should discuss methodology and goals in their statements. How will it help further your academic or professional development?

### Is the project feasible...

You must also demonstrate that the research strategy is feasible, including its time frame.

- How will the culture and politics of the host country impact your work?
- How do the resources of the host country support your project?
- If employing methodological techniques such as extensive interviewing and the use of questionnaires, how will you get locate your subjects? Is your language facility adequate? If not, how will you accomplish your work?

In other words, if there could be any question regarding the feasibility of your project or your background or ability to conduct the project, address the issue directly.

Enrolled students are urged to consult professors in their major fields and their FPAs about the feasibility of their proposed projects. At-large applicants should consult qualified persons in their fields.

### Teaching Assistantship Applications

Students applying for teaching assistant positions are not expected to present extensive research plans. Rather, they should describe for the reviewers:

1. Why they would like to undertake a teaching assistant assignment.
2. What their qualifications are and what experiences they have had which relate to the overseas assignment.
3. How they expect to benefit from the assignment and what use they will make of the experience upon their return to the U.S.
4. What use they will make of their time outside the classroom. (Most TAs work no more than 20 hours per week.)

### What about affiliation...

Refer to the Country Summary for specific considerations regarding affiliation.

- Unless it is explicitly stated otherwise in the Country Summary (i.e., some countries will arrange for grantee placements/affiliations), grantees are expected to make their own arrangements for an affiliation(s) in the host country. Even if it is not specifically mentioned in the Country Summary, applicants should discuss their intentions regarding their affiliation in the proposal.
- The affiliation can be an academic institution, a research institute, a non-profit organization and/or individuals at any one of these or other type of relevant agencies. In some cases, particularly in the arts, the affiliation may be a person such as a writer, musician, or artist or an arts organization or foundation. Applicants should pay special attention to the requirement in some countries to attend/affiliate with an academic institution.
- Many countries prefer that students have made contact with potential affiliations in the host country prior to submitting the application.
- Include documentation of contacts with potential affiliations with the application. This could be of a letter of invitation from the host institution/organization/individual indicating research support or that access to facilities is available to the applicant; or, it could be a letter indicating that the institution provides courses in the applicant's areas of study. The level and type of support provided by the affiliation may vary. Letters of affiliation address activities specific to the applicant's proposal.
- Finally in the US, we have become accustomed to rapid response, especially in electronic communication. Many cultures do not have this expectation, and many people do not enjoy the reliable connectivity or easy access to the Internet that we do. Therefore, be advised that you may not receive a response to your inquiries as quickly as you might hope. Keep in mind, that we will not accept emailed or faxed letters of affiliation and that these letters must be included by the October 21, 2005 deadline date. Therefore, your search for an affiliation should begin very early.

### A bibliography?

Since applicant's Statements can not exceed two pages, a formal bibliography is not necessary; however, if background data is provided it is appropriate to briefly cite sources, within the two pages.

### A final word....

Organize your statement carefully. Don't make reviewers search for information.

We urge you to have several people read and critique your Statement including a faculty adviser, a faculty member outside your discipline, a fellow student, and/or a colleague.