



LAFAYETTE COLLEGE

Dean of the College
Fellowships and Scholarships

2010 Fulbright Student Grants for Study, Research or Teaching English Abroad Campus Application Instructions

APPLICANT CAMPUS DEADLINE: 25 August 2010

RECOMMENDER CAMPUS DEADLINE: 13 September 2010

Before You Begin

- First visit Fulbright (www.iie.org/fulbright) and/or pick up a 2011-2012 Fulbright US Student Program brochure from 105 Scott Hall.
- Next: begin the application. Follow application steps and instructions outlined below.
- Read the electronic newsletters, attend one of the Fulbright Guidance Sessions for applicants in NY, Chicago, Denver, Houston, San Francisco, or Washington DC, and/or participate in applicant WEBINARS. Details are available through: www.us.fulbrightonline.us
- Submit your preliminary application to Dean Goldberg by **25 August 2010**
- Revise your application under the guidance of Dean Goldberg and members of the Graduate and Fellowship Advisory Committee
- Keep in mind that Fulbright is often updating programs and adding new ones, so periodically check the individual country websites. For example, they recently added a new program for Chile.

Campus Application Instructions

Step 1: Register for and begin application:

- a) www.fulbrightonline.org/us Read the advice, etc.
- b) <https://apply.embark.com/student/fulbright/usa/20/> If that doesn't work, be sure to click the "apply now" box at the bottom of (a). If you still have problems, [contact me](#).
- c) Once you have accessed the online application (b), **ONLY complete the first page or so. Do not fill in the names of your recommenders or language evaluator, nor complete the essays on line at this time!!!!!!**

Once you register with Embark and begin the application you should be sent electronic newsletters from Fulbright. These are helpful for developing your application. (You can request them by emailing fulbrightonline@iie.org). In addition, listen to the podcasts and participate in the blogs.

If possible, participate in a Guidance Session Webinar or attend a guidance session at one of the IIE Regional Offices. (For live or webinar reservations, session locations and dates go to: www.us.fulbrightonline.org.)

- d) Complete and return the campus "Nomination Permission and Waiver Form" (available at <http://externalscholarships.lafayette.edu/scholarships/apply-through-lafayette/>) to Dean Goldberg, 105 Scott Hall.

Step 2: Work on the essays, and prepare a comprehensive, detailed resume/CV.

- Complete essays and "resume/CV" content of the application off-line as WORD documents! The campus committee will work with WORD documents only at this stage of the application.

We do not want to be dealing with the cyberspace “Embark” application manager until the end.

- Access instructions regarding the personal statement and project proposal essays from:
 - <http://us.fulbrightonline.org/preparingapplication.html>
 - http://us.fulbrightonline.org/preparing_beforestart.html
 - http://us.fulbrightonline.org/preparing_statement_grantpurpose.html
 - http://us.fulbrightonline.org/preparing_studyresearch.html
 - https://us.fulbrightonline.org/preparing_eta_statementgrantpurpose.html
 - https://us.fulbrightonline.org/preparing_personalstatement.html

Step 3: Ask for STRONG Letters of Recommendation. Recommendations are an important component of your Fulbright application. You will need **3 letters of recommendation**.

- There are **2 different types of letters of recommendation**, the standard Fulbright letter for study/research grants (Form 9A), and the English Teaching Assistantship letter (Form 9B).
- Information and sample instructions sheets for both types of recommendation are available from http://us.fulbrightonline.org/preparing_completingreferences.html
 - Research/Study Grant Letters:
https://us.fulbrightonline.org/preparing_referenceletters.html
 - English Teaching Assistantship Letters:
https://us.fulbrightonline.org/preparing_etareferenceform.html;
https://us.fulbrightonline.org/documents/FORM9B_ETA_REFERENCE_FORM-Sample-Only.pdf
- Provide your recommenders with the **appropriate recommendation instructions**.
- Letters of recommendation should come from professors and, where applicable, employers/supervisors.
- If at all possible, do not request letters of recommendation from professors/supervisors you had while studying abroad.
- **Recommenders should email their letters of recommendation directly to Dean Goldberg (goldbeja@lafayette.edu) as WORD attachments by 13 September 2010.**
 - Letters may be DRAFT/Preliminary letters at this time as they are for the purposes of the Campus Fulbright Evaluation Committee. Once you finalize your application, they will receive electronic notification from the Fulbright application manager (Embark) instructing them to electronically submit their letter to your official application.

Step 4: Where applicable - Request Letters of Affiliation/Support/Interest from the Host Country (http://us.fulbrightonline.org/preparing_affiliation.html):

- Fulbright allows you to include letters of affiliation/support/interest from individuals in the host country. These letters may be from research labs, academic departments, research institutions, libraries where you need to collect information, or even agencies where you would like to work in conjunction with your proposed project.
- These are NOT letters of recommendation and should not be submitted as such.
- These letters must be HARD COPIES on Letterhead that are signed.
- We include these letters as attachments to your application.
- Keep in mind that mail may be slow and we cannot submit email or faxed copies of those letters. However, I believe we may be able to include high-quality PDF versions of those letters.
- If you have any questions about these letters of affiliation/support/interest, contact Dean Goldberg.

Step 5: Regarding the Fulbright/EMBARC Language Evaluation

(http://us.fulbrightonline.org/preparing_completinglanguage.html;
http://us.fulbrightonline.org/preparing_file_instructions.html;
https://us.fulbrightonline.org/documents/Application/lang_8.pdf):

- Complete your portion of the language evaluation form/s.
- Find a faculty member who is willing to complete the Language Evaluation form. Explain the process. If the faculty member has any questions, have him/her contact Dean Goldberg.
- Once you have secured the faculty member's willingness to serve as the evaluator, you may go ahead and submit his/her name and contact information to Fulbright. S/he will receive notification from EMBARK/Fulbright.
- Once the evaluation is complete, have the evaluator submit the evaluation on-line AND download a hard copy for his/her records.
- **Have the evaluator send Dean Goldberg a HARD copy of the Language Evaluation by 13 September 2010.**

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

- Provide Dean Goldberg with a hard copy (official) of your transcripts. If you studied abroad, ask the Lafayette registrar to include a certified copy of your study abroad transcript.

Step 7: Submit the following materials to Dean Goldberg by **25 August**:

- Submit as **WORD attachments** to externalscholarships@lafayette.edu:
 - Your Country and Program Choice
 - A Comprehensive, Detailed Resume/CV (may be 2+ pages)
 - A 500 word Personal Statement
 - http://us.fulbrightonline.org/preparing_personalstatement.html
 - A 1000 word Program Proposal (the Fulbright Statement of Proposed Study or Research) OR a 500 word ETA Statement
 - http://us.fulbrightonline.org/preparing_eta_statementgrantpurpose.html
 - http://us.fulbrightonline.org/preparing_studyresearch.html
 - Names of at least 4 Individuals who have agreed to write you STRONG letters of recommendation
- Submit as hard copies to 105 Scott Hall:
 - Official transcripts from all institutions attended
 - Signed copy of the Lafayette "Nomination Permission and Waiver Form" (<http://externalscholarships.lafayette.edu/scholarships/apply-through-lafayette/>)

REMEMBER:

- The campus deadline for applications is **25 AUGUST** this will afford us time to work with you as you revise and finalize your official on-line application.
- The campus deadline for (draft) letters of recommendation sent as WORD document attachments to goldbeja@lafayette.edu is **13 SEPTEMBER**.
- Complete the essays and resume portions of your application off-line at this time!
- Do NOT list your recommenders on the electronic application through EMBARK 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.