

FULBRIGHT U.S. STUDENT PROGRAM FELLOWSHIP

APPLICATION PROCESS OVERVIEW

All Fulbright candidates work with Fulbright Program Advisor (FPA), who is in charge of the campus advising, application evaluation and endorsement processes. Read this document while you complete the **2019 Preapplication** and refer to it throughout the application process.

UNIVERSAL ELIGIBILITY REQUIREMENTS

BE A CSULB UNDERGRADUATE OR GRADUATE STUDENT

BE A U.S. CITIZEN

BE A JUNIOR

Submit a Preapplication (ideally) in 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 CSULB. If you win a scholarship, you will travel shortly after graduating.

You may also submit a Pre-Application the spring of your final year if you plan to take a gap year after graduating.

INTEND OVERSEAS STUDY, RESEARCH, OR TEACHING

BE GOAL-FOCUSED

Some awards fund graduate study. Others do not require winners to earn a degree while overseas and may be used to attend graduate classes, pursue research, or teach English abroad.

BE AVAILABLE IN SUMMER

Most of your application draft writing, correspondence with faculty recommenders, and FPA advising will occur then. Candidates must participate in these activities and attend an early October applicant interview.

BE WILLING TO WORK HARD

You will submit a series of application drafts to the FPA and receive advising and editing suggestions. You are also strongly urged to share drafts of application essays with at least one of the faculty who will write your letters of recommendation. Be ready to devote a significant amount of time to this process.

SUBMIT A PRE-APPLICATION BY JUNE 3 (IDEALLY)

You must complete and submit a Pre-App to continue the application process.

BE DEADLINE-ORIENTED

You are responsible for ensuring the FPA receives all application components – including letters of recommendation written on behalf of your application(s) -- by FPA deadlines.

COMMUNICATE WITH FPA

Candidates must maintain regular communication with FPA and with recommendation letter writers. Email [FPA](#) to submit drafts or ask questions.

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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 nearly 140 countries.

Candidates must be U.S. citizens.

GPA is less important than the feasibility of your proposed research/study or statement of grant purpose (as well as for English Teaching Assistantship grants).

Developing a strong, feasible and compelling proposal for study, research, or teaching English is the most important aspect of a successful Fulbright application.

Undergraduate study abroad experience and ethnic heritage do not impact a candidate's chances of receiving an award. (Students who have spent 6 or more months in the selected country working on a specific project may be at a disadvantage.)

Requires 3 letters (for research/study grants) OR 3 ETA Reference Forms (for English Teaching Assistantship grants).

SELECT GRANT TYPE

Students generally apply for one of two grant types. Occasionally, and in certain countries only, special grants for specific fields (ex. business) are available.

RESEARCH/STUDY

Candidates study or conduct research in any field in one of approximately 140 countries.

Read the Fulbright website's **country summaries** to learn about a program's specific requirements.

Design and scope of study/research varies internationally. Fulbright Scholars 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.

PROPOSAL 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.

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.

FPA 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.

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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 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. If there could be any question regarding the feasibility of your proposed study/research or your background or ability to conduct the project, you must address the issue directly in the Proposal. Consult faculty in your field regarding the feasibility of your proposed work.

ENGLISH TEACHING ASSISTANTSHIPS (ETAS)

Candidates teach English at secondary schools or teacher training colleges in schools or universities outside of capital cities in one of 70 countries.

Candidates are assigned various activities designed to improve their students' language abilities and knowledge of the United States.

Available in some funded countries.

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 Proposal, ETA candidates submit a Statement of Grant Purpose. It is limited to one typed, single-spaced page with 1" margins and Times Roman 12 pt. font.

No need to present an extensive research plans. 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. Successful ETAs value the experience of working in an educational environment first and foremost. In the past, highly qualified applicants were not selected because their essays indicated that they were more focused on a project than on the ETA assignment. However, your Statement of Grant Purpose may briefly discuss options for study/research plans you'd like to pursue beyond your ETA responsibilities. Since you won't know exactly where you will be located, this description is not expected to be detailed. 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 for conducting study/research or teaching English there; foreign language fluency (some require, some don't); fields of study or regions in which scholars are particularly welcome; and number of grants available.

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).

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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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.

FACTORS

FOREIGN LANGUAGE FLUENCY

Required to study/conduct research in many countries, so heed the language of instruction listed for each.

LACK FOREIGN FLUENCY?

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 (Sciences & Arts), India (Critical Language Enhancement program), Ireland, Jamaica, New Zealand, Norway, South Africa, Trinidad & Tobago, United Kingdom. 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, Croatia, Cyprus, Denmark, Estonia, Ethiopia, Israel, Kosovo, Latvia, Lithuania, Netherlands, Serbia, Singapore, Slovenia (certain departments), Sweden, Sri Lanka, Taiwan.

ENGLISH TEACHING ASSISTANTSHIP GRANTS

Many **ETA grants** require no foreign language fluency: Includes ETAs in Bosnia, Croatia, Cyprus, Hungary, India, Indonesia, Korea, Macau, Malaysia, Malta, Mongolia, Montenegro, Nepal, Norway, Poland, Romania, Rwanda, Senegal, Slovak Republic, South Africa, Taiwan, Tajikistan, Thailand, Turkey, Vietnam, Ukraine.

CONSIDER FUNDING ODDS

After narrowing options via language competency, check the grantee and application statistics on the Fulbright site. This will enable you to assess each country's ratio of scholarships bestowed to applications received.

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, **the FPA encourages candidates to consider destinations other than the United Kingdom or Ireland for Fulbright study.**

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

Application

2 essays: 1,000-word research/study proposal OR 1 page ETA statement of grant purpose and 500-word personal statement

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)

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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.

WINNER CHARACTERISTICS

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

ESSENTIAL PROCESS COMPONENTS

EARN CAMPUS ENDORSEMENT

PURPOSE

The J. William Fulbright Foreign Scholarship Board will not accept applications directly from students. They will only review applications that university officials have endorsed. The FPA runs this process at CSULB. We evaluate candidate applications and forward all applications for national-level consideration.

FPA will write a unique, personalized, comprehensive letter of institutional endorsement on behalf of each application.

CAMPUS INTERVIEW

Each candidate is interviewed by a campus committee in the first week of October, after candidates have submitted final applications to the FPA. The committee evaluates application strength and determines endorsement level.

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

WHO CONDUCTS IT?

Faculty letter writers are encouraged to serve on the interview committee. During the summer, FPA will inform your recommenders of dates reserved for interviews.

Please also identify other potential committee members, such as faculty in your field of study, to share with FPA during the meeting we will schedule with you after receiving your Pre-Application. We may solicit participation from them.

WHEN DOES IT OCCUR?

The FPA schedules interviews in advance, based on the availability of the faculty. Please reserve the pertinent dates on your calendar. Fulbright interviews occur in two stages:

Once the FPA has coordinated the availability of faculty, staff and candidate, you will be contacted to finalize the date of your interview. We may not know the details of your interview time, date, and location until mid-September.

LETTERS OF RECOMMENDATION

WHY ARE THEY NECESSARY?

The Fulbright requires **three letters** from faculty who support your candidacy. Campus endorsement consideration entails evaluating the entire application, including letters.

Candidates should ideally contact prospective faculty letter writers during Spring Semester, or early summer, in order to ensure you have their support and that they have the time and necessary information to write a strong recommendation.

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DRAFTS PRODUCED BY FACULTY

It is recommended that you ask your faculty recommenders to send the FPA a draft of their letters of recommendation. This enables the FPA to complete the process of application evaluation and campus endorsement.

PURPOSE

Letters must reflect the content of candidates' updated application materials, specifically addressing the feasibility of the proposed course of study.

Submitting letter drafts allows faculty to update content to reflect changes in candidates' proposed research or study goals, degree of preparation, knowledge or language accrual, correspondence with researchers overseas, etc. Drafts enable the FPA to catch and correct any small typos (listing wrong candidate's name, spelling errors, etc.) that may occur.

To ensure faculty letter drafts reflect updated candidate study/research plans, the FPA requires candidates to share drafts of their evolving essays with faculty (ideally) throughout the summer. Candidate essay drafts will enable faculty to update drafts of letters written on students' behalf.

CONTENT & FORMATTING

During the summer, the FPA will provide faculty with scholarship-specific letter requirement information.

FULBRIGHT ETA FORM

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.

LETTER DRAFT DEADLINES – WHOSE RESPONSIBILITY?

Candidates are responsible for ensuring faculty have submitted their letter drafts to FPA by the correct deadlines.

HOW IS THE CANDIDATE INVOLVED?

SHARE ESSAY DRAFTS WITH FACULTY

To aid faculty in writing letters that comment upon the feasibility of candidates' proposed study, the FPA strongly urges candidates to share drafts of their evolving essays with letter writers.

While refining their essays, candidates continue to update faculty. We encourage any additional discussion, revision, and suggestions faculty can offer to help candidates narrow their focus.

After conferring with faculty, follow up to find out if they need additional information from you or have questions about your goals.

HOW DO I REQUEST LETTERS?

UNDERSTAND THEIR ROLE IN APPLICATION

Letters for all scholarships must be comprehensive, detailed, highly personalized and confidential.

They may discuss a range of candidate aspects, including academic performance and potential; feasibility of proposed overseas research or study plans; significance of long-term academic and career goals; research, service or leadership activity; and contributions the candidate has made to the field of study or student learning processes on campus or beyond. They must demonstrate awareness of the specific scholarship's purpose and discuss ways in which the candidate reflects its goals.

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As the candidate, it is your responsibility to familiarize yourself with the guidelines the scholarship has set for letter content. Understand their role in the overall application. If they are expected to function as assessments of particular candidate traits, for example, learn which traits they are to discuss before you ask faculty to write on your behalf. Then you will be able to provide faculty with information that reflects scholarship-specific goals for letters.

SELECT THE RIGHT PEOPLE

Only ask faculty who know you well. You should have established a strong working relationship with them beyond the classroom. Faculty with whom you've conducted research or independent study or who have advised you in your involvement in campus activities are good options.

Avoid having content of letters overlap by asking people who know you from different contexts.

If you're a transfer student, it's fine to ask faculty from previous institutions to write for you.

APPROACH FACULTY

After submitting your Pre-Application, meet in person with each faculty member you listed.

Discuss your plans for completing drafts of the full applications. Explain that you'll furnish from 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.

Ask if s/he is willing to write a comprehensive letter of recommendation on your behalf.

Let him/her know you will provide your CV, recent transcript and essay application drafts to inform letter content.

Ask whether s/he will be available to review your essays and meet with you during the summer.

Acquaint him/her with the timing of your campus committee interview. Confirm s/he will be available to participate.

OFFICIAL TRANSCRIPTS

HOW DO I OBTAIN?

Purchase from Enrollment Services and from other universities (including community/junior colleges) at which you've completed undergraduate work. Please note that Fulbright accepts unofficial transcripts at the first application stage, but will require official transcripts at the finalist stage.

NEXT STEPS?

REVIEW PRE-APPLICATION FEEDBACK

After review of your Pre-Application, FPA will contact you to schedule an early meeting to review your plan for crafting (a) strong application(s).

REGISTER & BEGIN APPLICATION(S)

[Access this year's application](#)

REGISTER CSULB FPA INFORMATION

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

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First, designate yourself as a CSULB undergraduate applicant on the application. You cannot type directly into the field. Click on **Institution** and type **Long Beach** in the Search by Keyword box. Select **CSULB** the app should now display "California State University, Long Beach 90840."

OBTAIN LETTERS OF AFFILIATION

WHAT THEY ARE

Letters of Affiliation (LOAs) are brief, informal invitations from a faculty member at your overseas institution of choice to study in a particular department, lab, etc. *should you receive the scholarship*. They show funding agencies that someone overseas vouches for your proposed study/research, underscoring its feasibility. They are particularly important for **Fulbright** candidates.

Letters must be scholarship-specific. If you're applying for multiple awards, obtain multiple LOAs. LOAs written in another language must be translated into English.

HOW TO ACQUIRE

Ask CSULB faculty whom they know at your selected institution. Building on existing professional relationships helps expedite the process. If your CSULB faculty do not know anyone there, find CSULB professors in other fields who have connections to faculty at your proposed institution (or to faculty at any institution in your country) to establish a chain of introduction. You may also look up and email faculty whose research interests match yours directly.

Email this person (or people), identify your mutual acquaintance, state the scholarship(s) to which you are applying, and formally convey your interests, skills, and goals. Explain why you are a good fit for performing specific research/study in his/her lab, or department and why you are a good match for the scholarship. Attach your updated CV and a draft of your research/project proposal.

OBTAIN FACULTY SUMMER CONTACT INFO BY JUNE 1 (IN THE BEST OF ALL POSSIBLE WORLDS)

WHAT TO GET

In your email to FPA, include name of country and grant type. Also, include full names, positions, departments, emails & phone numbers for each faculty letter writer.

FPA will contact faculty and email them: information about the program to which you are applying, deadlines for all steps and suggestions for letters.

OBTAIN FOREIGN LANGUAGE EVALUATION (OPTIONAL, DEPENDING ON COUNTRY)

Contact CSULB language department faculty to arrange an appointment for this assessment.

SUBMIT 1ST APPLICATION DRAFT(S) (IDEALLY) BY 8/9

All drafts must be submitted to FPA, 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!

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

Bring/email unofficial transcripts to FPA office.

Submit evidence of affiliation, such as an email commitment. Recommended: Bring hard copy of letter of affiliation to FPA office (or email a PDF if signed and on official letterhead).

Email essays to faculty and FPA.

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WHAT HAPPENS NEXT

You'll receive feedback from FPA and faculty recommenders. Incorporate this feedback into your second draft.

SUBMIT 2ND APPLICATION DRAFT(S)

DEADLINE 9/20 (NOON)

Submit full, revised application (including essays) via electronic system.

Email 2nd essay drafts to faculty letter writers.

Bring hard copy of letter of affiliation to FPA office (or email a PDF if signed and on official letterhead).

WHAT HAPPENS NEXT

We will distribute this application to the members of your interview committee for their review. Interview date and time TBA.

During (and possibly after) your interview, you'll receive feedback to incorporate into your final draft.

ENDORSED CANDIDATES SUBMIT AUXILIARY INFO

DEADLINE BY DATE OF INTERVIEW

Email to FPA details of your future academic & career plans; familiarity with Fulbright country; senior thesis topic (if you have one), findings & relation to Fulbright; and plans for engaging in community service while abroad.

WHAT HAPPENS NEXT

Using information you provide, FPA will complete your campus evaluation.

SUBMIT FINAL DRAFT(S)

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

DEADLINE 10/11 (NOON)

Upload official transcripts; Letter of Affiliation (if applicable); Foreign Language Evaluation (if applicable); Language Background Report (if applicable) to application. The FPA does not have the ability to upload official transcripts or Letters of Affiliation for you.

Submit finalized, full application (including essays) via electronic system.

Ensure faculty have submitted all finalized letters via electronic system AND have emailed to FPA.

WHAT HAPPENS NEXT

FPA will confirm receipt of a copy of your complete application and supplementary materials (letters of recommendation, etc.).

FPA will upload your campus evaluation and submit your endorsed, complete application to Fulbright.

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