FULBRIGHT STUDENT PROGRAM

Instructions for Completing the
2011-2012 Fulbright Graduate Student Application
2011-2012 Fulbright Junior Advanced Research Program Application
and
2010-2011 Fulbright Graduate Student "Top-Up" Grant Application

Polish-U.S. Fulbright Commission
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Read all instructions carefully before completing the application.

STEP 1: For eligibility requirements and other required documents not listed here, please refer to the program announcements on the Polish-U.S. Fulbright Commission's website: www.fulbright.edu.pl

Application Deadlines:
Fulbright Science and Technology Student Awards: **April 30, 2010**
Fulbright Graduate Student and Graduate Student "Top-Up" Awards: **April 30, 2010**
Fulbright Junior Advanced Research Grants: **June 28, 2010**

STEP 2: Record user ID and password in a safe place
Your email address is your user ID. When you created an account for this on-line application, you created a password. An e-mail was sent to you indicating your **user ID** and **password**. Keep this information in a safe place. You can log in and out of the application as frequently as you like; however, you must have your user ID and password. While you cannot change your user ID, if necessary, you can change your password by clicking on "Update My Account" at the top of the Home page of this application.

STEP 3: Complete the application
You do not need to complete this application at one sitting. You can re-enter at anytime and edit your application. But remember that once you submit your application, you can NO longer make changes to it.

All forms in this application are to be completed in English. Items must be answered completely and carefully. Some helpful "tips":

- Avoid using all capital letters when answering items, e.g. name, address, etc. It is better to use upper and lower case, e.g. Ron Smith.
- You can copy and paste information into all text boxes.
- In the text boxes, you must limit your responses to the space provided. Information that exceeds the space provided will **not** display or print. If what you have typed or copied exceeds the size of the box, you must edit it.
- You can review each page of the application in its PDF format by clicking on the **Preview** button on the upper right-hand corner. Closing out of the PDF view will bring you back to your application.
- You will create essays on pages 4, 5, and 6. On the essay pages text entered that exceed the space provided **will display** and print. However, it is recommended that you try to keep your essays to one page when possible.
- You have several ways in which you can create your essays:
  - You can compose your essay on-line. Please note, there is a 40-minute 'time out' function. In other words, you will need to either complete your essay in 40 minutes or periodically save your essay. You will not be able to customize the formatting of your essay.

- o You can copy and paste text from another document and edit online. Again, you will have a 40-minute "time-out" function. You will not be able to customize the formatting.
  - o You can upload text from another document. This is the only option where you will be able to have special formatting, e.g. bold, underline, headers, double spacing, etc. While you cannot edit an uploaded document on-line, you can delete your upload, make your corrections in your document off-line, and upload again.
  - o **Pages 4 (study objective) and 5 (personal statement)** contain a header that displays on the PDF view. Therefore, you must leave a 4 cm margin at the top of every page of your essays to allow space for the header that will appear on the print version of your application.
- You should **preview** all of your essays to make sure the formatting is correct before submitting your application by clicking the preview button in the upper right-hand corner of the screen. When you preview an essay, **you must use the "Back" browser button to return to your essay**. Closing out of the HTML preview (i.e. clicking the X in the upper right-hand corner) will exit you from your application.
- Some questions are 'required.' In other words, you will not be able to complete and submit your application until all required items are completed. When you click on the **Application Inspector** button on the Home page, your application will be checked for completeness. You will be prompted to enter any missing information on required questions.

Often specific instructions for completing a question or item will be provided in the application. Please read all instructions carefully. In addition, please review the following important information.

Preliminary Question Page: It is very important that the following questions are answered correctly:

- *Question –Country of Citizenship:* Make sure that you properly identified Poland as the country competition (i.e. country of citizenship) to which you are applying.
- *Question 2--Program:* Make sure that you correctly identify the Fulbright Program to which you are applying:
  - *Fulbright Foreign Student Program:* applicants for Graduate Student Grants, Graduate Student "Top-Up" Grants, Junior Research Program.
  - *International Fulbright Science and Technology PhD Program:* a special world-wide competition that is a separate competition. If you have any questions regarding the programs, please contact the Polish-U.S. Fulbright Commission office.

Item 1—Name: It is very important that you list your name exactly as it appears (or will appear) on your passport. Please use upper and lower case when entering in your name, e.g. Ron Smith. Also, do not use Polish diacritical markings as this will create computer-related problems.

Item 11—Application Cycle: Please select 2011-2012.
Graduate Student "Top-Up" Grants only: select 2010-2011

Degree Objective: Select one degree from the drop down menu of choices.
Applicants for Junior Advanced Research Grants: Select *Visiting Researcher*

Item 12—Field of Study: From the choices, select the field of study most appropriate to your study objective. Briefly elaborate on the exact nature of your objective in the text box that follows.

Item 14—Institutions Attended: Please list all post-secondary institutions attended in reverse order (putting the most recently attended first). List all post-secondary institutions attended, even those from which you did not achieve a degree. Do not list secondary school.

Item 21—Position Code: Please select from the drop down menu the position title which best describes the activity in which you are currently involved.

Item 27—Study/Research Objective: The study/research objective description that you provide is an essential and highly important part of your application. You should take great care to write a clear and very detailed description of the program you want to pursue. Clearly identify the area(s) within your field of study in which you want to specialize or concentrate. If there is specific research that you want to accomplish, please describe. Remember to leave a 4 cm margin at the top of every page to allow room for the header that will appear on the PDF view. Preview your essay to check the formatting before submitting your application.

Applicants for Graduate Student Grants and Science and Technology Awards: The Study Objective statement must be concisely written describing your past and present work as it relates to your intended field of study, educational objectives, and reasons for choosing your field.

Applicants for Junior Advanced Research Program: please provide concise description of your Ph.D. thesis project, title (if approved by your faculty board) and your thesis research completed so far. Describe aims and methodology of your research proposal for your Fulbright grant, and indicate how it will contribute to advancing preparation of your thesis. Explain why residence in the United States is necessary for accomplishment of the project.

Item 28—Personal Statement: The personal statement is a narrative statement in which you can include information about your education, practical experience, special interests, career plans, and your purpose in applying for study in the U.S. Remember to leave a 4 cm margin at the top of every page to allow room for the header that will appear on the PDF view. Preview your essay to check the formatting before submitting your application.

Page 6, Item 29—Additional Information: Please insert complete *Curriculum Vitae*. Please use the format below:

Personal Data:
Complete Name
Mailing address, telephone numbers, e-mail address
Date and place of birth, marital status

Education:
Most recent degree first: Include name of university, field of study, dissertation/thesis topic, honors received at university.

Professional Experience:
List in reverse chronological order, current position first.
Include dates of employment, the name of the institution, address (city), title, and short description of duties. Highlight any achievements.

Research Grants/Fellowships:
List of grants or fellowships you received in reverse chronological order. Include dates and name of grant/fellowship.

Honors and Awards:
List in reverse chronological order, include name of award/honor, dates and short description.

Memberships and Affiliations:
List membership in any professional organizations you belong to. Include name of organization, location and dates of membership.

Publications:
List in this order: books, articles, conference papers. (please translate the Polish topics into English)

Item 32—National Identification Number: It is not needed for your application.

Page 7—University Transcripts: Official, complete and certified academic documents covering the entire period of study at universities even those schools from which you did not receive a degree or diploma. The transcripts should list the subjects you studied and the grades you received during each year of your enrollment.

Applicants for Graduate Student Grants, Science and Technology Awards: Please upload copies of transcripts (either in Polish or in English), Master's diploma/diplomas or, "zaswiadczenie o studiach" ,

Applicants for Junior Advanced Research Grants: Transcripts are not required. Instead, please upload copies of Master's diploma/diplomas, correspondence with or invitation from a preferred university, and "zaswiadczenie o studiach doktoranckich",

Applicants for Graduate Student "Top-Up" Grants:Ttranscripts are not required. Please upload copies of admission letter, Master's diploma if available, or "zaswiadczenie o studiach" .

Please scan copies of all documents and upload them into this application. Just follow the instructions that appear on page 7 or the application. Only the candidates selected for the awards will need to submit "official" transcripts and the original English translations (when necessary).

Page 8—Personal Information: The information provided on this form will be used by the Fulbright Program and Fulbright administrative agencies for internal purposes only.

Page 9—Personal Financial Information: Since the Fulbright grant that may be awarded to you might only cover a portion of your expenses, you may need to provide funds from your own or other sources. Please complete this form as completely and accurately as possible based on information that you have at the time of application. If you should have a major change in your financial resources while your grant is pending, you should immediately inform the Polish-U.S. Fulbright Commission.

Applicants for Junior Advanced Research Grants, Science and Technology Awards: It is not needed for your application.

Page 10—University Preference: Polish candidates for all programs MUST provide this information. Please complete this page as fully as possible. Provide the name of the department and the specific program within that department in which you are interested. If you have been in contact or correspondence with a faculty member, please provide the name and contact information for that individual.

Item 46- Other institutions in which you may be interested:

Applicants for Junior Advanced Research Grants and Graduate Student "Top-Up' Grants: This is not needed for your application.

Applicants for Graduate Student Grants and Science and Technology Awards: You may list up to 3 programs.

Item 47- **Institutions to which you have applied** (applicants for Graduate Student Awards, Science and Technology Awards only): If you have applied to a U.S. university within the past three years, please list the programs and the results.

STEP 4: Supplemental forms

The following forms can be found by clicking on the **Supplemental Forms** button on the Home page of this application:

- **Letter of Reference/Recommendation**: You must have three letters of reference (or recommendation) submitted on your behalf. Letters of reference are extremely important. All letters of reference should be written by teachers under whom you have studied or pursued research or by someone who has supervised you in work related to your proposed field of study. Letters of reference should not be written by persons related to you either by blood or marriage, or by personal friends. The letters should be written in English.

    Junior Advanced Research Grants: It is required that we receive a letter of recommendation from your academic mentor or Ph.D. thesis supervisor.

    Graduate Student "Top-Up" Grants: Letters are not needed for your application.

- Your recommenders can complete the forms and submit electronically. You must click on the **Recommendation** button on the Home page of this application to register your recommenders.
- You can print out the Letter of Reference form and forward to your recommenders who will then complete the forms and mail to the Polish-U.S. Fulbright Commission in Warsaw.
- **Report on Proficiency in English:** This form is not required.
- **Information Concerning Foreign Student Academic Records: only the candidates selected for the** awards will be asked to submit the form.
- **Transcript Release Form** (for post-secondary U.S. transcripts only): this form is not needed for your
- application.
- **Signature Form: y**ou must print it out, sign the document, and upload in the on-line application.

    Please note: supplemental address forms (in Polish) are posted on the Polish-U.S. Fulbright Commission website. The address form, the signature form, TOEFL score or confirmation of registration, and "zaswiadczenie o studiach" may be scanned into one document and then uploaded .

STEP 5: Application inspector

Before you can submit your application electronically, your application will be reviewed for completeness. If there is missing data, you will be prompted to correct.

STEP 6: Review and print your application

Review a PDF version of your application and print a copy for your records.

STEP 7: Submit your application

After completing this application and thoroughly reviewing it, you will submit it electronically to the Polish-U.S. Fulbright Commission in Poland**. Please note**, it is very important that the following questions were answered correctly:

- *Question 1--Citizenship:* Make sure that you identified <u>Poland</u> as the country to which you are applying.
- *Question 2--Program:* Make sure that you identified the correct award program to which you are applying: Junior Advanced Research Grants, Graduate Student Grants, and Graduate Student "Top-Up" Grants please select Fulbright Foreign Student.
- If you entered either question incorrectly, you must correct your answer(s) prior to submitting your application. You can easily make corrections by clicking on the **'update my answers to preliminary questions"** link on the upper-right hand corner of the Home page.

Note carefully, after submitting you application electronically, you will be able to access it in a viewable PDF format as well as be able to access supplemental forms. You will be able to print these documents. However, you will not be able to make changes to your application.

STEP 8: Track your application for missing documents

Once the competition for a program is closed, you will receive short e-mail message confirming that the Polish-U.S. Fulbright Commission received the application along with supplemental documentation, including letters of reference submitted on-line. If a letter of reference will be sent by mail, it is your responsibility to ensure it is submitted on time. You are expected to call the Commission and confirm it arrived by the deadline.

<u>Candidates selected for the awards:</u>
 At the bottom of the home page of your application, there is a **'track your status'** link. If items that are still needed to complete your Foreign Fulbright dossier have been identified, they should be indicated here. Only items that are missing will be identified. Please return periodically to check your status.

STANDARIZED TESTS:

TOEFL (Test of English as a Foreign Language): TOEFL is an admissions requirement at U.S. institutions for applicants whose native language is not English. All non-native English-speaking candidates should immediately register for TOEFL.
<u>Applicants for Junior Advanced Research Grants:</u> **O**nly candidates recommended for the awards will be required to take TOEFL test.
<u>Applicants for Graduate Student Grants an Science and Technology Awards:</u> Copy of valid test score or copy of registration confirmation is required by the application deadline.

GRE (Graduate Records Examination): The GRE is required by U.S. graduate schools and/or departments for candidates in most fields other than Business Administration and Law.
<u>Applicants for Graduate Student Grants and Science and Technology Awards:</u> You should make every effort to register for the earliest possible administration of the GRE. GRE Subject Tests are required in certain fields. If a GRE Subject Test is offered in your field of study, you should make every effort to register for the earliest possible administration of this exam. The Subject Tests are given at paper-based test centers worldwide <u>three times a year</u> in October, November and April. **IIE code: 2326** must be indicated on the TOEFL and GRE registration forms and/or the forms provided at the time you take the exam.
<u>Applicants for Junior Advanced Research Grants:</u> The GRE is not required.

APPLICATION CHECKLIST:

Please make sure that the following documents are included in your application:
1. Junior Advanced Research Grants:
>   - 3 letters of recommendation, including one from you academic mentor/Ph.D. supervisor. All letters may be submitted on-line or mailed to the Polish-U.S. Fulbright Commission
>   - curriculum vitae
>   - copy of Master's diploma (either in Polish or in English)
>   - "zaswiadczenie o studiach doktoranckich"
>   - address form in Polish (posted on the Commission's website)
>   - signature form

2. Graduate Student Grants and Science and Technology Awards:
>   - 3 letters of recommendation submitted on-line or mailed to the Polish-U.S. Fulbright Commission
>   - curriculum vitae
>   - copy of academic transcript (either in Polish or in English)
>   - copy of Master's diploma if available, or "zaswiadczenie o studiach"
>   - address form in Polish (posted on the Commission's website)
>   - copy of TOEFL score or registration confirmation
>   - signature form.

3. Graduate Student "Top-Up" Grants:
>   - copy of university admission letter
>   - curriculum vitae
>   - copy of Master's diploma, or "zaswiadczenie o studiach"
>   - copy of bank statement indicating personal funds available
>   - address form in Polish (posted on the Commission's website)
>   - signature form

Candidates for all programs:

Please mail one copy <u>of your on-line application</u> to the
Polish-U.S. Fulbright Commission in Warsaw.

OTHER IMPORTANT INFORMATION

1. **Duration of Grants:** Fulbright grants and other fellowships, assistantships, scholarships and educational grants are generally awarded for nine to twelve months beginning in August or September. Duration of grants for Polish applicants:
   - Graduate Student Grants and Graduate Student "Top-UP' Grants: 10 months.
   - Junior Advanced Research Grants: applications are accepted for 6 or 9 months..
2. Candidates appointed to certain types of Fulbright grants may be required to arrive during the summer for an introductory course or intensive English program prior to the academic year. In some cases, arrangements may be made for an extension of the period of grant beyond the first academic year. Candidates should not assume, however, that awards are automatically renewable.
3. **Duration of Degrees:** The length of your degree program may exceed the available funding and sponsorship limits of your Fulbright grant. The requirements for completing academic work toward a degree vary depending upon the degree desired, the candidate's academic background and the regulations of the individual U.S. institution to which the candidate is admitted. It is usually not possible to obtain a degree in one academic year. Although the minimum time required for a Master's degree is one academic year, a student should expect to spend from at least one summer session to an additional academic year to complete the academic requirements. For the Doctoral degree, at least two to three academic years are required beyond the master's degree. However, many doctoral students find four or five years necessary, and in some cases even longer.
4. **Change of Plans:** You should promptly inform the Polish-U.S. Fulbright Commission of any change in your academic status or future plans after your application has been submitted.