

# FULBRIGHT U.S. STUDENT PROGRAM FELLOWSHIP

## APPLICATION PROCESS OVERVIEW

**Enable Navigation Pane for best navigation: TO ACCESS:** In the View tab, check the Navigation Pane box (in the Show/Hide group). Click Map headings to jump throughout the document.

All Fulbright candidates work with Scholarship Opportunities Program (SOP) staff, who run the campus advising, application evaluation and endorsement processes. Read this document while you complete the [Pre-Application](#) and refer to it throughout the application process.

### UNIVERSAL ELIGIBILITY REQUIREMENTS

#### BE A UCI UNDERGRADUATE

The SOP is funded to advise current UCI undergraduates only. Students at other universities must work with fellowship advisors on their campuses.

#### UCI ALUMNI EXCEPTIONS

In some cases, SOP staff may coach highly motivated recent UCI alumni IF they meet all eligibility requirements and intend to take/are taking a gap year (i.e. year off) before enrolling in a graduate program.

#### UCI GRADUATE STUDENTS

Graduate students interested in applying for the Fulbright Scholars Program should [email](#) UCI Director of Graduate Academic Development, Sandra Loughlin (949-824-5179).

#### SUBMIT A PRE-APPLICATION BY 4/3/17 (NOON)

You must complete and submit a [Pre-App](#) to begin the [application process](#).

#### BE A U.S. CITIZEN

#### BE A JUNIOR, SENIOR, OR RECENT ALUMNUS

Submit a [Pre-Application](#) the spring before your final year on campus. **The full application process lasts six months**, so by the time you complete it you'll be in your final year of study at UCI. If you win a scholarship, you will travel shortly after graduating.

You may also submit a Pre-Application in spring of your final year if you [plan to take a gap year](#) after graduating.

#### INTEND OVERSEAS STUDY, RESEARCH, OR TEACHING

Fulbright supports study, research or teaching in any of ~140 countries EXCEPT the United States.

#### BE AVAILABLE IN SUMMER 2017

Candidates must participate in draft writing, SOP advising, and correspondence with recommenders and attend an [August campus interview](#) for their application(s) to earn [UCI endorsement consideration](#).

#### BE WILLING TO WORK HARD

You will submit a series of application drafts to SOP staff and receive advising and editing suggestions. You will also [share drafts of application essays](#) with the faculty who will write your [letters of recommendation](#).

Be ready to devote a minimum of 10 hours/week to the process; the commitment is equivalent to that of a part-time job.

#### BE DEADLINE-ORIENTED

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You are responsible for ensuring SOP staff receives all application components -- including [letters of recommendation](#) written on behalf of your application(s) -- by SOP deadlines.

Late materials will jeopardize [UCI endorsement](#) consideration, which is necessary to continue the process.

### COMMUNICATE WITH SOP STAFF

Candidates must maintain regular communication with SOP staff and with recommendation letter writers.

[Email ALL staff](#) to submit drafts or ask questions.

### APPLYING FOR MULTIPLE AWARDS

Candidates may apply for multiple scholarships simultaneously. However, consider the work required to apply for each, the variances in application components, letters of recommendation and interview scheduling and the time constraints you'll face this summer.

### IS THE FULBRIGHT SCHOLARSHIP RIGHT FOR YOU?

#### SELECTING A PROGRAM AND INSTITUTION

Ask your faculty which institutions/programs are considered competitive.

#### FACTORS TO WEIGH

Consider location preference, strength of particular overseas programs and institutions, field of study, long-term academic focus, and eligibility requirements relating to GPA and age.

#### WORLDWIDE = FULBRIGHT SCHOLARSHIPS

Duration is one academic year. Tenable in approximately 140 countries.

Undergraduate study abroad experience and ethnic heritage do not impact a candidate's chances of receiving an award. (However, students who have spent 6 or more months in the selected country for any reason other than Study Abroad are at a disadvantage.)

*Winners have strong academic records, good language preparation for the country intended, and a feasible and compelling study/research proposal or statement of grant purpose.*

#### SELECT GRANT TYPE

Students generally apply for one of two grant types, Study/Research (includes Arts) or English Teaching Assistantship. Occasionally, and in certain countries only, special grants for specific fields (ex. business) are available. Read the Fulbright website's [country summaries](#) to learn about a program's specific requirements.

#### RESEARCH/STUDY

Fulbright fellows design their own independent research project or complete a study program (i.e. one year of a Master's or specialized study). Funded students are generally expected to attend regular university lectures and should be prepared to supplement lectures with an independent study or research project.

Candidates should not expect close academic supervision.

#### *Statement of Grant Purpose Criteria*

Proposals should describe the study/research you wish to conduct with as many specific details as possible and feature plans you can complete in one academic year in one country.

Demonstrate significant and measurable impact on your future academic, artistic, cultural, or professional development or how it will contribute to that of others in your field.

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Winners make a persuasive case (using specifics) for how you will benefit from study in a particular country, at a particular university, and in a particular department under the guidance of specific faculty and in accordance with specific research initiatives.

SOP staff encourages candidates to talk to faculty who studied or conducted research there. We suggest you research course catalogs and research offerings (e.g. library holdings) at appropriate universities. Find out more about universities in other countries via online research.

Devising a successful study or research proposal requires you to research pertinent academic and political issues in the host country; familiarize yourself with the nation's [culture and society, people, history](#) and relationship to the U.S.; and ensure the design of your proposed study or research fits the program guidelines for the relevant host country.

Persuasively demonstrate the feasibility of the proposed research/study strategy, avoid discipline-specific jargon, cite specific scholarly resources available at the proposed institution and explain how you will use them, convey the significance of the contribution the research or project will make to scholarly discourse, and detail methodology. Consult faculty in your field regarding the feasibility of your proposed work.

### *IRB Approval (Human/Animal Subjects Research Only)*

An IRB, or Institutional Review Board, approval confirms that your research plans conform to ethical best practices for researchers working with human or animal subjects and comply with relevant federal and/or state regulations and UCI policies.

Discuss your research plans with your professors and ask one or more of them to mentor you on the IRB application process, as it can be complex and field-specific. Application forms and guidance are available on the UCI Office of Research website. Since the IRB application process typically takes 2-3 months, you will apply for approval concurrently with your Fulbright application and mention in your research proposal that IRB approval is in process.

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### ENGLISH TEACHING ASSISTANTSHIPS (ETAS)

ETAs teach English at secondary schools or teacher training colleges in schools or universities outside of capital cities in one of 68 countries and are assigned various activities designed to improve their students' language abilities and knowledge of the United States.

Most ETAs spend 20-30 hours/week in the classroom. ETAs will not be able to choose where they will be placed within the country and may not have very much time for independent research or study.

### *Statement of Grant Purpose Criteria*

Instead of a project proposal, ETA candidates submit a one-page Statement of Grant Purpose. Do not present an extensive research plan. Instead, discuss: why you want to undertake a Teaching Assistant assignment; why you have chosen the particular country, specific qualifications, training, and/or experiences you have accrued related to the overseas assignment; how you expect to benefit from the assignment; how you will spend time outside the classroom; and how you will maximize the experience upon your return to the U.S.

Additionally, most ETA programs expect you to engage in an independent academic, vocational, or community service project, which you should describe in the Statement of Grant Purpose. Since you won't know exactly where you will be located, this description is not expected to be detailed (no more than a few sentences). You simply need to indicate the activities you intend to pursue beyond ETA responsibilities and why you have chosen these activities for that country.

### SELECT A COUNTRY

Each [destination country](#) specifies its own candidate guidelines. Each country has different language fluency requirements, operates its application review process differently, has a different budget to fund recipients, and notifies winners at different times.

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**Country selection influences odds of winning.** Please also note that country programs are more likely to be funded than regional programs (ex: European Union, African Union).

Award amount varies by country (typically covers round-trip transportation, language or orientation courses where appropriate, tuition, books, living expenses, and health and accident insurance).

### FOREIGN LANGUAGE FLUENCY

Required to study/conduct research in many countries. Languages marked “recommended” are **required** to win.

If you speak English only, consider countries in which:

#### *English = language of instruction*

Australia, Barbados, Brunei, Canada, Cyprus, Finland (certain depts), Hungary (certain depts), Iceland, India, Ireland, Jamaica, Namibia, New Zealand, Nigeria, Norway, Sierra Leone, South Africa, Swaziland, Trinidad & Tobago, Uganda, United Kingdom, Zambia. Specific projects/research may require fluency in the country's native language despite English serving as the language of instruction.

#### *Fluency = encouraged, not required*

Botswana, Bulgaria, Croatia, Cyprus, Denmark, Estonia, Ethiopia, Ghana, Greece, Israel, Kenya, Kosovo, Latvia, Lesotho, Lithuania, Malawi, Netherlands, Poland, Rwanda, Serbia, Singapore, Slovenia (certain departments), Sweden, Sri Lanka, Taiwan.

#### *English Teaching Assistantship grants*

Many ETA grants require no foreign language fluency: Bosnia, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Greece, Hungary, India, Indonesia, Kenya, Kosovo, Laos, Latvia, Lithuania, Macau, Macedonia, Malaysia, Malta, Mongolia, Montenegro, Nepal, Netherlands, Norway, Poland, Romania, Rwanda, Serbia, Slovak Republic, South Africa, South Korea, Taiwan, Thailand, Turkey, Vietnam.

### CONSIDER FUNDING ODDS

After narrowing options via language competency, check the grantee and application statistics on the Fulbright site. You may improve your odds by applying to countries that receive comparatively few applications. The U.K. and Ireland are especially competitive, with fewer than 5% of applicants receiving funding. As such, **SOP staff encourages candidates to consider destinations other than the United Kingdom or Ireland.** If the research/study you propose is only available in the U.K. or Ireland, then consider applying for the Marshall, Mitchell, Rhodes, Churchill, or Gates.

### APPLICATION COMPONENTS

- Electronic application
- 2 page statement of grant purpose (1 page for ETA)
- 1 page personal statement
- 3 letters of recommendation (or ETA reference forms)
- Proof of U.S. citizenship
- Official transcript(s) for all colleges attended
- Foreign Language Evaluation (for applicants to non-English-speaking countries only)
- Language Background Report (for applicants to non-English-speaking countries only)
- Research/study grant candidates are required to obtain a [Letter of Affiliation](#) from a faculty member at a specific overseas institution and translation of that correspondence, if necessary.

# FULBRIGHT U.S. STUDENT PROGRAM FELLOWSHIP

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- **Arts applicants** are required to submit [supplementary materials](#).

### APPLICATION PROCESS TIMELINE

#### SUBMIT A PRE-APPLICATION BY 4/3/17 (NOON)

You must complete and submit a [Pre-App](#) to begin the campus application process.

#### ATTEND BIG 10 INFORMATION SESSION

All students who have submitted pre-applications are required to attend one of three information sessions regarding the application process. (Students who are abroad or have unavoidable scheduling conflicts will watch a video of the presentation and pass a quiz.)

At this meeting, you will receive your Student Deadline Table and crucial information about the scholarship process.

#### REVIEW PRE-APPLICATION FEEDBACK

You will select a personalized advising appointment time to discuss your plan for crafting a strong application. If you will be abroad, [email SOP staff](#) in advance to make arrangements for a virtual meeting.

#### SUBMIT SIGNED LETTER OF INTENT AND CONSENT FORM TO SOP

You will be provided a letter of intent and consent form to return with signature and must also register for an appointment to view past winning scholarship applications in EEE.

#### READ PAST WINNING APPLICATIONS

On file in the SOP office, past winning applications demonstrate successful methods used by past UCI winners to produce compelling and concise research/study proposal and personal statement essays. They also showcase successful formatting amid each application's unique space constraints. **You must request an appointment in advance to view these files**, as we will select the most closely related applications from our extensive archive and have them ready for you.

#### MEET WITH YOUR FACULTY

After submitting your Pre-Application, meet in person with at least three faculty members.

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#### DISCUSS YOUR PLANS/PROJECT IDEAS

Explain that you'll [furnish him/her with drafts of your application essays](#) as they evolve, and let him/her know when to expect these. Detail your ideas for potential study/research proposals. Ask for advice in narrowing your topic and discuss feasibility of proposed plan.

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#### REQUEST LETTERS OF RECOMMENDATION

Faculty will [send SOP staff](#) two drafts of unique letters for each relevant scholarship. This enables the SOP to complete the process of application evaluation and [campus endorsement](#). **Candidates are responsible for ensuring faculty have submitted their letter drafts to SOP staff by the deadlines.** Ask if s/he is willing to write a comprehensive letter of recommendation on your behalf and participate in the letter draft process. State that SOP staff will follow up with award-specific content and formatting information.

Faculty recommenders of Fulbright candidates applying for an [English Teaching Assistantship grant](#) will complete ETA Reference Forms in lieu of traditional letters. These entail different content and formatting requirements.

For more information, please see our handout on [letters of recommendation](#).

# FULBRIGHT U.S. STUDENT PROGRAM FELLOWSHIP

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### SOLICIT INTERVIEW PARTICIPATION

Faculty letter writers are enthusiastically encouraged to serve on your [campus endorsement interview](#) committee, which is led by a Dean of the Division of Undergraduate Education. Faculty participation complements the expertise of SOP staff and the Dean; your professors are uniquely able to support you by providing discipline-specific commentary and offering feedback on the feasibility of your study or project.

Please also identify potential alternate committee members, such as other faculty or teaching assistants in your field of study. If your letter writers cannot attend or decline to participate in the endorsement interview, we may solicit participation from your suggested alternates.

You will be provided with a form to collect contact information (name, title, department, email, phone) and availability for August dates on which we will schedule your endorsement interview. If applying for multiple awards, indicate which faculty will be writing for which award.

### SUBMIT FACULTY SUMMER CONTACT INFO & INTERVIEW AVAILABILITY TO SOP

After you submit this information, SOP staff will email a packet to your faculty about the program(s) to which you are applying, deadlines & formatting requirements for letter drafts, and examples of letters written for past scholarship winners. We will also confirm the time and location of your campus endorsement interview.

### RESEARCH/STUDY: PROVIDE COPY OF EMAIL TO POTENTIAL LETTER OF AFFILIATION WRITERS

Letters of Affiliation (LOAs) are brief, informal invitations from a faculty member or official at your overseas institution of choice to study in a particular department, lab, nonprofit organization, etc. *should you receive the scholarship*. Applicants must carefully read the criteria for host affiliation requirements in the [Fulbright country summary](#); depending on the country, the host affiliation can be an academic institution, a research institute, a nonprofit organization and/or other relevant agency.

Provide a copy of your initial email to at least one potential letter of affiliation writer. For more information, please see our handout on [letters of affiliation](#).

### PROVIDE ROUGH DRAFTS

Research/study candidates must identify program(s) & institution(s), country, and grant type.

[Email essay rough drafts and updated CV](#) to SOP staff, your faculty, and your assigned Writing Specialist.

### SCHEDULE FOREIGN LANGUAGE EVALUATION (OPTIONAL, DEPENDING ON COUNTRY)

If the primary language in your host country is not English, contact UCI language department faculty or other professional language teacher to arrange an appointment for assessment of your speaking, listening, reading, and writing skills in a foreign language. Professional language evaluations must be completed before 2<sup>nd</sup> draft submission. You will also complete a self-evaluation of your foreign language proficiency on a separate form. You may not substitute coursework, other language proficiency exams, or native speaker status for the Fulbright foreign language evaluation forms. Please do not complete either the professional or self-evaluation for English, even if you are a non-native speaker of English. See [Fulbright country summary](#) and [Application Tips](#) for details.

### REGISTER & BEGIN APPLICATION(S)

[Access this year's application.](#)

### REGISTER UCI & ADVISOR INFORMATION



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These steps allow SOP staff to view your application and provide you with edits. You will not show up in the system as a UCI undergraduate Fulbright candidate or be considered for campus endorsement if you do not complete these steps.

First, designate yourself as a UCI undergraduate applicant. This is **question #5** on the application. You cannot type directly into the field. Click on **Institution** and type **Irvine** in the Search by Keyword box. Select **UCI** (NOT UCI Graduate Studies); the app should now display “University of California, Irvine, CA / 93440D”.

### SUBMIT 1<sup>ST</sup> APPLICATION DRAFT(S)

**All drafts must be submitted to SOP, not to scholarship funding agencies, and must include the components (forms & essays) of a complete application.**

Complete application, including essays, via electronic system and click Submit. Despite the popup warning, HITTING “SUBMIT” WILL NOT SEND YOUR APP TO FULBRIGHT!

*N.B. Responses to the “Host Country Engagement” question should briefly describe the applicant’s intention to interact through a side project, such as volunteering or participation in a culturally-appropriate club or hobby during free time.*

Upload unofficial transcripts from all institutions attended.

Email 1<sup>st</sup> essay drafts to faculty and your Writing Specialist.

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### WHAT HAPPENS NEXT

You’ll receive feedback from SOP staff, faculty, and your Writing Specialist. Incorporate this feedback into your second draft.

### FACULTY SUBMIT LETTER OR ETA REFERENCE FORM DRAFTS

Please confirm that your faculty have provided letter of recommendation or ETA reference form drafts to SOP staff.

### SUBMIT 2ND APPLICATION DRAFT(S)

Submit full, revised application (including essays and all required components) via electronic system. Remember, despite the popup warning, HITTING “SUBMIT” WILL NOT SEND YOUR APP TO FULBRIGHT!

[Email](#) evidence of affiliation, such as an email response or upload [letter of affiliation](#) if you have already received it.

Purchase official transcripts from the Registrar’s Office and from other universities (including community/junior colleges) at which you’ve completed undergraduate work. Upload unofficial UCI transcript and scan of official transcript(s) from any other institutions attended.

Arts applicants: provide copies of [supplementary materials](#) to SOP by email or an online large-file transfer service, as we cannot view materials in the online system.

Email 2nd essay drafts to faculty letter writers and your Writing Specialist.

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### WHAT HAPPENS NEXT

You’ll receive feedback from SOP staff, faculty, and your Writing Specialist. Incorporate this feedback into your interview draft.

### SUBMIT INTERVIEW DRAFT

Submit full, revised application (including essays and all required components) via electronic system. Remember, despite the popup warning, HITTING “SUBMIT” WILL NOT SEND YOUR APP TO FULBRIGHT!

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## APPLICATION PROCESS OVERVIEW

Have foreign language evaluator complete and submit form (if applicable) via electronic system.

**Study/Research applicants:** upload [letter of affiliation](#) (signed and on official letterhead).

**Arts applicants:** if revising [supplementary materials](#), provide to SOP by email or an online large-file transfer service, as we cannot view materials in the online system.

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### WHAT HAPPENS NEXT

We will distribute your materials to the members of your interview committee for their review.

After your interview, if the committee decides to endorse your application, you'll receive feedback to incorporate into your final draft.

### CAMPUS INTERVIEW: EARN CAMPUS ENDORSEMENT

The J. William Fulbright Foreign Scholarship Board will not accept applications directly from current undergraduate students. They will only review applications that university officials have endorsed (nominated). The SOP evaluates candidate applications and, for endorsed candidates, provides a unique, personalized, comprehensive letter of institutional endorsement, signed by the Dean of the Division of Undergraduate Education.

Each candidate is interviewed by a personalized campus committee in August for approximately 60 (for one award) to 90 minutes (if applying for multiple scholarships). The committee evaluates application strength(s) and determines whether it merits endorsement.

Candidates **MUST** attend in person. If you plan to study abroad or otherwise be outside the U.S. during Summer or Fall 2017, alert SOP staff immediately to discuss alternatives.

### ENDORSED CANDIDATES SUBMIT AUXILIARY INFO

Email to SOP details of your future academic & career plans; familiarity with Fulbright country; senior thesis title, topic, findings & relation to Fulbright; and plans for engaging in community service while abroad by given deadline. Using information you provide, SOP staff will complete your campus evaluation.

### SUBMIT FINAL DRAFT(S)

Must incorporate interview feedback and include any *updated* supplementary materials.

Review the complete PDF of your application for accuracy and completeness. Submit finalized, full application (including essays and all required components) via electronic system.

Ensure faculty have submitted all finalized letters via electronic system.

Arts applicants submit [supplementary materials](#).

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### WHAT HAPPENS NEXT

SOP staff will confirm receipt of a copy of your complete application and supplementary materials (letters of recommendation, etc.), upload your campus evaluation, and submit your endorsed, complete application to the funding agency.

### UPDATES/CHANGES AFTER SUBMISSION

At any point after the national deadline, please notify the Fulbright program via the IIE Program Manager [for your host country/region](#) as well as [SOP staff](#) of any changes that would affect your application, especially changes in academic status or completion of your degree, changes in marital status, inability to accept a grant if one is offered, or changes to your contact information.

### FULBRIGHT NATIONAL SCREENING COMMITTEE REVIEWS YOUR APPLICATION



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The national screening committee, including specialists from US institutions and organizations in various fields, will meet and recommend candidates for further consideration. Applications for study/research are reviewed by country or region by senior faculty with experience in the region. Applications for ETAs are reviewed by foreign language or TOEFL professionals with world region experience.

### SEMI-FINALIST NOTIFICATION

**Semi-finalists will be notified by late January 2018. Please forward the status update to [SOP staff](#).** You will be asked to provide official transcripts (for all institutions attended). If you have graduated and are no longer taking classes, your existing official UCI transcript and transcripts from other institutions attended should be sufficient. If you are a continuing student, you will need a new official transcript with fall quarter grades. Please send SOP an updated UCI transcript with fall quarter grades and any other official transcripts from other institutions attended (that we don't already have on file) as soon as you are notified of your semi-finalist status, and we will send your transcripts to Fulbright.

Certain countries, such as Russia, Mexico and the UK, may elect to contact you for a Skype/phone interview, but this is not common. We anticipate you would be contacted sometime after you receive semi-finalist notification by late January. If you are contacted in advance for an interview, please email us if you would like to do a practice interview with SOP staff.

### HOST COUNTRY SCREENING COMMITTEE REVIEWS YOUR APPLICATION

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

### WINNER NOTIFICATION

Between March and June, semi-finalists will learn whether they have received a Fulbright grant, been designated as an Alternate, or have not been selected. Exact timing of winner notification depends on the efficiency of each country's process. **Please forward the status update to [SOP staff](#).**