2008-2009 Application for the Fulbright Scholar Program Advanced Research and University Lecturing Awards in the United States

THE FULBRIGHT PROGRAM

The flagship international educational exchange program sponsored by the U.S. government, widely known as the Fulbright Program, is designed to increase mutual understanding between the people of the United States and those of other countries. With this goal as a starting point, the Fulbright Program has provided more than 273,500 participants—chosen for their leadership potential—with the opportunity to observe each other's political, economic and cultural institutions, exchange ideas and embark on joint ventures of importance to the general welfare of the world.

The Fulbright Program was established in 1946 under legislation introduced by former Senator J. William Fulbright of Arkansas. The Fulbright Program is administered by the Bureau of Educational and Cultural Affairs of the United States Department of State.

Since the establishment of the Program, 45,400 Fulbright Visiting Scholars have conducted research or taught in U.S. universities, and more than 43,600 Fulbright U.S. Scholars have engaged in similar activities abroad. The Fulbright Program awards approximately 800 grants to Visiting Scholars each year. Currently, the Program operates in over 150 countries worldwide.

The primary source of funding for the Fulbright Program is an annual appropriation made by the United States Congress to the Department of State. Participating governments and host institutions in foreign countries and in the United States also contribute financially through cost-sharing and indirect support, such as salary supplements, tuition waivers and university housing.

The J. William Fulbright Foreign Scholarship Board (FSB), composed of 12 educational and public leaders appointed by the President of the United States, formulates policy for the administration of the Program, establishes criteria for the selection of candidates and approves candidates nominated for awards.

The United States Department of State, Bureau of Educational and Cultural Affairs, develops policies to assure fulfillment of the purposes of the Program and administers it with the assistance of educational commissions and foundations in 50 countries that have binational agreements with the United States for continuing exchange programs, U.S. Embassies in 90 other countries and a number of cooperating agencies in the United States.

Binational commissions and foundations draw up the annual program plan for exchanges, in consultation with participating universities and organizations in the host country. They also screen, interview, and recommend to the FSB qualified candidates for student and faculty grants under their exchange programs. In a country without a commission or foundation, the Public Affairs Section of the U.S. Embassy develops the program and supervises it locally.

The Council for International Exchange of Scholars (CIES), under a cooperative agreement with the Department of State, administers the Fulbright Scholar Program for faculty and professionals. CIES is a division of the Institute of International Education (IIE) and has close working relationships with the major disciplinary bodies in the humanities, social sciences and natural sciences. During the terms of their grants in the United States, Fulbright lecturers and researchers are assisted by CIES.

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The Fulbright Program and General Requirements

OVERVIEW OF THE FULBRIGHT SCHOLAR PROGRAM

The mission of the Fulbright Scholar Program is to increase mutual understanding between the people of the United States and people of other countries. It aims to provide educational exchange experiences to a maximum number of individuals not previously afforded such an opportunity. The experience should be of intrinsic value to the scholar, the recipient's home institution, its faculty and its students, as well as to the U.S. host institution. Fulbright Scholars serve as cultural ambassadors and should be prepared to speak about their countries, cultures and research to academic and community groups.

The Program has provided thousands of scholars with the opportunity to establish professional contacts in their field and make long-lasting friendships with colleagues in the United States; to develop collaborative research relationships with U.S. scholars; and to enhance their scholarly publications and other contributions with research conducted in the United States. Finally, for many faculty, the Fulbright Program offers an opportunity to pursue scholarly work without interruption. By doing research, guest lecturing, and pursuing other scholarly interests in a completely different environment, scholars return home personally invigorated and professionally stimulated.

NATURE OF GRANTS

Grant benefits vary according to the provisions of the program in each participating country. All Fulbright grants include limited insurance coverage for accident and sickness. Most awards provide international travel for the grantee to and from the host institution in the United States. About 70 percent of Fulbright grantees also receive maintenance grants provided by the U.S. Department of State or binational Fulbright Commissions. Other scholars receive financial support from host institutions in the United States, private foundations or their home institutions or governments. Some also use personal funds to supplement their grants.

Most grants are awarded for a period of three to 10 months. Grants should not be for periods of less than three months or more than 12 months, including extensions. Particular country or regional programs may have specific guidelines concerning the duration of grants and other special criteria that applicants should consider in their applications.

A grant may be revoked, terminated, or suspended. Grounds for revocation or termination include, but are not limited to: (1) violation of any law of the United States or the home country; (2) any act likely to give offense to the United States; (3) failure to observe satisfactory academic or professional standards; (4) physical or mental incapacitation; (5) engaging in any unauthorized income-producing activity; (6) failure to comply with the grant's terms and conditions; (7) material misrepresentation made by any grantee in the application form or grant document; (8) conduct which may have the effect of bringing the U.S. Department of State or the Fulbright Program into disrepute; and (9) violation of the policies of the J. William Fulbright Foreign Scholarship Board (FSB).

A grant may be suspended if (1) the grantee ceases to carry out the project or academic program during the grant period or (2) the grantee leaves the United States for more than two weeks without authorization of the Fulbright Commission or U.S. Embassy and supervising agency.

ELIGIBILITY REQUIREMENTS FOR APPLICANTS

You must possess **all** of the following qualifications in order to be eligible unless specific exemptions are stated by the Fulbright Commission or Public Affairs Section of the U.S. Embassy (heretofore called "Fulbright organization") from which you received this application.

- **Citizenship or permanent resident status qualifying you to hold a valid passport issued in the country in which the application is made**. Persons selected for a Fulbright grant will be required to submit a copy of their passport data page to the Fulbright organization. Persons applying for or holding permanent residence in the United States are not eligible. Persons who are citizens of both a partner country and the United States are also ineligible. Fulbright Scholars enter the United States on an Exchange Visitor (J-1) visa under a U.S. Department of State program and are subject to the two-year home-country residency requirement associated with the J-1 visa. NOTE: Scholars and their dependents who have held J visas and been physically present in the United States for six months or more are not eligible to reenter as J-1 researchers or lecturers for 12 months following their departure from the United States.
- **Doctoral degree or equivalent professional training or experience at the time of application.** For professionals and artists outside academe, recognized professional standing and substantial professional accomplishment is expected.
- **A detailed statement of proposed activity for research or lecturing at a U.S. institution.** The proposed project should contribute to the development of knowledge in your field and must be effectively investigated within a period of three to 12 months in the United States (ask your local Fulbright organization about recommended standard grant lengths).
- **Proficiency in English appropriate to the proposed lecturing or research project to be carried out in the United States.** You may be required to take an English proficiency examination at the U.S. Embassy.
- **Sound physical and mental health.** Those selected for a Fulbright grant are required to submit a Medical History and Examination Report before their grants can be finalized.

In addition you should note the following conditions affecting review and selection of candidates:

- Applicants will be considered without regard to race, religion, sex, age, and/or physical impairment.
- Preference is given to those without recent experience in the United States.
- Applicants who have previously received a grant under the Fulbright Program of more than two months are ineligible to apply for another grant within three years from the date of termination of the previous grant, unless an exception has been granted.
- Applicants should be representative and responsible citizens who can contribute to a full and fair picture of the culture of their own countries and thereby contribute to understanding between the people of the United States and their country. They should also demonstrate the cross-cultural sensitivity and flexibility needed to adjust successfully to life in the United States.

Grants are <u>not</u> for the principal purpose of

- attending conferences,
- completing doctoral dissertations,
- travel and consultation at multiple institutions or
- clinical medical research involving patient contact.*

[***Note to medical doctors**: The U.S. Department of State has designated the Educational Commission for Foreign Medical Graduates (ECFMG) as the sole agency authorized to sponsor alien physicians for internship, residency and specialized clinical training in the United States. Fulbright grantees cannot simultaneously be sponsored by ECFMG; therefore, proposals for medical research involving clinical training, patient care or patient contact cannot be approved under the Fulbright Program.]

APPLICATION AND REVIEW PROCESS

- Although most grants available to foreign scholars are for research, you should consult with the Fulbright organization representatives to determine the kinds of grants available for your country.
- Refer to "Additional Information for Applicants From Sub-Saharan Africa" for essential information on award categories and the review process, if you are from this world area.
- You must submit your application by the deadline set by the Fulbright organization in your home country.
- Initial screening and endorsement of applications are done by the Fulbright organization in your home country. Applications from African scholars also undergo an academic review conducted by CIES.
- The application is then forwarded to CIES and the U.S. Department of State by the Fulbright organization in your home country. Final selection of all grants is made by the J. William Fulbright Foreign Scholarship Board.
- You will be notified by the Fulbright organization in your home country if you are selected, based on the timeline set by that organization. Before a grant can be confirmed, a medical evaluation report is required and will be reviewed by appropriate personnel.
- It is the policy of the J. William Fulbright Foreign Scholarship Board not to give to individual applicants or to others inquiring on their behalf the specific reasons for selection or non-selection of applicants for awards under the program, to the extent not required as a matter of law.
- For scholars from many world areas, CIES arranges or confirms affiliation with appropriate U.S. institutions. Scholars from some commission countries arrange their own affiliations. Consult with the Fulbright organization in your home country regarding affiliation requirements.
- You should not plan to arrive any earlier than late August of the year you are notified. You must complete projects on or before December 31 of the year following notification of your selection.

ARRANGEMENTS FOR AFFILIATION WITH A U.S. HOST INSTITUTION

One of the most important components of the Fulbright Scholar Program is a formal affiliation at a U.S. university or research institution. In many cases, applicants are in contact with colleagues at U.S. institutions and have made preliminary plans for their own placements by securing a letter of invitation from the prospective host institution. However, if you are unable to make these preliminary contacts, you are strongly encouraged to identify two or three institutions that have appropriate facilities for the kind of project you wish to undertake and faculty specialized in your research interests. Please indicate the rationale for your preferences.

When determining which institutions to include on your preferred list, do not limit yourself to only large research institutes and the most well-known U.S. universities. Consider listing other institutions such as community colleges, regional universities or Minority-Serving Institutions (which include Historically Black Colleges and Universities, Hispanic-Serving Institutions and Tribal Colleges and Universities). These schools are often engaged in many dynamic areas of teaching and research. Though many U.S. institutions may not have an international reputation, they often do have appropriate facilities for scholars to conduct research. Scholars placed in these smaller and less renowned institutions often are given greater attention than their colleagues who are affiliated with larger and more well-known universities.

If you have studied previously in the United States, you should avoid seeking affiliation at your U.S. alma mater. This is to ensure that you expand your contacts within the U.S. academic community.

The task of affiliation is substantially facilitated if you have a project that is clearly defined and well written. Prospective host institutions will also want to be assured that you can conduct research in English.

Preparing the Application

FIRST STEPS

- **Planning ahead—**Advance planning will give you as much time as possible to put together a thoughtful and compelling application. Applicant review and final selection are based upon the actual application and accompanying materials. Your U.S. institutional affiliation will also be conducted based on the application and accompanying project statement.

- **Consulting with colleagues—**You are encouraged to consult with current or former Fulbright Scholars from your own country or the United States. Fulbright alumni and current participants can provide valuable guidance in formulating a competitive project statement.

GENERAL APPLICATION GUIDELINES

- At the time of application, you **must submit the following: (a) application form; (b) detailed project statement; (c) detailed curriculum vitae; (d) three references and (e) letter of invitation from U.S. university or institution, if applicable.**
- To ensure correct completion of the application, **read carefully the detailed instructions** provided in these guidelines.
- All items **must be in English.**
- The entire application **must be typed or computer-generated**. Use 10-point or larger type on all parts of the application. Handwritten applications will not be accepted.
- Responses to questions on the four-page application must fit on the pages on which the questions originally appear**. Do not attach additional pages** to answer these questions.
- Contact the local Fulbright organization from which you received this application to **request an electronic version (Microsoft Word) of the application.** If using an electronic version of the application, do not change the format of the forms, the pagination, the fonts or the type size.
- Proofread the entire application before submitting it to your local Fulbright organization. The **application should be free of grammatical and spelling errors**.
- **Treat the application as a unitary whole, with all parts reinforcing the project statement.** The flow should be orderly: your capabilities should be listed in the application, further documented in the curriculum vitae and confirmed in the references. Use the project statement to make the parts interact by referring to items in the curriculum vitae or research bibliography. Without being redundant or simplistic, you should make it easier for the reviewer to find the key pieces of information you wish to convey.

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

Please read the instructions carefully before completing each item.

Item 2. *Category of Grant*

- Check the appropriate box for the type of grant you are seeking: lecturing (L), research (R), or lecturing/research (L/R).

  (L): If the primary purpose of your project is to teach or team-teach at least one full semester course. (Note: you will be required to submit course syllabi along with a confirmed invitation to lecture.)

  (R): If the primary purpose of your project is to conduct research. (Note: you will be required to submit a research bibliography.)

  (L/R): If your project will include significant portions of both lecturing and research as defined above (Note: you will be required to submit two project statements, course syllabi and a research bibliography.)

Item 5. *Full Name*

- **Give your name exactly as it appears on your passport.** This spelling will be used on all documents related to your grant and immigration paperwork.

Item 8. *U.S. Permanent Residency*

- If you have or are applying for U.S. permanent residency (i.e. a green card), you are ineligible for the Fulbright Program.

Item 9. *Date of Birth (Month/Day/Year)*

- Write out the name of the month (for example, February 1, 1957), rather than the numerical figure.

Item 11. *Current Position and Start Date, Department/Office, Institution*

- List the name of your department or office and home institution **in English**.

Item 13. *Significant Professional Accomplishments and Publications*

- Professional accomplishments may include teaching and research awards, compositions and exhibitions, etc.
- Do not write "See curriculum vitae." List accomplishments and publications as instructed below.
- List up to three principal publications with the title, publication date and publisher's name. (A complete listing of all publications should be included in your curriculum vitae.) Use the following format for bibliographic citation and distinguish between books and articles: for books, give title (underlined), publisher and date; for articles, give title (in quotation marks), journal or collection (underlined) and date.
- Limit your list to a maximum of five accomplishments and publications that can be listed within the space provided. Do not attach additional pages.
- For space consideration, separate each item with a semicolon or number rather than a hard return.

Item 15. *Project Title*

- The project title should succinctly describe the focus of the award activity (for example, "Evaluating Fundamental Tax Reforms in a Globalizing World" or "Crashworthiness and Rollover Stability of Heavy-Duty Tanker Trucks"). For lecturing/research awards, distinguish between both components, separating them with a semicolon.

Item 16. *Summary of Project Statement*

- In a few sentences, provide a concise overview that easily allows non-specialists to appreciate the significance of the project and any potential contributions to the field.
- The summary of your proposed research and/or lecturing activities should fit *within the space provided*. Do not attach additional pages.
- This abstract is meant to serve as a *brief summary* of the more detailed project statement.

Item 17. *Proposed Program Length and Dates*

- Consult with the Fulbright organization in your country regarding country-specific minimum and maximum grant lengths.
- Indicate as precisely as possible the period during which you intend to carry out your proposed program in the United States. It is recommended that you plan your program during the U.S. academic year (September through May), when your U.S. colleagues are more likely to be available to receive Visiting Scholars.

Item 18. *Major Academic Discipline*

- Select one discipline from the list below that best describes your general area of expertise, and enter it exactly as it appears in the list.

Agriculture	Dance	Mathematics
American History	Economics	Medical Sciences
American Literature	Education	Music
American Studies	Engineering	Philosophy
Anthropology	Environmental Sciences	Physics/Astronomy
Archaeology	Film Studies	Political Science
Architecture	Geography	Psychology
Art	Geology	Public Administration
Art History	History (non-U.S.)	Public/Global Health
Biological Sciences	Information Sciences	Religious Studies
Business Administration	Journalism	Social Work
Chemistry	Language/Literature (non-U.S.)	Sociology
Communications	Law	TEFL/Applied Linguistics
Computer Science	Library Science	Theater
Creative Writing	Linguistics	Urban Planning

Item 19. *Specialization(s)*

- List subfields within the broad academic discipline in which you specialize (for example, environmental law, history of modern cinema, class and ethnicity in politics, women and social policies in African societies, Chinese religion and philosophy).

Item 20. *Professional Travel and/or Residence Abroad During the Last Five Years*

- List the most relevant professional travel and/or residence abroad during the last five years.
- Be sure to include residence in the United States during the last five years.

Item 22. *Identification of Referees*

- List the names and contact information of three persons from whom you have requested a letter of reference.
- See "Reference Reports" on page XII for more detailed information.

Item 23. *Self-Assessment of English Proficiency*

- Indicate your personal assessment of your level of competence in English.
- An English proficiency test should be conducted by the Fulbright organization representative if you are from a non-English-speaking country. The results of this test should be attached to the application by the Fulbright organization.

Item 24. *Preferred Host Institution(s)*

- If you have already made arrangements with a U.S. host institution, you must attach a copy of your letter of invitation to your application. Non-academic affiliations, while sometimes possible, require additional FSB review, and approval is not always granted.
- If you are expecting a letter of invitation that has not yet arrived, note the date you expect it to arrive. Upon receipt, forward the invitation to your local Fulbright organization immediately.
- If arrangements for an appointment or affiliation have not been confirmed, list any preferences you have in order of priority including *detailed reasons for your choice* (for example, prior acquaintance or correspondence with a U.S. scholar; relevance of the U.S. scholar's work to your own research; reputation of the academic department or research center). Insofar as possible, your preferences will be followed, although no assurance can be given of placement at the institutions you suggest.
- **PLEASE NOTE:** CIES can make affiliation arrangements only for scholars from certain countries. Consult with your local Fulbright organization to determine arrangements for your country.
- CIES strongly encourages affiliating with one institution for the duration of your grant period.
- If the academic program you propose requires affiliation with more than one institution, please justify and indicate the approximate length of time needed at each. CIES advises against dual or multiple affiliations unless absolutely necessary because time is lost in finding housing and making other arrangements at each institution.

Item 27. *Marital Status*

- Choose from the following options: divorced, engaged, married, separated, single or widowed.

Item 28. *Dependents*

- Please list all dependents (defined as spouse and unmarried children under the age of 21) who will accompany you on your grant. **List names as they appear on their passports**. If you intend to have family members join you for part of your grant, but you are not yet sure if they will accompany you, please list them on the application and keep the Fulbright organization informed of any changes. Those selected for a Fulbright grant will be required to submit copies of accompanying dependent's passport data pages and information about any residence in the United States for the 12 months immediately preceding the grant start date to their local Fulbright organization in order to confirm eligibility and facilitate the issuance of forms required for visa application.

- Note that visa eligibility alone does not guarantee that a visa will be issued. That decision is made by the Consular Affairs Section of the U.S. Embassy.

Item 29. *Alternate Funding*

- Please list all non-Fulbright funding you expect to receive during your grant (sabbatical funding or other paid leave from your university, other grants, etc.). Please list funding amounts in U.S. dollars and attach supporting documentation.

THE PROJECT STATEMENT

The project statement is the most important component of the Fulbright application. Scholars with the most compelling, theoretically sound, well-written, feasible proposals are generally recommended for awards. Sometimes those with outstanding professional achievements assume that a brief, general project statement will be sufficient. It is not. To ensure a competitive application, your proposed project, as well as the strategy for completing it, should be thoroughly explained in three to five single-sided pages.

Submit a typed, detailed project statement of no more than five single-spaced pages (3,500 words) on plain, white paper with each page numbered. In addition, attach a select bibliography of no more than three pages (2,100 words), if appropriate, to your proposed research. For a lecturing proposal, attach sample course syllabi of no more than 10 pages for courses you propose to teach or have taught.

Format

- The project statement itself must be three to five single-spaced typed pages. **Do not exceed the page limit of the proposal.** Including irrelevant or extraneous material may divert attention from the project statement.
- Begin the project statement with your name, country and the project title at the top of page one. At the top of each subsequent page, type your name and country.
- Organize your proposal in order of the following points, which appear in bold print, and use them as headings for sections of text in your statement.

FOR A RESEARCH OR PROGRAM AND CURRICULUM DEVELOPMENT PROJECT

Background: Introduce the research topic. Place the project in academic or professional context by referring to major works by others on the subject.

Objectives: Clearly define the aims of the project.

Methodology: Describe the project. Explain the approach, methods and plan you will use (for example, interviews, library or archival research, or laboratory experiments). Indicate whether the proposed research is quantitative or qualitative.

Significance/Expected Outcomes: Explain the importance of the project for the field, your home country and your own professional development. Indicate what effect you expect the opportunity to have on your teaching or professional work in your home country (for example, new approaches to curriculum planning, student advising or pedagogy; expanding knowledge in the field through collaboration with U.S. colleagues). Describe briefly the expected impact of your participation on your home institution, community or professional field.

Evaluation and Dissemination: Describe plans for assessment and distribution of research results in your home country and elsewhere.

Justification for Residence in the United States for the Proposed Project: Indicate why it is necessary for the accomplishment of the project to conduct research in the United States.

Duration: Explain how the project can be completed within the time period proposed.

English Proficiency: Describe your schooling in English, use of English and level of competence in speaking, reading and writing.

Other: If applicable, indicate the quantity, format and transportation requirements for any botanical, zoological or mineral samples that you will need to bring to the United States for analysis.

FOR A LECTURING PROPOSAL

Teaching Experience: Describe the range of courses you have taught, including the teaching methods used. Indicate your involvement, if any, in curriculum planning, thesis guidance and administrative responsibilities. Explain how your experience will be relevant to your proposed teaching in the United States.

Proposed Teaching: Explain what you propose to teach in the United States.

English Proficiency: Describe your schooling in English, use of English and level of competence in lecturing and speaking, reading and writing.

Expected Outcomes: Indicate what effect you expect the opportunity to have on your teaching or professional work in your home country (for example, new approaches to curriculum planning, student advising or pedagogy; expanding knowledge in the field through collaboration with U.S. colleagues). Describe briefly the expected impact of your participation on your home institution, community or professional field.

Content

In addition to following the format carefully, the following advice has been passed on from former Fulbright Scholars, review committees and CIES staff that can assist you in preparing a more competitive and ultimately successful Fulbright application.

- Type a clear and complete project statement that introduces you professionally to your colleagues in the United States. The best applications are those that reflect the applicant's purpose and intent.
- Make sure that your qualifications and expertise match the objectives in your project statement. You should be able to show that you are qualified to accomplish what you are proposing to do.
- Emphasize how your project will benefit the host institution or other scholars in your field both in your country and in the United States. Address in your project statement the ways in which you will use the experience upon your return. What is the likely impact of your experience abroad? To whom? How will you use what you learned upon your return, professionally and personally?
- Discuss any preparatory steps you have taken or will take before starting your grant. For example, if you plan to bring samples of plants, chemicals, human tissue, etc., indicate that you have discussed your plans with the U.S. Embassy and your prospective host, if known, in order to determine what clearance and approval processes are needed.
- Connect your past experience to what you are preparing to do if you receive an award. Explain the project's significance and its importance to the field. Focus on what can be reasonably accomplished during the period of the grant.

- Do not assume that your suitability for the endeavor is self-evident. Your standing in your field may not be well known to reviewers. You need to make a case for yourself based on your past experience and current scholarly endeavors. Explain the significance of your project in terms that will be understood by reviewers from outside your field.
- Do not emphasize how a Fulbright grant will benefit only you or your career. Remember that the program is intended to foster mutual understanding between cultures and nations.
- Be specific in describing your previous work and in laying out the nature of your proposed Fulbright activity. A frequent failing in applications is that the proposal is underdeveloped or too imprecise to give reviewers a clear sense of the endeavor.

Style

- Express what you can accomplish through the award clearly and succinctly. Think of the basic questions that need to be answered: Why should I apply for a Fulbright award to come to the United States? If selected, what will I do and how will I do it? What preparations have I made to complete the project? What can I contribute to the Fulbright Program? What will the results of my participation be? Include only the most pertinent information in forming your responses so as not to exceed the page restrictions. At the same time, you should avoid writing a proposal so brief that it will be difficult for the reviewer to understand the project.
- Emphasize key points in the first paragraph of the proposal. Reviewers examine many Fulbright applications, and having to search for the main points of the proposed activity is not helpful. You should grab the reviewer's attention quickly and state clearly what you want to do, why it is important and how you will do it. You should use the rest of the proposal to support the statements in your opening paragraphs.
- Pay attention to style in your proposal. You may want to use the first person, but you should avoid flooding your proposal with "I's" or referring to yourself in the third person.
- Do not use excessive jargon. Keep your proposal simple and straightforward so that an educated reader from another academic discipline can understand it.

THE CURRICULUM VITAE

The curriculum vitae describes academic credentials and demonstrates a record of scholarly achievements. When composing a curriculum vitae, it is important to include:

- education (universities attended, degrees earned and dates received)
- positions held
- courses taught and other services provided to students and the home institution
- publications (provide full citations and list them starting with the most recent)
- other professional activities, such as workshops, seminars and consultations
- membership and activities in professional associations
- professional honors, awards and fellowships
- community service

The application asks for similar information, but provides limited space for answers. In the curriculum vitae, you should expand upon these topics to illustrate more completely your accomplishments.

PLEASE NOTE: copies of diplomas are not required.

SUPPLEMENTAL MATERIALS

Letters of Invitation

- Letters of invitation should be typed on institutional letterhead and signed.
- Invitations do not ensure selection for an award.
- If you are expecting a letter of invitation that has not yet arrived, note the date you expect it to arrive on your application. If an invitation arrives after the application deadline, contact the Fulbright organization in your home country to arrange for its late submission.

Bibliography

For research proposals, provide a list of one to three pages of references relevant to the proposed research.

Course Syllabi

For lecturing proposals, provide up to 10 pages of sample syllabi for courses you propose to teach or have taught.

REFERENCE REPORTS

Candid and honest reference reports or letters of reference help reviewers place your research or lecturing proposal within your home institution's current conditions and plans for growth. References also provide evidence of your reputation within your discipline. The Reference Report Form in the application packet suggests qualifications that your referees should address.

- You must submit three references. Do not submit more than three references.
- A copy of the statement of proposed activity should be given to each referee.
- References should be from people qualified to evaluate your professional work; the abilities you bring to the proposed project; your ability to adapt to another country and culture; and the merits of the project itself.
- References can come from your home institution, but at least one of the references should be from a colleague in your field outside your home institution.
- If you have recently moved to a new home institution, one of the reference letters should be from your previous institution.
- Choose your referees carefully and contact them early. The letters of recommendation need to accompany the application as it could otherwise be weakened by an insufficient number of references.
- Do not ask someone for a letter of reference unless the person is well acquainted with your qualifications. A pro forma letter from a well-known scholar, a contact abroad or a prominent government official will carry less weight than a realistic assessment of your abilities from someone who knows you and your work well.
- References must be written in or translated into English.
- Reference letters should be attached to the Reference Report Forms provided for this purpose and should be sent by the evaluators directly to the Fulbright organization in your home country.
- It is your responsibility to ensure that reference reports are submitted by the deadline.

Fulbright Scholar Program

2007-2008 Visiting Scholar Application Form

(Use 10-point or larger type, and do not hand write. Answers must fit in the space provided.)

1. Home country:
2. Category of grant: L ☐ R ☐ L/R ☐
3. Title *(check one)*: Dr. ☐ Mr. ☐ Mrs. ☐ Ms. ☐
4. Gender: Male ☐ Female ☐
5. Family name: First: Middle:
6. Country(ies) of citizenship:
7. Country of legal residence:
8. Do you have or are you applying for U.S. permanent residency (*i.e., a green card*)? Yes ☐ No ☐
9. Date of birth:
   month, day, year
10. Place of birth:
    city, country
11. Current position and start date:
    job title of current position *start date of current position (month/year)*
    Department/office, institution *(your complete mailing address, telephone, fax and e-mail)*:
12. Academic credentials *(degrees—list three highest degrees)*:

Name/Location of Institution	Field of Study	Name of Diploma or Degree	Date Received

13. Most significant professional accomplishments, honors and awards and up to three significant publications:
14. Previous Fulbright grants *(If yes, list most recent first; specify whether student, scholar or visiting specialist grant and dates)*:
15. Project title:
16. Brief summary of project statement *(Please use only the space provided. Do not attach additional pages.)*:

Name *(Last, First, Middle)*

PROGRAM/PROFESSIONAL INFORMATION

17. Number of months required for project:

    Date *(month/day/year)* you expect to
    a. Depart from home country:
    b. Begin your project:
    c. Leave the United States:

18. Major academic discipline *(must select from list on page VIII of instructions)*:

19. Specialization(s) *(list sub-fields within the academic discipline; for lecturing awards, list topics on which you would be willing to lecture)*:

20. Professional travel and/or residence abroad during the last five years *(list countries, dates and purpose of activity)*:

21. Cultural, educational and professional societies of which you are a member:

22. Identification of referees: *(List the name, title, mailing and e-mail addresses and telephone and fax numbers of three persons from whom you have requested a letter of reference. These colleagues should know your work, and at least one should be from outside your home institution.)*

    (1)

    (2)

    (3)

23. Self-assessment of English proficiency *(excellent, good or fair)*:

    Reading: Writing: Speaking:

Name *(Last, First, Middle)*

INSTITUTIONAL AFFILIATION PREFERENCES

24. Preferred host institution(s): (*If you have made arrangements for affiliation with a U.S. host institution, provide the following information and attach your letter of invitation. If you have not made arrangements for affiliation, you are strongly encouraged to identify three preferences in order of priority. Be sure to give detailed reasons for each choice, and confirm that these universities offer programs in your field of interest.)*

(1) Professor, Department, Telephone, Fax and E-mail Institution and Institutional Address

Is a letter of invitation attached? Yes ☐ No ☐

If you have not obtained a letter of invitation, provide reasons for suggested affiliation:

Letter of invitation expected: ☐ (by date:) No contact has been made: ☐

(2) Professor, Department, Telephone, Fax and E-mail Institution and Institutional Address

Is a letter of invitation attached? Yes ☐ No ☐

If you have not obtained a letter of invitation, provide reasons for suggested affiliation:

Letter of invitation expected: ☐(by date:) No contact has been made: ☐

(3) Professor, Department, Telephone, Fax and E-mail Institution and Institutional Address

Is a letter of invitation attached? Yes ☐ No ☐

If you have not obtained a letter of invitation, provide reasons for suggested affiliation:

Letter of invitation expected: ☐(by date:) No contact has been made: ☐

Name *(Last, First, Middle)*

PERSONAL INFORMATION

25. Home mailing address, telephone, fax and e-mail:

26. Name, mailing address, telephone, fax and e-mail of person to be notified in case of emergency and his/her relationship to you:

27. Marital Status *(divorced, engaged, married, separated, single or widowed):*

28. Names of dependents who may accompany you to the United States. List each separately, and provide their relationship to you, date and place of birth and duration of stay *(includes spouse and any unmarried children under the age of 21)*:

Name	*Relationship*	*Date of Birth*	*City and Country of Birth*	*Country of Citizenship* **&** *Country of Legal Perm. Res.*	*Length of Stay in the U.S.*

29. Do you expect to receive sabbatical pay, paid leave of absence or other sources of financial support during your Fulbright grant? Yes ☐ No ☐

If you answered Yes, please specify source(s) and amount(s) in U.S. dollars (please attach supporting documentation):

30. Physical impairment *(please describe, if any):*
Please Note: This information is gathered for statistical purposes and to ensure appropriate placement. The Fulbright Scholar Program does not discriminate on the basis of race, color, religion, sex, age, national origin or physical impairment.

By my signature below, I certify that to the best of my knowledge, the information provided in all parts of my application is accurate and complete. I understand that final approval of my application is dependent upon my eligibility for a visa to the United States. I agree to return to my home country upon the expiration of my authorized stay in the United States.

Signature: Date:

Fulbright Scholar Program

Reference Report

Applicant should complete Parts I and III and then give this form to the referee with the project statement.

PART I

Name of Applicant	Name of Referee
Position	Position
Department	Department
Institution	Institution
City/Country	City/Country

Number of Months Required for Project:

PROJECT SUMMARY

(Detailed project statement should be given to the referee before Part II is completed.)

PART II

The referee should attach a typed letter on institutional letterhead addressing the items below and return it with this form to the local Fulbright organization at the address provided. The reference must be written in or translated into English and must be received by the deadline indicated below. Applications cannot be reviewed without reference reports.

1. How long and in what capacity have you known the applicant?
2. Please discuss the applicant's qualifications and the merits of the proposal by commenting on the following:

   (a) applicant's credentials, potential and record of academic or professional accomplishments

   (b) significance of proposal to the academic field

   (c) importance of project to home country

   (d) relevance of applicant's previous research and training to proposed project
3. Please address the applicant's cross-cultural adaptability and flexibility.

Signature of Referee Month/Day/Year

PART III

RETURN COMPLETED REPORT TO

NO LATER THAN .

Fulbright Scholar Program

Reference Report

Applicant should complete Parts I and III and then give this form to the referee with the project statement.

PART I

Name of Applicant	Name of Referee
Position	Position
Department	Department
Institution	Institution
City/Country	City/Country

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Signature of Referee | Month/Day/Year

PART III

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Fulbright Scholar Program

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3. Please address the applicant's cross-cultural adaptability and flexibility.

Signature of Referee | Month/Day/Year

PART III

RETURN COMPLETED REPORT TO

NO LATER THAN .

APPLICATION SUMMARY AND CHECKLIST

A correctly prepared application packet facilitates the review process and increases your chance for an award. It is your responsibility to ensure that the application is complete before submitting it to the Fulbright organization in your country. **Do not send your application to CIES**.

Applications must be typed or computer generated. Use 10-point or larger type on all parts of the application. **Handwritten applications will not be accepted**.

Responses to questions on the four-page application must fit on the pages on which the questions originally appear. Do not attach additional pages to answer these questions.

All application components must be written in or translated into English.

A complete application includes:

- ☐ application form (4 pages)
- ☐ detailed project statement (3-5 pages typed)
- ☐ detailed curriculum vitae
- ☐ three reference reports

Supplementary documentation, where applicable:

- ☐ letters of invitation from U.S. institutions
- ☐ results of an English proficiency test
- ☐ course syllabi (for lecturing proposals; limit 10 pages)
- ☐ bibliography (for research proposals; limit 3 pages)
- ☐ evidence of financial support for accompanying dependents

Though not part of the application, a Medical History and Examination Form and copy of your passport data page is required before a Fulbright award can be finalized.

Fulbright Scholar Program

Sponsored by the United States Department of State, Bureau of Educational and Cultural Affairs

Administered in the United States by:

Council for International Exchange of Scholars (CIES)

For more information, please contact:

The Fulbright Commission or Public Affairs Section of the U.S. Embassy
(Fulbright organization) in your home country
(For a list of Fulbright Commissions and Foundations, see
http://exchanges.state.gov/education/fulbright/commiss.htm*;*
for a list of U.S. Embassies, see http://usembassy.state.gov/.*)*