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CONSIDERING FULBRIGHT?
The Fulbright US Student program offers recipients the opportunity for an academic year of independent research, graduate study, or English teaching in one of the 140+ countries participating in the Fulbright program. Learn more about the Fulbright US Student Program and the options available through their website: [http://us.fulbrightonline.org/](http://us.fulbrightonline.org/)

ELIGIBILITY | US citizens currently completing a bachelor's degree, recent graduates, and individuals currently enrolled in graduate or professional programs are eligible to apply. Fulbright encourages applications in all fields of study, including STEM fields and the Arts. There is no GPA cutoff, but applicants with strong records are likely to be more competitive. The level of selectivity depends upon which country you apply to and the number of other applicants in your competition year.

APPLYING WITH WU | Overseas Programs, in cooperation with International & Area Studies, provides current WU students and recent graduates with guidance in the preparation of their proposals, arranges student interviews with members of the on-campus Fulbright faculty committee, and submits applications to Fulbright on behalf of students. If you are currently enrolled at Washington University, you must apply through the WU process. The WU Fulbright Committee Staff also works with recent grads who meet the campus deadline and participate in the WU campus process. All WU applicants are strongly urged to make use of the WU advising resources available.

SUCCESS STORIES | Washington University consistently has successful Fulbright applicants and was named a Top Producer of US Fulbright Students in 2013. Many of our recent recipients are featured on the [Washington University Fellowships Advising Website](https://www.wustl.edu/fellowships/fulbright/).

CONTACT INFO

Fulbright Advisor:
Dr. Amy Suelzer
Overseas Programs
McMillan Hall Rm 138

Request an advising appt:
phone: (314) 935-5958
overseas@wustl.edu

Request to be added to the Fulbright e-mail list:
Mrs. Toni Loomis
aloomis@wustl.edu

overseas.wustl.edu | 2018
FOR ALL GRANT TYPES

Congratulations on your decision to apply for a Fulbright! In this handbook you will find a lot of information and tips that we hope will help you throughout the application process. This section offers information about the Fulbright US Student Program and application process that is relevant regardless of whether you are applying for an English Teaching Assistantship or Academic Research/Study grant. Other sections will discuss the specifics of each kind of grant, and strategies for approaching it. But for now, we start with some basics:

FULBRIGHT 101

• There are two types of Fulbright grants for which you may apply through the Fulbright US Student Program: either an English Teaching Assistantship (ETA) or an Academic Grant for research or study.

• Fulbright has an ambassadorial mission and you should be prepared to be involved in your local host community. Make sure to be explicit about your plans for community engagement in your application.

• All grants are for an academic year (8-10 months), usually on the host country’s academic calendar.

• All include round trip transportation, a living stipend, and insurance.

• Some countries provide reimbursement for tuition, books, and other materials or an additional stipend for dependents.

• If debating between applying for an ETA grant or an academic grant, keep this in mind: you can become eligible for an academic grant two years after completing an ETA grant. If you receive an academic grant, however, you may not apply for another.

• When applying through the WU campus process, there is a campus deadline that is in early September and precedes the national Fulbright application deadline in October.

WU campus deadline
September 4, 2018
NEXT STEPS

- **Get on our Fulbright e-mail list**, which offers applicants guidance, tips and reminders regularly from mid-June through the campus deadline. Request to be added by e-mailing Toni Loomis.

- Let us know you intend to apply! Complete the [Fulbright - WU Intent to Apply](#) to begin your application. You can find it under the description of Fulbright on the Washington University Fellowships Advising website. This questionnaire provides our office with a short and informal record that is for internal use only. It does not form a part of your reviewed Fulbright application and should only take you about 10 minutes to complete.

- Contact one of the WU Fulbright Program Advisors by e-mailing overseas@wustl.edu with either your Fulbright related questions or to request an appointment.

- Check out the Country Summaries on the Fulbright website of your host countries of interest. Make sure you meet the criteria set by the host country/program under the country specific award description.

- Look at competition statistics on the Fulbright website, but do not necessarily base your choice of country on them – it is better to go where your proposed project or past experience fits best.

- Start working on the application early, and get help from an advisor!

- Overseas Programs keeps on file copies of previously successful Fulbright proposals. Come and spend some time reading these essays to observe successful methods used by past WU winners.

APPLICATION COMPONENTS

Together, the following elements comprise a complete Fulbright US Student Programs application:

- On-line application, which solicits biographical, academic, and experiential information.

- 2 essays: one project-related and one personal

- All university-level transcripts (scans of official), including those from study abroad if applicable

- 3 recommendations. If you have not already, begin to cultivate faculty who will be able to write a strong letter when the time comes. ETA recommenders respond to specific prompts you can find in the Appendix of this Handbook. **Please note: letters of recommendation and language evaluations are due BEFORE the national deadline! Please let your recommenders or evaluators know they must upload their letter or evaluation by the WU campus deadline.**

- Language evaluation (if relevant)

- Letters of support (for research/study applicants in most countries)

- Creative portfolio (for applicants in design, visual or performing arts, or writing)
WU PROCESS
Washington University’s Fulbright Committee is responsible for reviewing, evaluating, and forwarding Fulbright applications from all currently-enrolled WU students and alumni applying through the WU process. The feedback and guidance provided to applicants throughout the informative, constructive WU process helps applicants submit stronger proposals. Some highlights of the WU process include:

- WU’s Fulbright e-mail list, which offers applicants guidance, tips, and reminders regularly from mid-June through the campus deadline. These regular updates help applicants stay on track.
- Applicants benefit from the guidance of WU’s Fulbright advisors before the campus deadline.
- All candidates submit their completed application through Fulbright’s Embark online application system by the campus deadline. Applicants meet with Mrs. Toni Loomis, application coordinator, to review their application for completeness.
- Once your application has been submitted for institutional review, WU’s Fulbright advisors will schedule a campus interview for you. Applicants are interviewed by members of WU’s campus committee, allowing for the opportunity to discuss the project and answer questions.
- Following the interview, you will have the opportunity to revise your application based on feedback provided by the campus interview committee.
- WU’s Fulbright advisors will work with you to ensure that your application is officially submitted and that all supporting documents are attached by the final deadline.
- While the campus process is evaluative, all applications are forwarded to the Fulbright National Screening Committee.
(IDEAL) TIMELINE
Fulbright recommends at minimum 8 weeks to craft a solid Academic Research/Study application and at minimum 4 weeks to create a solid ETA application. Note, these are recommended minimum timeframes – allowing adequate time for recommendations, essay revisions, and securing affiliations is essential to putting together a strong application. Based on Fulbright’s recommendations and Washington University’s experience with the Fulbright process, we recommend that all applicants adhere to the following timeline:

- Fulbright on-line Embark application opens and you can create an account: early April
- Begin defining project and working on application: May – early July
- Begin drafting project and personal essays: June – early August
- Request references: no later than early August to allow adequate time
- Request feedback on draft essays from Dr. Amy Suelzer and faculty advisors: no later than August 15
- Refine essays and continue work on application: July – campus deadline in early September
- Full application file must be complete and submitted electronically to WU by the campus deadline in early September
- WU Campus process: September 4 – October 9, 2018

THE PERSONAL STATEMENT
Both ETA and Academic Study/Research Applicants are required to submit a 1-page personal statement. This essay is designed to give the reviewers a picture of you as an individual. It is an opportunity to tell the committee more about the trajectory you have followed and your plans for the future. The essay concentrates on how your background has influenced your development and inspired you to apply for Fulbright. This is in contrast to the Statement of Grant Purpose, which focuses on what you will be doing in the host country if offered a grant.

MAKE IT PERSONAL | Introduce yourself to the screening committee members on a personal level. The style is up to you, but the content should center on your personal history, family background, intellectual development, and the impact of the educational, professional, or cultural opportunities to which you have or have not been exposed. Some describe this personal statement as an intellectual autobiography. It should capture your voice and personal trajectory. It should not be a prose version of your resume, nor a personal narrative with no relationship to what you are
proposing to do. The narrative should ultimately encapsulate your motivation for applying to Fulbright, by placing the potential Fulbright experience in relation to your previous experience and your future goals.

CLEAR & CONCISE | Do not repeat information from other parts of the application. This should not be a reiteration of facts already listed in the Biographical Data sections or an elaboration of the Statement of Grant Purpose. In all Fulbright essays, clear prose is important. A reader who gets lost in convoluted clauses sometimes does not continue reading.

KNOW YOUR AUDIENCE | While you cannot anticipate your audience’s preferences and biases, you should be mindful of how the personal information you choose to disclose may be perceived by readers both in the national screening process and in the host country. For example, open discussion of homosexuality may be uncontroversial in an application to Denmark but problematic in an application to Egypt.

PAST STUDY ABROAD | If you have recently studied abroad in the country to which you are applying, do not let that hijack this essay and be careful not to give the impression that you are simply looking for an opportunity to return to the country. Emotional gushing about how wonderful your previous experience in the country was is not a good choice.

HERITAGE APPLICANTS | If you have heritage connections to the country to which you are applying, do not let those dominate your essay and appear to be your primary motivation. A selection committee is unlikely to be impressed by an “I want to seek my roots” argument.

EMBARK ONLINE APPLICATION

- All candidates must submit the Fulbright application through the Embark online application system, accessible via the Fulbright website, Getting Started tab.

- Embark applications must be submitted on-line by the WU campus deadline. This forwards the application to Washington University, NOT to the Fulbright National Screening Committee. This means that you will have an opportunity to make one more set of revisions before the application is finalized and forwarded to the Fulbright National Screening Committee.

- For Creative Arts applicants, you will submit your supplementary material (portfolio) via DecisionDesk. Unlike Embark, the WU campus committee does NOT have access to this portal, and once your portfolio is submitted, you may not edit your material. The deadline for submitting the portfolio is that of the national deadline.

- In the Appendix section of this Handbook, see the Embark notes for useful tips about the Fulbright online application system.
FOR ENGLISH TEACHING ASSISTANTSHIPS

The ETA program is designed for individuals with limited teaching experience but a demonstrated interest in teaching. Applicants with “too much” teaching experience, such as graduate students who taught for a time before entering their graduate program or alums who have served as Teach for America volunteers, may be considered over qualified and therefore not selected. What constitutes “too much” teaching experience seems to vary by country – when in doubt, ask!

If you are awarded a Fulbright ETA, remember that you may not have control over the part of the country in which you are placed, although you can often express preferences. Many countries do not place ETAs in capital cities. If you are very focused on being in a specific city, Fulbright ETA is not a good program choice.

CHOOSING A COUNTRY

Some ETA applicants have a very clear idea of where they wish to apply, others are open to a broad range of options. As you make your decision, consider some of the following points.

COUNTRY PROFILE | The nature of the teaching assignment can vary from country to country. Through the country profiles on the Fulbright website, most countries will indicate the educational level (elementary, middle school, high school or university), overall size of the program, and whether ETAs are encouraged to engage in a research or study activity beyond their teaching assistant role. Make sure you meet the country’s criteria. Some will have clear requirements and/or expressed preferences in terms of language proficiency, TEFL training, or specific fields of study. Look at the size of the program, as well as the number of applicants in previous years. This can give you some indication of how selective the process may be.
IN-COUNTRY EXPERIENCE | It is helpful, though in some cases not essential, to have prior knowledge of or experience with the country to which you are applying. This can be through personal visits, academic study, etc. At a minimum, you should build a nuanced understanding of the country to which you apply early in the application process.

ACADEMIC CALENDAR | Understand your country’s academic year, particularly if you intend to use an ETA as a “gap year” before enrolling in a graduate or professional program. ETAs in countries in the Southern Hemisphere (Argentina, Brazil, South Africa, to name a few) will follow an academic calendar that runs from February through December, rather than September through June.

STATEMENT OF GRANT PURPOSE

Fulbright asks ETA applicants to submit a one-page Statement of Grant Purpose, which outlines why you are interested in teaching English to non-native speakers, as well as why you have chosen to apply to a particular country. You should describe clearly what you will be able to bring to the classroom in the host country, as well as explain any ideas you have on how to reach students coming from a different pedagogical tradition. The proposal should indicate a clear commitment to and description of how you will engage with the host country community. As you develop this essay, think about how to answer the following questions:

MOTIVATION | Why do you wish to undertake an ETA opportunity?

LOCATION | Why are you applying to this specific country? When talking about why you’ve chosen a specific country, dig deep, and think critically about your choice. To be effective, your essay (and interview) must go beyond the basics of, “I speak/really want to learn the country’s language; I’m taking a gap year before Medical School and this seems like a cool way to spend it; a friend went and told me it was great; or I traveled there and the people were friendly.” You have to convince your reader that the choice is not haphazard and you have an understanding of and rationale for the place you’ve applied to teach.

YOU & THE CLASSROOM | What do you bring to the classroom that will enrich the learning experience of English language learners overseas? When talking about what you will bring to the classroom, think about personal qualities/interests, perspectives, aspects of US culture that you are passionate about that might not be widely known in the host country, what cultural materials you would like to use, etc.

TEACHING METHODS | What specific ideas do you have for engaging with students and helping them to learn English? Think of both personal qualities and strategies that come from experiences you have had as a learner in a classroom or occasions where you have had to work to draw out or engage others.

QUALIFICATIONS | What specific qualifications, training, or experiences do you have to prepare you to serve as an ETA? If you do not have experience teaching, think about experiences in areas like tutoring, mentoring, or acting as an RA, WUSA, or camp counselor. You may be able to draw something from any experience you have had engaging a group and communicating important information to them.
PERSONAL BENEFITS | How do you expect to benefit from your ETA assignment? Aside from discussing cultural and/or linguistic aspects of the ETA experience, you have the opportunity to tie this experience to what you hope to do next, both personally and professionally.

CIVIC ENGAGEMENT | What plans do you have for civic engagement outside the classroom? Previous applicants have built on extracurricular interests, service, and cultural pursuits. Just make sure whatever you wish to pursue is not specific to a particular location in the country. Also, make sure this does not dominate your essay — your primary role is to teach — but you should show you have thought about it.

POINTERS & CAVEATS | As a general guideline, remember that you will be selected only if the selection committee believes you can be an effective teacher of English in a classroom in the country to which you’ve applied. Your essay must convince them that you are qualified to do the job and are genuinely interested in teaching. As in the Personal Statement, if you’ve recently returned from study abroad in the country to which you are applying for the ETA, you must be very careful not to give the impression that you are simply looking for an opportunity to return to the country.

Finally, you may not be able to cover each of the recommended points in depth in a one-page essay. Make sure, however, that even if you do not speak to a point directly the underlying question is addressed somehow. As you write, keep the prose clean and avoid overly complex sentence structures that might slow down your reader.

ETA RECOMMENDATIONS

Your three ETA reference writers will not be providing you with a typical letter of recommendation! Refer to the Appendix of this Handbook to see the questions that will be answered by your recommenders. As you are choosing who to ask for a recommendation, it can be helpful to be familiar with these questions. Not all must be academic (professor or someone who has supervised/mentored you in an academic area), but at least some should be. Since these questions are quite diverse, you may need to provide your recommender with additional information, like resumes, copies of essay drafts, or have a conversation so that they can feel comfortable answering all the questions. And remember, letters of recommendation are due by the WU campus deadline in early September.
FOR ACADEMIC GRANTS

Applicants for the Fulbright Academic Study/Research award design their own projects and will typically work with advisers at foreign universities or other institutes of higher education. You can propose your own independent study and/or research project or, in some countries, you may propose to enroll in a graduate program. Program requirements vary by country, so your first step as an applicant is to familiarize yourself with the program summary for the host country. Verify the type of grant you can propose. Fulbright grant periods tend to follow the academic year of the host country unless there is a compelling reason to do otherwise. Applicants to the Southern Hemisphere should take note: some countries will allow grant recipients to start in the middle of their academic year (July), while some will not. If you are applying to a program or project that is longer than one academic year, Fulbright is likely to fund only the first year of it.

STATEMENT OF GRANT PURPOSE

Applicants are asked to submit a two-page document outlining the Who, What, When, Where, Why, and How of what they are proposing to do for their Fulbright year. As Fulbright states: “If you are pursuing a research project, developing a strong, feasible and compelling project is the most important aspect of a successful Fulbright application.” On the other hand, if you are proposing to complete a graduate degree program, “applicants should focus on demonstrating the reasons for pursuing the proposed program at a particular institution in the host country.” Whether you are applying for a research project or a degree program, the proposal should indicate a clear commitment to the host country community and a description of how you will engage with it.

STYLE & AUDIENCE | The majority of Fulbright review panels are interdisciplinary. Imagine your reader is an intelligent non-specialist in your field and strive to make your proposal clear to that person. Avoid field-specific jargon and define those technical terms you must use. The project statement should be easily readable since committees are working quickly and must be able to grasp a proposal on the first read. An orienting first paragraph that outlines the what, where, when, and how of your proposal prepares your reader for what is to follow and helps you define the rest of your essay. Avoid complicated sentence structures. Also, avoid giving a lot of background information as your space is limited and Fulbright is more focused on what you propose to do and the feasibility of the proposal.

TAKE CHARGE | Do not hesitate to recognize your own agency in the project. Feel free to use the first person rather than passive voice. Be declarative rather than tentative – “I will study the effects of...” rather than “I will attempt to....”

QUALIFICATIONS | Include your preparation for the project. Prior coursework or research experience, relevant foreign language ability, specific skills like excavation, GIS, paleography, etc. can all be important. If you do not speak the language of the host country, include in your proposal how you will learn it, even if it is not necessary for the success of your project. Fulbright sees its grant recipients as ambassadors and seeks people who will engage with their host culture beyond the scope of their research.

SITUATE YOURSELF | Choose the field of study category wisely, since the label you choose will condition the expectations of the reader. There is an "interdisciplinary" category as well as others that are broad enough to encompass a variety of topics.
ACADEMIC GRANT RECOMMENDATIONS

- Think about recommenders early – your recommenders should be able to speak to the strength of your project, as well as how wonderful you are.

- Share your project details with your recommenders so that they are able to comment on the feasibility of the project and your ability to carry it out. If your focus shifts, make sure your recommenders are kept up-to-date so that their letters accurately reflect your project.

- Ask for feedback on your proposal after you have written a few drafts.

- Remember that your recommendations are due by the WU campus deadline.

- Ideally, you should not ask the same person to write a recommendation and complete the foreign language evaluation – it confuses the Embark online application system. If you have no choice, you must use one email address for the recommendation and a second, different one for the language evaluation.

TIPS FOR RESEARCH APPLICANTS

- Make sure the scope of the project you propose is achievable within the 8-10 months allowed by the grant. If your proposal is for work that is part of a larger project, you can acknowledge that in your proposal, but keep the primary focus on what you are asking Fulbright to fund.
• Make sure your methodology is clearly articulated, appropriate for the project, and would pass muster if evaluated by a specialist in your field. If using archival resources, identify where they are and confirm your access to them. If you intend to work with a particular scholar, lab, artist, or research group, this should be clear in your proposal and there should be an accompanying letter of support/affiliation verifying the connection.

• Fulbright tends not to fund proposals that appear to involve the grantee working for an organization on an ongoing project if it is not clear they are making a unique contribution to it. If you are proposing to work with an NGO, laboratory, or other established work group, you need to be able to articulate what part of the project is uniquely yours.

TIPS FOR MA PROGRAM OR ACADEMIC COURSEWORK APPLICANTS

• The project statement for an applicant to a program or course of study must present a compelling argument for the proposed program or coursework. How is the program unique in its focus or structure? Does it benefit from particular faculty or institutional resources? Preferring to study a particular subject in a particular place may not be enough. Do not hesitate to frame your argument for the program in light of your academic and personal goals - why is this particular program a lynchpin to your future plans?

• Admission to the selected master’s program is separate from the Fulbright application process and may run on a very different timeline. It is rare for an applicant to have an offer of admission at the Fulbright application deadline, but it is important to demonstrate that you understand and meet the necessary qualifications for admission and that you have established contact with the program.

• The letter(s) of support/affiliation for an applicant to a master’s program or non-degree coursework at an institution abroad may be different from those for a research grant. It is important to have a letter from the program you hope to attend that verifies that you meet their requirements for admission and your application will be considered in the normal application cycle. If you propose to do research as part of your program, a letter from the faculty member who might oversee that research will be beneficial as well.

• There are two important caveats for those applying to master’s programs or to do coursework. The first is that even if you receive Fulbright funding, that does not guarantee admission to your program. If you are funded but not admitted, you must either turn down the grant or try to work something out with Fulbright to create a "plan B." Individual countries have absolute discretion over whether they will entertain a "plan B." The second is that Fulbright tuition benefits vary by country, with some covering or waiving all tuition, some providing partial subsidy, and some not paying any tuition costs. It is important to know this information up front so you can secure extra funding if needed.

TIPS FOR “HYBRID” PROPOSALS

• Hybrid proposals can be an especially appealing model for graduating seniors. There can be strong arguments for presenting a Fulbright proposal that combines both independent research and non-degree coursework pursued at an educational institution in the host country that supports or enhances the
proposed research. This is required by some countries, encouraged by others, supported by many, and may be mentioned in the Fulbright Country Summary.

- The benefit (to both Fulbright and the applicant) is that the coursework means that the student will have a solid base at a university and direct contact with its faculty and students. It serves as assurance that the student will be able to do something productive if the research project does not develop as planned, while increasing the likelihood that the student will have faculty mentorship through the grant period. While this hybrid model for an academic grant is not appropriate for all students or all host countries, it can be an interesting option to consider as your ideas for your grant proposal are evolving.

**FOR CREATIVE ARTS GRANTS**

Creative arts grants are a subcategory of the Fulbright Study/Research Awards. Projects should focus on practical training or performance studies. Candidates should outline a study for which their study background compliments and supports the proposed project and will add to their professional training and development.

The creative and performing arts fields of study include building and landscape architecture, music, creative writing, including creative non-fiction, as well as other genres, drama, performance and theater arts, and the full spectrum of visual arts media. Applicants whose projects emphasize academic research over practical training should apply in the academic field appropriate to the nature of the project (e.g. Architectural History, Art History, Film Studies, etc.).

Creative Arts applicants submit a written proposal and supplementary material, a portfolio of work samples that varies by discipline. A successful creative arts applicant will combine a high quality portfolio with strong training and preparation to carry out the proposed project.

**PROPOSAL**

While a creative or performing arts proposal does not always require the level of specificity of a humanities or social science research proposal, you must address the same basic points: when and where you wish to do the project, what resources you will have available to help you do it, and, perhaps most importantly, what is your motivation to carry out the project. You must be able to state clearly why it
is imperative for you to be abroad to carry out your project and why it is important to your development as an artist. Remember that, even if your primary purpose while you are abroad is to create, there is always a research element that needs to be identified and articulated persuasively. Studying light and color, viewing museum or gallery works, attending concerts, and visiting sites all can constitute research for this sort of application. Students should be able to speak to that element of their project and may find that there is clear overlap between defining the research component and explaining the necessity of being abroad to carry out the project. It is important that a student know enough background information in their subject area as it pertains to the host country to be able to present an intelligent proposal.

**LANGUAGE PREPARATION |** Many countries require that you have basic skills in their language so that you can have interactions with nationals of the host country in their language, even if your working language will be English. Some countries, including France, Italy, and Austria, will not consider applicants without strong language skills. Others will provide additional training for Fulbright grant recipients. Please check the Fulbright website and country profiles for further information.

**AFFILIATION |** Applicants in the creative and performing arts, like other Fulbright applicants, must have an affiliation in the host country. This may be with a university, an institute, or, in some cases, with an individual, gallery, or group, but it is an important part of the application. Generally, a university affiliation is preferred.

**HOST COUNTRY |** Please check the country profiles to make certain you are applying to country that welcomes artists. Fulbright Program managers are often uniquely suited to comment on which countries are most welcoming to certain projects or where you should look for affiliations. You can find the Program Contacts for various world regions on the Fulbright website: [https://us.fulbrightonline.org/contact-us](https://us.fulbrightonline.org/contact-us)

**PORTFOLIO**

Creative and performing arts applicants are required to submit a portfolio of work samples in support of the proposed study, as well as the Abstract of Proposal or Artist’s Statement section. The statement should briefly describe, in narrative form, the applicant’s practical study, training and experience specific to the proposed project.

Specifications for the required supplementary materials vary based on the artistic Field of Study. Please refer to your discipline on the Fulbright website under the [Required Supplementary Materials for Arts Applicants](https://us.fulbrightonline.org/contact-us) page for specifications on the materials required. There you will find detailed instructions as to what to submit, based on your Field. For the visual arts, JPEGs with descriptive notes (e.g., dimensions, date of execution, materials used, etc.) are preferred over power point presentations.

While the quality of the supplementary material submitted in support of the written application is extremely important, candidates in the arts should be aware that members of the screening committees will also be extremely interested in the applicant’s training and preparation to carry out the proposed project. Therefore, previous formal study, training or experience is important.

Please note that you will submit your supplementary material (portfolio) via the Supplementary Materials Upload Portal – DecisionDesk. WU’s campus committee does NOT have access to this portal, and once submitted, you may not edit your material. The deadline for submission is that of the national deadline.
WHAT’S NEXT?

So you’ve submitted your final Fulbright application....congratulations! Now you may be wondering what is going to happen next. The screening process works, more or less, the same for all applicants to the Fulbright US Student Program.

NATIONAL SCREENING COMMITTEE

From early November to late December, the first stage of the Fulbright application review process is conducted in the US by a panel of university faculty members with expertise in the country or world region (for study/research awards), in TESOL and foreign language (for English Teaching Assistant Programs), and in the specific field of study (for creative and performing arts grants).

The applications of candidates in the arts and in some STEM fields will be reviewed by a discipline-specific committee of experts. The members of the discipline-specific screening committees in the arts can be working professionals, working/teaching professionals or full-time arts faculty at academic institutions or teachers at art and music conservatories in the US. They will be reviewing applications and supplementary materials in their respective fields for all Fulbright countries. Special care should be taken when identifying the appropriate field of study in the application; it should be germane to the focus of the proposed project.
With regard to creative arts applications, the committees are looking for talent and potential and their members may not be experts in the student's country of application. Portfolios are of vital importance. If the committee does not like the portfolio, it may not even review the application. If the portfolio passes muster, recommendations will be reviewed quite closely. Recommenders for arts applicants are asked to address the importance of the experience abroad in the applicant's development as an artist. National Screening Committees in the arts have no limit on the number of applications they can forward to different host countries for review. They can recommend applications from all people that they feel have the talent and potential as artists to make good use of the grant.

INITIAL NOTIFICATIONS | All applicants are notified in January as to whether they were designated as Semi-Finalists or Non-Recommended by the Fulbright National Screening Committee. Semi-Finalist applications are forwarded to the Fulbright Commission or US Embassy in the host country for final review.

HOST COUNTRY SCREENING

In February, the decision-making process moves on to the host-country for semi-finalists' applications. In the host country, committees further review recommended candidates with regard to feasibility, security and placement at foreign universities or organizations. The Fulbright Commissions in the host country will look more closely at things like preparation in foreign language (if applicable), knowledge of host country and evidence of appropriate background, viability of the project, etc. In the host country screening, artist and STEM applicants are rolled into the general applicant pool.

Final selection for Fulbright Grants is made by the J. William Fulbright Foreign Scholarship Board (FSB), taking into account the recommendations of the National Screening Committee, availability of funds, approval of the supervising agencies abroad, and other program requirements.

FINAL SELECTION NOTIFICATIONS | Between early March and the end of May, all Semi-Finalists are notified as to whether they have been selected as a Finalist, designated as an Alternate, or Non-Selected. The exact timing of the notification will vary by country.

- **Finalist**: A candidate who has been offered a Fulbright US Student grant, contingent upon host country approvals, medical clearance, and submission of all required grant documents.
- **Alternate**: A candidate who can be promoted to Finalist status if additional funding becomes available.
- **Non-Select**: A candidate who is no longer under consideration for a Fulbright Award.
MENTORING MATTERS

Undergraduates at Washington University in St. Louis are doing extraordinary things, both inside and outside of the classroom in terms of research, teaching, and volunteer work. They are able to succeed in their efforts in large part because of the support and mentoring they receive from you, their faculty and advisors. Faculty and advisors play a vital role in the Fulbright application process, with their mentoring, project guidance, and recommendations contributing to an applicant's success. The Office of Overseas Programs is here to support you and your efforts to help your students achieve their future goals through participation in the Fulbright Program.

*Please note: letters of recommendation and language evaluations are due BEFORE the national deadline! Please upload your letter or evaluation by the WU campus deadline in early September.*

FOR RECOMMENDERS

There are two basic kinds of Fulbright grants available to students: English Teaching Assistantships (ETA) and academic grants for research or study. Each requires a very different kind of recommendation, but both types should demonstrate the personal and the academic suitability of the grant being sought by the applicant.

**ETA RECOMMENDATIONS** | The ETA recommendation must respond to specific prompts. Characteristics such as strong communication skills, demonstrated interest in teaching, tutoring or mentoring, maturity, adaptability, and genuine interest in engaging with the host culture are all desired. Please refer to the specific questions asked of ETA recommenders in the Appendix.

**ACADEMIC GRANT RECOMMENDATIONS** | Recommendations for academic grant applicants, including those in the creative arts, should ideally address the quality and preparation of the applicant, as well as the feasibility and value of the project being proposed. The applicant should provide you with at minimum an
abstract, if not a draft of the proposal, if you have not already been involved in its formulation. It can be very useful to comment on why the project proposed must be done abroad if it is not obvious and also the role it might play in the applicant's future. Please refer to the specific information asked of academic grant recommenders in the Appendix.

**TIPS** | You may address your recommendation to the Fulbright (Selection) Committee. Please tailor your letter in support of the Fulbright experience your mentee is proposing, being careful when using a previously written recommendation as a base for this one. If you have not already, it can be helpful to ask the applicant for a CV, transcript, or list of activities, if you would like to comment on elements of the applicant's portfolio beyond your direct experience.

**FOR LANGUAGE EVALUATORS**
Fulbright language evaluations call upon the evaluator to assess the applicant's abilities in the four main skills: reading, writing, listening and speaking. You are given a scale and a small space for comments. Each evaluator may determine how to evaluate an applicant: on the basis of previous experience (if you have recently taught the applicant), a more formal protocol, or some hybrid of the two. Fulbright is looking for your judgement of whether the applicant's skills are adequate to carry out the project they propose.

**FAQs**

**What if I am interested in opportunities for scholars through Fulbright?**
Please consult the Fulbright Scholar Program Website: [http://www.cies.org/](http://www.cies.org/). At WU, faculty Fulbright applications are supported by Erin Culbreth, Associate Provost for Operations, erinc@wustl.edu.

**What if I do not know the student well but am asked to write on their behalf?**
If you feel that with a bit of coaching you can write a strong recommendation, ask the applicant for whatever information you feel you lack: transcript, list of academic and extracurricular activities, abstract or draft of the proposal, etc. A conversation that allows you to get impressions of the maturity and motivation of the student may also be helpful. If you do not feel that you can write a reasonably detailed recommendation, it may be necessary to decline the request.

**What if I am a member of the WU Fulbright Committee? Can I still write in support of an applicant?**
Members of the WU Fulbright Committee may write recommendations for current applicants. Things will be organized so you will not interview or directly evaluate a student for whom you have written.

**What if I am asked to write by more than one student?**
If you feel that you can write strong letters for each, you may write recommendations for as many students as you wish. Do not make direct comparisons between the students or “rank” them in your letter. Once applications leave WU, if students are applying to different countries or different kinds of grants, they will go into different National Screening Committees.
May I write a recommendation and also provide a language evaluation for the same applicant?
It is not optimal that one person provides both a recommendation and language evaluation for the same student for two distinct reasons. The first is that the Embark application system will only allow one submission from an email address for an applicant. If you wish to (or must) do both, you will need to provide the applicant with two separate email addresses to trick the system. Also, since the language evaluation has a small space for comments, a separate voice can help the committee gain a broader view of the applicant, which may be to his or her advantage.

What if I wish to revise a letter I already submitted through the Fulbright on-line application (via Embark)?
As long as the National Deadline has not passed, a reference writer is able to request that their letter or foreign language evaluation be ‘unsubmitted’ and to make edits. Occasionally, the WU Campus Committee catches errors in letters and will reach out to ask if the recommender will make a correction. It is at the recommender’s discretion to make any edits. You will need to contact the Technical Support staff at Embark with your revision request. You will then be able to upload an updated letter or evaluation. Please follow these instructions:

- Submit your revision request to the Embark support portal at support@embark.com.
- In this request, note the applicant's name, that they are applying for a Fulbright, and request to unsubmit a letter of recommendation.
- The request must come from the email address that was used by the applicant to register you.
- Once Embark has received the email, they can unsubmit the recommendation.
- Once unsubmitted, you will be able to access the online recommendation and revise it as necessary.
- Finally, resubmit the recommendation to Embark. Please be sure to resubmit it by the WUSTL campus deadline, or else it will not be considered.

Note: Only Reference writers or Evaluators can make revision requests. The Fulbright Program Advisors in Overseas Programs cannot complete this request on your behalf.
REFERENCE FORMS

Reference Form for Fulbright Academic/Arts Research or Study Grants

You have been asked to submit a letter of reference for a student applying to the Fulbright Program. The applicant should provide you with a summary of his/her Statement of Proposed Study or Research.

The WU process requires that you complete and submit this online reference by the following date: Tuesday, September 4, 2018.

In preparing your statement, please keep in mind that the applicant will be serving as a citizen representing the US and that personal suitability, as well as academic excellence, is an important criterion to be considered.

In particular, please comment on any of the following that are appropriate relative to the candidate, the proposed plan for study and/research, and country to which he/she is applying.

- Ability of the applicant to carry out the proposed research project and/or study program.
- If the proposal is primarily a research project or has a significant research component, feasibility of the applicant’s proposed project in terms of resources available in the host country and the time allowed for completion.
• Merit or validity of the research or study project itself.
• Linguistic preparation for the proposed plan.
• Candidate's ability to adapt to a different cultural environment.
• Impression the candidate will make abroad as a representative of the US.
• In the Creative or Performing Arts: The candidate's talent and potential for growth.
• Any other factors which you believe may have a bearing on the candidate's experience overseas.

Formatting and Uploading Letters of Reference

1. REVIEW the Applicant's 'Statement or Proposed Study' or proposal abstract.
2. PREPARE your letter offline. It should address the applicant's qualifications to carry out the project and background/skills relative to the Fulbright Mission.
3. HEADING: At the top of each page of the document that you upload into the system, state the name of the applicant and the country to which they are applying.
4. PAGE LIMIT: Limit your letter to two, single-spaced pages.
5. SAVE and PRINT: When finished, save your letter as a Word document. Then print out your letter on university letter head, sign it and scan it into a PDF file. Make sure that you compile all documents into a single file for upload.
6. UPLOAD: Follow instructions provided by Embark to upload your document into the system.
7. PREVIEW: After you have uploaded your document, click on Preview to be sure that this is the letter that you wish to have reviewed by screening committees in the US and abroad. If you are completely satisfied with what you have written, click on the button 'Inspector'.
8. FINAL STEP: Follow the instructions until you reach the final SUBMIT PAGE where you can 'Confirm Signature'. Then click on Submit in the left-side column. Once you submit the reference, you will not have access to edit or change it.

MAC USERS: Word files composed and uploaded from Macintosh computers seem to cause the smearing/black line issue in the PDF preview. However, this is only a display issue. That is, the document will still upload fine and there will be no smears on the file, but the preview will not display correctly for Macs.

We recommend that Mac users create and upload PDF copies of their documents rather than text or word files. PDFs will usually translate the fonts and spacing more faithfully.

Reference Questions for Fulbright English Teaching Assistantship (ETA)

You have been asked to submit a reference for a student applying to the Fulbright ETA Program. The applicant should provide you with a summary of his/her Statement of Grant Purpose. Reference writers for ETA applicants do not submit their own narrative letters; rather, they provide short answers to a series of questions.

The WU process requires that you complete and submit this online reference by the following date: Tuesday, September 4, 2018.

Please limit your responses to the word limit indicated.
1. Based on your observation of or experience with the candidate, comment on his/her ability to express themselves competently and clearly in English, orally and in writing. If relevant, comment on specific situations where you have observed the candidate’s communication skills (e.g., classroom presentations, coursework, co-curricular activities, etc.) (750 characters/@ 120 words)

2. While formal training in teaching is generally not required, successful ETA grantees have exhibited a strong interest in teaching and learning through their classroom behavior and/or in extracurricular activities, jobs or volunteer work, and/or community service projects. In your view, how has this candidate demonstrated qualities associated with teaching or mentoring? (450 characters/@ 70 words)

3. Keeping in mind that an ETA’s specific job description at the placement abroad may not be clearly defined, based on your observation, describe how the candidate works in unstructured or ambiguous situations. Feel free to give a specific example. (450 characters/@ 70 words)

4. Comment on how the candidate might interact with students, faculty and, community leaders, among others, in an unfamiliar situation or different cultural environment. Feel free to describe a situation where you have observed the candidate in these circumstances. What kind of impression, in your view, would the candidate make abroad as a representative of the US? (450 characters/@ 70 words)

5. Please comment on any other factors which you believe may have a bearing on the candidate’s experience overseas or potential as a Fulbright ETA. (600 characters/@ 90 words)

In responding to the above questions, please keep in mind that the candidate will be serving as a citizen representing the US and that personal suitability, as well as academic excellence, is an important criterion to be considered.

Fulbright ETAs are not responsible for designing curricula or teaching full courses. Rather they serve, under supervision, at their assigned placements and will be expected to develop and carry out a variety of learning activities, make presentations on US culture and society, and/or assist faculty in an English Language Department with their teaching responsibilities, as needed.

In addition, some countries request that applicants describe an academic project or activity that they would pursue concurrent with the ETA assignment. This is a secondary component of the grant and may provide insight to the applicant’s interest in the host country, academic or career interests, and/or suitability for the ETA program.

In formulating your responses to the following questions, consider the following general characteristics of Fulbright US Student ETA Programs. Generally, ETA grantees:

- Are placed in elementary or secondary schools or universities outside of capital cities, depending on the country.
- Are assigned various activities designed to improve host country students' abilities in English and knowledge of the US.
- Are fully integrated into the host community, increasing their own language skills and knowledge of the host country.
- May pursue individual study/research plans in addition to ETA responsibilities.
- Have some background or training in education and/or teaching/tutoring.
If you do not feel that you have adequate information or knowledge to respond to a specific question, place NA in the box. **Please limit your responses to the word limit indicated.** If space allows, feel free to give examples of the candidate’s experience relative to a specific criterion.

After entering your responses, please click on the **PREVIEW** button and carefully review your responses. If you are completely satisfied, then you may complete the online submission process by clicking on the 'Continue to Application Inspector' and following the instructions UNTIL YOU REACH THE FINAL SUBMIT PAGE and 'Confirm Signature'.

**EMBARK NOTES**

- When you register your evaluators, be sure you choose the correct category for each. The online application will not recognize if you have made an error and selected an ETA reference request when you are applying for an academic grant.
- A scanned copy of a letter of affiliation that is written on letterhead and signed is what should be uploaded. You do not need to have the original copy of the letter if the writer sends you a good scan.
- Save your application often as there is no auto-save feature.
- **MAC USERS:** Word files composed and uploaded from Macintosh computers seem to cause the smearing/black line issue in the PDF preview. However, this is only a display issue. That is, the document will still upload fine and there will be no smears on the file, but the preview will not display correctly for Macs.
- You can save your Word documents as PDF files before you upload them to Embark. PDFs uploaded to Embark will generally display correctly for all users.
- You do not have the ability to spell check information entered directly into the on-line application (specifically the information fields). Please proofread carefully!
- Pay close attention to the number of characters allowed in certain fields. Your text may appear to fit entirely in the box, but it will be truncated in the pdf generated by Application Inspector. Click the "Preview" button at the top of the page to verify that your response will fit. For other fields, beware of the hard-return as it will gobble up valuable space.
- Regarding uploading of transcripts:
  
  **Document Orientation:** Transcripts that are printed vertically (Portrait) should be scanned so that they appear in the Portrait format in the PDF. Transcripts that are printed horizontally (Landscape) should be scanned so that they appear in Landscape format in the PDF.

  **Document Legibility:** Make sure that your scanned document is legible.

  It will not be a positive reflection on your application if your transcript is not legible or is side-ways when viewed in the PDF!
Dear Prospective Fulbright applicant,

At some point you expressed interest in applying for a Fulbright grant in the coming competition cycle. The WU campus application deadline is September X – fewer than 3 months away – so take advantage of this time to make some decisions and, if you plan to apply, progress. Many of you have not yet begun the Embark on-line application and may or may not have begun drafting your essays, which is fine, but now is the time to get started. If you’ve decided not to apply this year, please let us know and we’ll take you off our email list. If you do still intend to apply, read on...

The goal of this and subsequent emails is to keep you on track so that you have time to let your ideas and essays mature before the application deadline. The WU Fulbright Handbook, has a lot of good information for all applicants. In addition, take good advantage of the information on the Fulbright website, http://us.fulbrightonline.org, particularly in the country summaries.

Things to do now

For everyone:
- If you are committed to applying, the next step is to complete the Fulbright - WU Intent to Apply to begin your application. You can find it under the description of Fulbright on the Washington University Fellowships Advising website. The questionnaire in the WU Intent to Apply provides our office with a short and informal record that is for internal use only. It does not form a part of your reviewed Fulbright application and should only take you about 10 minutes to complete.
- Start working on the on-line Embark application. There is much information to corral.
- Decide who you would like to ask for a recommendation and ask if they are willing.
- Identify your Foreign Language evaluator, if relevant.
- Read (and re-read) the information about the country and type of grant for which you plan to apply on the Fulbright website to make sure you and your project meet the eligibility criteria and preferences.
- Check the Fulbright website for upcoming relevant Webinars and other workshops.
- Get feedback on your ideas and essay drafts early and often; Dr. Amy Suelzer is happy to read drafts or respond to ideas until mid-August. WU Fulbright advisors cannot tell you what will be successful, but can work with you to define your proposal based on extensive experience with Fulbright.

For Academic (research and study) grant applicants:
- You should be defining your project ideas and starting to put them to paper.
- It is important also to be sharing your proposal with faculty, since they can comment on research design, content or framing in a way the WU Fulbright advisors cannot and provide vital feedback as you refine your ideas and essays.
• Letters of support and/or affiliation from abroad can be important, so start working to make those connections.
• Share your project details with your recommenders since ideally they should be able to comment on the feasibility of the project, your preparation for it, and your ability to carry it out.
• If you are applying in the Arts, start working on your portfolio.

For English Teaching Assistantship applicants:
• The Fulbright ETA is not just a funded year abroad before you go on to do something else! Fulbright looks for applicants with a desire to teach English as well as experience that shows they are capable of successfully doing so. Increasingly, some countries are expressing strong preferences for students with previous English teaching/tutoring experience. Make sure you can speak to your qualifications as well as your interest.
• Remember that your recommenders must answer a set of defined questions – please make sure they are aware of this. You can refer to these questions in the Appendix of the WU Fulbright Handbook.
• Start brainstorming and/or drafting your essays.

A special note for Pre-Health students: Think carefully about the timing of your application to medical school and its relationship with your intended grant period. During a Fulbright grant period, Fulbright Students are not permitted to leave their host countries frequently or for extended periods of time, making returning to the US for medical school interviews problematic. Many students apply for Fulbright and medical school simultaneously with the intention of deferring admission if they receive a Fulbright, while others plan for multiple gap years prior to starting medical school.

SAMPLE MID-JULY E-MAIL

Dear Prospective Fulbright applicant,

The WU campus application deadline is September 4th – roughly 8 weeks away – and the full Fulbright application must be complete by that date. The goal of this and subsequent emails is to give you the milestones you may need to stay on track. If you have not already, please fill out the Fulbright - WU Intent to Apply to begin your application. The questionnaire in the WU Intent to Apply provides our office with a short and informal record that is for internal use only. It does not form a part of your reviewed Fulbright application and should only take you about 10 minutes to complete.

Going forward, here are some key Fulbright resources of which to be aware:

• The WU Fulbright Handbook - If you haven’t already consulted it, this Handbook offers useful information on creating a compelling application and the WU application process. You can find it here, on the Washington University Fellowships Advising Website, under the description of Fulbright.

• Dr. Amy Suelzer – administers the WU campus Fulbright process and acts as liaison with IIE, the organization that administers the Fulbright US Student Program. Dr. Suelzer is the go-to person for general Fulbright advising, project questions, and essay feedback.

• Mrs. Toni Loomis – serves as WU’s Fulbright application coordinator, coordinating the WU campus process and assisting applicants and recommenders with the Embark on-line application system. Mrs. Loomis is the go-to person for on-line application technical questions and assistance.
• **IIE Fulbright Program Managers and staff members** – with their regional program responsibilities, these individuals are often called upon by applicants with questions that go beyond local knowledge. Their names and contact information are provided on the contact us section of the Fulbright website.

In case you run into technical difficulties, here are some pointers:

• The Fulbright on-line (Embark) application can be glitchy with some browsers, especially Safari. If you are having difficulty, try using Firefox, Chrome, Explorer, or another more mainstream browser.

• Scanned copies of transcripts of all colleges and universities attended must be uploaded to the Fulbright application and they must be legible. If you studied abroad through Washington University and received a transcript from a foreign university or one of our study abroad partner institutions, you can request a copy of that program transcript from Overseas Programs or Olin. Please note that you should not submit the WebSTAC “unofficial transcript” as part of your Fulbright application. You may have an electronic copy sent to yourself that you can capture and upload. If you have technical difficulty, ask Toni for assistance.

**Things to do now**

For everyone:

• Don’t get bogged down in strategizing where and with what kind of proposal you will be most competitive or weighing the odds in individual countries based on recent application trends. Your energy will be far better spent on developing your project than your strategy. Think about where you would go and what you would do if Fulbright gave you the money tomorrow, then work towards that dream project.

• Keep (or start) working on the on-line application. Make sure you list WU as your enrolled institution and Dr. Suelzer as your Fulbright Program Advisor, since this will allow us to track your application.

• Identify and ask your recommenders for letters if you haven’t already done so. Make sure they know the campus deadline of September 4th is NOT flexible.

• Identify your Foreign Language evaluator, if relevant. Contact Dr. Suelzer for guidance if necessary.

• Check the Fulbright website for upcoming relevant Webinars and other workshops, as well as a variety of blogs, videos, Twitter feeds, podcasts and transcripts of interviews on different topics in the Multimedia section of the website. Fulbright has a series of on-line tutorials, which are useful: [http://us.fulbrightonline.org/tutorials](http://us.fulbrightonline.org/tutorials)

• Start thinking about your personal statement and perhaps putting ideas to paper. This takes more drafts than you think it will!

• If you are in St. Louis, take advantage of our binder of successful application essays. It is available for consultation between 9 and 4, M-F. Check in with Toni in McMillan 254 to get access to the reading room. Only a small subsection can be shared electronically, but if you are not in St. Louis and wish to see some examples of application essays, please contact us.

For research and study grant applicants:

• Shift from defining to refining your project ideas and work on drafts.

• Get feedback on your ideas and essay drafts early and often, from people both within and outside your discipline and particularly any faculty mentors who may be able to provide comments on methods and how the project will read in your field. Dr. Suelzer is happy to (and prefers to) read drafts or respond to ideas as time and workflow permit before you submit your application to WU.

• Continue working to make connections that will yield letters of support and/or affiliation from abroad.
• Share your project details with your recommenders since ideally they should be able to comment on the feasibility of the project and your ability to carry it out. If your focus shifts, make sure your recommenders are kept up to date.
• If you are applying in the Arts, keep working on your portfolio.
• Remember that Fulbright recommends at least 8 weeks to develop a strong research/study application.

For English Teaching Assistantship applicants:
• Remember that your recommenders must answer a set of defined questions, available in the WU Fulbright Handbook appendix. Please use these questions to help you select appropriate recommenders and make sure they are aware of this!
• You should be able to demonstrate a nuanced understanding of your chosen country in your essays and interview. If you are only superficially familiar with it, start researching!
• Start/Continue drafting your essays.
• Remember that Fulbright recommends at least 4 weeks to develop a strong ETA application.

SAMPLE EARLY AUGUST E-MAIL

Dear Prospective Fulbright applicant,

The WU campus application deadline is September X – roughly 5 weeks away – and the full Fulbright application (including letters of recommendation and language evaluations) must be complete by that date.

Once you’ve completed the WU Intent to Apply, available on the WU Fellowships Office website, your next step is to create an application in Fulbright’s on-line application system, Embark, if you have not already. The Embark application is available through the Fulbright website. In Embark, you will see all of the application components. Embark applications must be electronically submitted online by September X at 9am. This forwards the application to Washington University, NOT to the Fulbright National Screening Committee. This means that you will have an opportunity to make one more set of revisions before the application is finalized and forwarded to the Fulbright National Screening Committee (a 48-hour window following your campus interview). When you start your online application in Embark, make sure to list WU as your enrolled institution. This will allow us to access and track your application.

As you continue working, if you have any questions, please refer to the key Fulbright resources, including your WU Fulbright adviser, highlighted in the previous, mid-July email.

Updates

• After submitting your application electronically by 9am on September x, all WU applicants MUST meet with Mrs. Toni Loomis to review it for completeness and to fill in an interview scheduling form. To arrange a meeting, please go to https://asapps.artsci.wustl.edu/appts/ Use your Webstac login and password; choose Loomis, Antonia from drop down list, password: 'loomis'.
• Meetings will be held Sept. X – Sept. X. Toni’s office is in 254 of McMillan Hall. NB These meetings are NOT interviews.
• If you are unable to be on campus to meet with Toni, please email her for specific instructions.

Important general notes
• You should not ask the same person to write a recommendation and complete the foreign language evaluation – it confuses Embark. If you have no choice, you must use one email address for the recommendation and a second, different one for the language evaluation.

• **Letters of recommendation and language evaluations are due BEFORE the national deadline!** Please let your recommenders and/or evaluators know they must upload their letter or evaluation by the WU campus deadline of September X, 20XX.

• Academic grant applicants are asked to upload their letters of support or affiliation into the application, so it is important that you have an official-looking letter (for instance, a scanned letter, signed and on letter-head; email is not okay). If it is not possible to have this letter by the campus deadline, please let us know. If the letter is not available by the national Fulbright deadline in early October, it cannot be added late and considered by the National Screening Committee.

• When Fulbright says “unofficial transcripts” they mean an official transcript issued to the student, *not a print out of your student record*.

• Recognize that the person you choose to evaluate your foreign language skills is likely to be very busy at the beginning of the semester. Be courteous and respectful of his or her time: establish contact early to request an appointment, don’t wait until the day before the application deadline to be evaluated, and make sure the evaluator gets the electronic copy of the evaluation a few days before the appointment. If you are having difficulty identifying an appropriate person or need to be evaluated in any foreign language taught at WU, please let Dr. Suelzer know. She can also answer questions the evaluator may have.

• As your application advances through the Fulbright competition, there are three levels of review: two in the US (campus and national committees) and, if your application is forwarded, one in the country to which you have applied. Be mindful of how your essays could be read by these different audiences.

• Make your prose clean and straightforward. A reader who gets bogged down in impenetrable or confusing writing won’t continue reading. Don’t try to be cute or funny, it generally falls flat.

• Avoid statements like, “If I am fortunate/privileged enough to be honored with a Fulbright grant” in either essay.

**Notes on personal statements**

• Personal statements can be viewed as intellectual autobiographies and stand in for an interview in the National Selection Committee’s review. Give your reader a sense of your personality and voice, as well as the influences that have brought you to this moment and this project. Ideally, the essay projects forward how the experience you are proposing will shape your future. The personal statement is not a narrative version of your CV.

• Be careful of evoking stereotypes of your host country that may irritate or alienate a reader. Writing about your love of mariachi when applying to Mexico, focusing on the drug wars in an application to Colombia, or aspiring to frequent Sartre’s favorite cafes in France is unlikely to be perceived positively.

• Since you cannot anticipate who your readers will be, their perspectives, preferences, or biases, try to be mindful of themes that may be controversial or risk a negative response in your reader. Potentially problematic topics clearly will vary from country to country, but may include (but are not limited to) sexual orientation or identity, religious faith, your own physical or mental illness, political hot button issues (in the US or abroad), and other topics in a similar vein. Ultimately you must make the decision on how you wish to represent yourself to this unknown audience, but feedback can be useful. When in doubt about whether a topic is appropriate or a draft is effective, just ask!

**Notes on proposal writing**
Starting an academic proposal with a brief orienting paragraph that tells the readers the basic what, where, why, and how of your proposal is helpful. This allows them to focus their reading of the rest of the essay.

Most Fulbright screening committees are interdisciplinary, so you can’t assume that there will be someone who is an expert in your subject area on the committee. Most academic grant applicants should write for an intelligent non-specialist who knows their country of application well.

The exceptions are committees for the creative and performing arts, ETA, special programs (like Nat. Geo. Digital Storytelling) and basic sciences in some countries, which have committees of experts in those fields and may or may not have a strong grounding in the country or region.

If you are writing an academic proposal (rather than ETA), make sure you are consulting with faculty who know your discipline and/or country so that your methodology is sound and grounded in what is culturally appropriate and feasible where you propose to work.

Fulbright committees want to fund proposals that are feasible and likely to be successfully completed. Make sure the scope of your project is appropriate to the 9-10 month grant period and that you provide evidence that you have the background and skill set to carry it out.

You should skew your project proposal toward providing detailed information on what you will do rather than providing context or background information. Again, Fulbright wants to be confident that the project is well conceived and likely to be successful and details help them make that assessment. ETA applicants might include ideas on topics or techniques they would use in the classroom.

Be affirmative: choose statements like “I will,” rather than “I hope to,” “I want to,” or “I will try to.”

Keep discipline-specific jargon and technical terms to a minimum. If you must use them, define them.

The Fulbright Statement of Grant purpose does not have a specific format for citations nor does it allow extra space for footnotes. When citing specific sources, you need to be creative and give enough information to definitively identify the source without occupying a problematic amount of space in your short essay.

Dr. Suelzer will be out of the office beginning August X and return August X. She is available by phone, email, or appointment during the periods when she is in the office. It is not unusual for email volume to be very high during this period and she may need additional time to respond, particularly to drafts. If you feel you can’t move forward without feedback, take advantage of recommenders, faculty in fields relevant to the project, the Writing Center, and others whose intuition and editing skills you trust.

**SAMPLE LATE AUGUST E-MAIL**

Dear (Prospective) Fulbright applicant,

The WU campus application deadline is **just under 2 weeks away** – September X. If you have decided not to apply this year, please let us know. Otherwise, here are some critical reminders and application tips...

- Please remember that Fulbright recommends at minimum 3 weeks to complete a strong ETA application and at minimum 8 weeks to craft a strong Academic grant application. If you are just beginning the application process, know that you probably do not have as much time as would be ideal for the application to come together.
• Keep working on the on-line Embark application; START IT NOW IF YOU HAVE NOT ALREADY DONE SO! It will take you a lot longer than you anticipate.
• Sign up for a meeting with Toni Loomis (see instructions in previous, early August e-mail).

Application submission guidance
• **Embark applications must be electronically submitted online by September X at X PM.** Make sure to list WU as your enrolled institution in in Embark. This forwards the application to Washington University, **NOT** to the Fulbright National Screening Committee. This means that you will have an opportunity to make one more set of revisions before the application is finalized and forwarded to the Fulbright National Screening Committee (a 48-hour window following your campus interview).
• After submitting your Embark application, all WU applicants MUST meet with Mrs. Toni Loomis (see previous e-mail for more details).

Application Pointers
• In the section about past employment, you need only include experiences relevant somehow to your application. Internship experiences or research positions count and can be included in this section, even if they were unpaid. Jobs that taught you a particular skill set you intend to employ in your project can be included, even if the job itself is not directly relevant. You need not include a history of all jobs taken if you do not feel that they are important somehow to your application. Do not feel the need to pad this section. If you do not have experiences that fit, leave it blank.
• In the section about foreign experience, Fulbright will ask you to use a limited number of headings (study, family visit, work /internship/volunteer) and give you limited space for the factual information, but does provide a section for elaborating if necessary. Prioritize discussion of the most important or ambiguous experiences in the limited space available. Here as in the employment section, more is not necessarily better, so do not pad.
• When Fulbright requests that you upload an “unofficial transcript” they do **not** mean a copy of your student record printed from WebSTAC, rather a transcript issued by the WU Registrar to you rather than directly to Fulbright. Request a copy of your most current transcript and, if you are enrolled this semester, ask that it include your current courses if possible. Instructions on how to order a transcript are available on the [Registrar’s website](#). Once you have the transcript in hand, scan it and upload it to your application. If you receive an electronic copy, save it as a pdf and upload it to your application.
• If you studied abroad, we recommend that you include a copy of that transcript when you upload your undergraduate transcript (upload as one document). If you studied abroad through the WU Office of Overseas Programs, you may request a copy of your study abroad transcript from Ms. Tayana Grubor in the Overseas Programs office, McMillan 138 but you may also find a scanned copy of it in the “documents” section of your study abroad application.
• Past successful proposals are available in a reading area outside of McMillan 259 M-F, 9-5. Look for the red binders labeled Fulbright. Sample letters of affiliation are in the binders with the blue label.

Things to do now
For everyone:
• Finalize your 3 recommenders and ask for letters, if you have not already done so.
• Identify your Foreign Language evaluator, if relevant, and get on their calendar if any face-to-face evaluation is necessary.
• Make sure to devote time to your personal statement. This takes more drafts than you think it will and should complement your Statement of Grant Purpose!

For Academic (research and study) grant applicants:
• Continue working on drafts. Make sure to address your proposed project’s significance and feasibility.
• Get feedback on your ideas and essay drafts from people both within and outside your discipline and especially from faculty!
• Make final arrangements for letters of support and/or affiliation from abroad. Any letters not received by the time WU forwards your application to the national competition in October cannot be considered in the Fulbright National Screening process. Letters received between the WU deadline and mid-October can be added to your application.
• Share your project details with your recommenders, since ideally they should be able to comment on the feasibility of the project and your ability to carry it out. If your focus has shifted, make sure your recommenders are up-to-date so that their letters accurately reflect your project.
• If you are applying in the Arts, finalize your portfolio. This is submitted through a different platform than the Embark Fulbright application and, unlike the Embark application, once you hit “submit” it will go to Fulbright, not to WU. You will not have the option to revise, so it may be best to wait until after your campus interview to upload and submit the portfolio.

For English Teaching Assistantship applicants:
• Remember that your recommenders must answer a set of defined questions. Please make sure they are aware of this. Those questions are available through the WU Fulbright website.
• As you continue drafting your essays, make sure you can articulate why you have chosen the country to which you are applying. Also make sure you are specific about what experiences, talents, and qualities you have that prepare you to be a successful teacher abroad. National Screening Committees are going to be far more focused on this than your passion for or interest in the host country.