2016 Fulbright Student Grants
(English Teaching Assistantships; Study/Research Grants; Fulbright-Clinton Fellowships, Fulbright-Nat Geo Fellowships)
Campus Application Instructions

APPLICANT CAMPUS DEADLINE: 7 September 2016
RECOMMENDER CAMPUS DEADLINE: 14 September 2016

Before You Begin

- Visit Fulbright (http://us.fulbrightonline.org/; http://us.fulbrightonline.org/applicants) for detailed information regarding all aspects of your application.
- Take advantage of the on-line and other assistance provided by Fulbright (http://us.fulbrightonline.org/applicants/information-sessions and http://us.fulbrightonline.org/about/resources).
- Fulbright is often updating programs and adding new ones; therefore, periodically check the individual country websites.

CAMPUS Application Instructions (7 steps)

Follow the instructions below! Since you will be revising your application, complete the essays (personal statement and statement of grant purpose) as WORD documents off-line (see Step 7). Do NOT submit them to the official Fulbright on-line application until Dean Goldberg tells you to do so.

This also holds true for your recommenders (see Step 3), as well. We do not want LORs uploaded to Embark (the Fulbright electronic application system) UNTIL you are given the “go ahead” from the campus evaluation committee. This is very important as your application will change over time, and once a letter is electronically submitted through Embark (the official application), it cannot be revised!

Step 1: Access/initiate Fulbright’s Embark on-line application:

The EMBARK application link is: https://apply.embark.com/student/fulbright/usa/29/. You may work on the application but DO NOT submit it to us using the Embark system at this time.

Step 2: Work OFF-LINE on the essays (see Step 7).

Step 3: Obtain 3 STRONG Letters of Recommendation. LORs are an extremely important component of your application.

Do not request letters or recommendation using the EMBARK application system at this time.

- There are 2 different types of letters of recommendation, the “Academic” Fulbright letter for study/research/arts/digital storytelling grants, and the English Teaching Assistantship (ETA) letter.

  Provide your recommenders with the appropriate recommendation instructions (including
the sample form for the English Teaching Assistantship [ETA] letter).

- Academic (Research/Study/Arts/Storytelling) Grant Letters: [http://us.fulbrightonline.org/instructions-for-reference-writers](http://us.fulbrightonline.org/instructions-for-reference-writers)

- **Recommenders should email their LORs directly to Dean Goldberg (goldbeja@lafayette.edu)** as email attachments by **14 September 2016**.
  - Letters may be **DRAFT/Preliminary** letters at this time as they are for the purposes of the Campus Fulbright Evaluation Committee.
  - When Dean Goldberg tells you to do so, include the name/email address of your recommenders in your Embark application. After you do so, your recommenders will receive electronic notification from the Fulbright application manager (Embark) instructing them to electronically submit their letter to your official application.


- **Fulbright will not accept email correspondence in lieu of affiliation letters!** The letters must be on letterhead and signed. If the letter is not written in English, you must include a translation of that letter to accompany the original.
  - If you have any questions about these letters of affiliation/support/interest, contact Dean Goldberg.

**Step 5:** Fulbright Language Evaluation, as needed: [www.us.fulbrightonline.org/instructions-for-foreign-language-evaluators](http://www.us.fulbrightonline.org/instructions-for-foreign-language-evaluators) and [www.us.fulbrightonline.org/uploads/files/application_samples/FLE%20%20PDF%202013.pdf](http://www.us.fulbrightonline.org/uploads/files/application_samples/FLE%20%20PDF%202013.pdf)

- Submit your Language Evaluator’s name and contact information to Fulbright through the Embark application.
- Once the evaluation is complete, have the evaluator download a hard copy for his/her records AND submit the evaluation on-line (following the instructions received from Embark).
- Have the evaluator send Dean Goldberg a HARD copy of the Language Evaluation by **14 September 2016**. This may come as an email attachment.

**Step 6:** Obtain official transcripts from Lafayette and for **all** off-campus (non-Lafayette) coursework.

If you studied abroad, ask the Registrar to include a certified copy of your study abroad transcript.

**Step 7:** Submit the following materials to Dean Goldberg by **7 September 2016**:
Submit as **WORD attachments** using the “Submit Materials” tab on our website:

- Your Country and Program Choice
- A comprehensive, detailed Resume/CV (may be 2+ pages) – don't be shy; the committee uses this information throughout the application process. As such it is a very useful component of your campus application
- A 500 word Personal Statement:
  - [academic](http://us.fulbrightonline.org/applicants/application-tips/academic)
  - [arts](http://us.fulbrightonline.org/applicants/application-tips/arts)
  - [fulbright-nat-geo-tips](http://us.fulbrightonline.org/applicants/application-tips/fulbright-nat-geo-tips)
  - [eta](http://us.fulbrightonline.org/applicants/application-tips/eta)
- A Statement of Grant Purpose: ~1000 words for Academic/Arts/Storytelling; ~500 words for the ETA
  - [academic](http://us.fulbrightonline.org/applicants/application-tips/academic)
  - [arts](http://us.fulbrightonline.org/applicants/application-tips/arts)
  - [fulbright-nat-geo-tips](http://us.fulbrightonline.org/applicants/application-tips/fulbright-nat-geo-tips)
  - [eta](http://us.fulbrightonline.org/applicants/application-tips/eta)
- Names of at least 3 individuals who have agreed to write you STRONG letters of recommendation

Submit as **hard copies to 105 Scott Hall:**

- Official transcripts
- Signed copy of the Lafayette “Nomination Permission and Waiver Form” ([http://externalscholarships.lafayette.edu/scholarships/apply-through-lafayette/](http://externalscholarships.lafayette.edu/scholarships/apply-through-lafayette/))

**REMEMBER:**

- The campus deadline for applications is **7 September**. This will afford us time to work with you as you revise and finalize your application. Applications submitted prior to this deadline are welcome. The sooner you submit, the earlier you will receive feedback for your revisions.
- The campus deadline for (draft) letters of recommendation and/or language evaluation (sent as document attachments to goldbeja@lafayette.edu) is **14 September**.
- **Do NOT list your recommenders on the electronic application** through until Dean Goldberg tells you to do so! This is important!!

**Questions:**

If you or your recommenders, language evaluators, or those writing letters of affiliation have any questions about the Fulbright Student Grant or campus application process, please do not hesitate to contact Dean Goldberg at goldbeja@lafayette.edu, externalscholarships@lafayette.edu, or 610.330.5521 or 610.330.5080.