This document is intended for current ASU students and recent graduates who wish to apply to the Fulbright US Student Program. It provides an overview of the Program, explains the application requirements and selection criteria, and presents a detailed application timeline and checklist. Prospective applicants should consult this document early and often throughout the application process.

**Fulbright US Student Program Overview**

Established in 1945 to promote “international good will through the exchange of students in the fields of education, culture, and science,” the Fulbright US Student Program is the world’s largest and most prestigious educational exchange program. With the support of the US Department of State’s Bureau of Educational and Cultural affairs, over 1,800 US citizens annually receive Fulbright awards to over 140 different countries.

The program has three primary objectives:

- To promote mutual understanding through a commitment to the free flow of ideas and people across national boundaries;
- To expand, through this understanding, the boundaries of human wisdom, empathy, and perception; and
- Through cooperation in constructive activities among people of different nations, to create true and lasting world peace.

The Fulbright US Student Program funds several types of grants. The two main types of grants are Study/Research grants and English Teaching Assistantship (ETA) grants. One may only apply for one type of grant per application cycle. Students applying for Study/Research grants design their own academic projects and typically audit courses and/or complete projects under the supervision of faculty members at foreign universities. Specific program requirements will vary by country. Projects typically involve formal (i.e. classroom) study, directed study, independent research, or some combination of all three. Students may also apply for grants to support projects in the creative and performing arts. Students who receive ETA awards are placed in classrooms to assist teachers of English to non-native English speakers and serve as cultural ambassadors. Specific requirements of ETA grants also vary by country.

**Application Components**

The ASU deadline to submit a complete application for the Fulbright US Student Program is **September 11, 2018**. Currently enrolled students are expected to apply through the campus process, although the application is submitted entirely online through the Fulbright US Student program website. A complete application will consist of the following:

- Statement of Grant purpose (one- to two-page project proposal)
- Personal Statement (one-page biographical essay)
- Reference Letters or reference forms (three)
- Transcripts (unofficial are acceptable)

Applicants for some awards or to some countries may also need to submit the following:

- Affiliation Letter (proof of agreement from host institution)
- Foreign Language Evaluation
- Supplementary Materials (for students in the creative and performing arts)
**The ASU Campus Process**

All currently enrolled students (including graduating seniors, graduate students, and professional school students) are expected to apply through their campus Fulbright Program Advisors. Recent graduates and alumni are also invited to apply through the campus process.

Applicants who participate in the campus process will receive a range of resources, including access to individual advising, group workshops and seminars, and an on-campus review meeting. The selection rate for applicants who participate in the campus process is **significantly** higher than for those who apply “at large.” Campus applicants should note several important dates:

- **ASU Campus Deadline:** September 11 (11:59 pm)
- **On-Campus Interviews:** September 20 to 28
- **Final Submission Deadline:** October 5 (11:59 pm)

As you prepare your application for the September 11 ASU Campus Deadline, please use the following document as a guide. It provides step-by-step instructions on how to approach your Fulbright application and contains valuable information regarding resources, workshops, and interviews.

**ONSA Resources**

Throughout the application process, you should feel free to contact ONSA with any questions or concerns about the application timeline, process, or requirements. Successful Fulbright applicants typically meet with ONSA advisors several times between March and September. Throughout the application process, you will be working with one (or all) of the following staff members:

- **Dr. Kyle Mox** is the Director of ONSA and an Associate Dean of Barrett, the Honors College. As the Fulbright Program Advisor, he is the primary liaison between ASU and the Institute for International Education (IIE), which administers the Fulbright program. He is the primary advisor for study/research, creative arts, and all special awards.
- **Catherine (Katie) Salgado** is a Program Coordinator for ONSA. She serves as a liaison between ONSA and individual ASU departments and faculty members, and is a primary advisor for English Teaching Assistant (ETA) award applications. She is a Fulbright ETA alumna herself, having taught English in Portugal in 2016/2017.
- **Dr. Jacquelyn Scott** is the Dean’s Fellow for National Scholarships Advisement. As a Barrett Faculty Fellow, she is the primary liaison with the Barrett faculty at large, and she is a primary advisor for ETA applicants at the beginning and the end of the application cycle.
- **Laura Sells** is a Program Coordinator for ONSA. Her primary area of responsibility is basic information dissemination and all application logistics. Questions about the process as a whole, eligibility requirements, transcripts, and deadlines should be directed to her. She is also the liaison to the Fulbright Campus Committee and is the primary point of contact for all applicants following the campus deadline.
Step-by-Step Application Guide and Checklist

Students and alumni applying through the ASU campus process should follow these steps in the order described. Direct any questions or concerns about these instructions to ONSA – don’t make assumptions!

Step 1: I want to apply! What should I do before making my first appointment with ONSA?

☐ Thoroughly review information in the “About” tab on the Fulbright US Student website. Familiarize yourself with the general eligibility requirements and types of awards (https://us.fulbrightonline.org/about/fullbright-us-student-program).

☐ Determine which type of award interests you (e.g. Study/Research or ETA). Check your eligibility. Remember that you can only apply to one type of award.

☐ Determine which countries interest you, read their descriptions, and make a short list (no more than five): https://us.fulbrightonline.org/countries/regions. While you may be interested in multiple countries, remember that ultimately, you can only choose ONE award and ONE country.

Step 2: I did my homework! How do I make an appointment?

☐ All appointments can be scheduled via www.asu.advisestream.com. When you schedule your first appointment upload your current resume and transcripts to the appointment request.

☐ Schedule a meeting with Dr. Mox (Study/Research), Ms. Salgado (ETA), or Dr. Scott (ETA). Be prepared to discuss your program and country preferences. At this meeting, you will also discuss your general project ideas, potential recommenders, and application mentors.

Step 3: I’ve chosen a program and a country! Now what?

☐ Open a Fulbright application via the Embark system. Return to https://us.fulbrightonline.org/applicants. At the bottom of the left-hand menu, click the option Embark Online Application.

☐ Create an account, ensuring to indicate that you are applying through ASU (not “at-large”). You will now be entered into the system and receive important updates from ONSA about the application process.

☐ Fill out the basic biographical information and as many of the short answers as possible. Note that when you put the contact information for your recommenders in the application, they will immediately receive an email asking them to upload their letters. You should wait to do this until you are sure they have enough information to write a strong recommendations.

☐ Once you open up a Fulbright Application on Embark and indicate ASU, you will be added to the ASU Fulbright Blackboard and will gain access to helpful resources, example essays, and applicant discussion boards. If you have not been added within one week of opening your application, please e-mail onsa@asu.edu and let us know.
Step 4: I’ve opened an application. But how do I get started on actually writing the application?

☐ Throughout March and April, ONSA will be offering workshops, drop-in drafting sessions, and walk-in advising hours. Make it a priority to attend as many of these events as you can. By attending these events, you will access invaluable writing resources. You will have the opportunity to talk with Fulbright Alumni, read winning essays, meet other ASU applicants, and receive feedback on your outlines and drafts. Participants will enter the summer with an excellent first draft and be miles ahead in the Fulbright application process. Don’t wait to get started! See the calendar schedule on next page.

☐ As you begin drafting your essays, review the writing resources on the Fulbright Blackboard.

☐ From April through August, submit drafts of the essays to ONSA for review. Do keep in mind that all successful applicants write numerous drafts, and the sooner you send them, the more attention they will receive!

Step 5: OK – I’m drafting my essays. Should I be doing anything else?

☐ If you are applying for a Study/Research grant, you may need to obtain a Letter of Affiliation – you should begin researching and contacting potential affiliations. You should begin this process as soon as you have decided on a clear concept for your project, at least six weeks before the campus deadline—communication in other countries is not as expedient as it is in the United States, and the entire month of August is a holiday in most places!

☐ If your country expects you to have any foreign language proficiency, you must arrange for a Foreign Language Evaluation. At least four weeks before the campus deadline, arrange for a professor to evaluate your language skills. If your language is not taught at ASU, contact Dr. Mox for further guidance.

☐ All Fulbright applications require three references. Study/Research applications require letters of recommendation, while ETA applications require reference forms. Before your approach your referees to ask for a reference, consult the Blackboard to review detailed instructions and guidance on how to select the best people, provide them adequate resources, and set them up for success. At least four weeks before the campus deadline, share with your recommenders a copy of your proposal, personal statement, résumé, and the Memorandum of Guidance for recommendation writers provided on the Fulbright Blackboard. Once they have agreed to provide a reference, you should then input their contact information on your Embark application. Your referees will upload their letters into your application, or, in the case of ETAs, they will fill out an online form with specific questions.

☐ Obtain unofficial transcripts from ALL your post-secondary institutions and upload them to your application. Be sure that your spring and summer grades (if any) have posted. You need only obtain transcripts from institutions at which you were a degree-seeking student.

☐ Creative and Performing Arts applicants will also need to prepare a portfolio of their work. The specific requirements differ by genre and field – detailed instructions are provided on the Fulbright site.

☐ Once you are nearly done drafting and revising your application essays, you should compose the abstracts that will appear on the front page of your application. These abstracts are very important! Consult your ONSA advisor and the Fulbright Blackboard for detailed guidance.
Fulbright US Student Program Application Guide

Fulbright Events Calendar

**Fulbright Day @ ASU:** Signature kick-off event that includes Fulbright alumni testimonials and an overview of the Fulbright US Student Program. Reception to follow. **Register:** [www.ereg.me/FBD2018](http://www.ereg.me/FBD2018)

**ETA Workshop:** A comprehensive, three-part ETA workshop that covers Fulbright selection criteria, basic grant-writing strategy, and writing with concision and clarity. Students will also analyze winning essays from ASU Fulbrighters. Space is limited. **Register:** [https://www.etouches.com/etaworkshop2019](https://www.etouches.com/etaworkshop2019)

**Study/Research Workshop:** This three-part study/research seminar will focus on the development of the Personal Statement and Statement of Grant Purpose. Topics covered will include self-inventory, rhetorical strategies, and writing with strong voice and clarity. **Register:** [https://www.etouches.com/studyresearch2019](https://www.etouches.com/studyresearch2019)

**Walk-in Wednesdays:** Open advising hours for general questions regarding the Fulbright process, application, and next steps. No appointments necessary!

**Drop-in Drafting:** Writing lab for informal brainstorming, outlining, peer review, and feedback for your essays.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td></td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td><strong>MARCH</strong></td>
<td></td>
<td><strong>Fulbright Day @ ASU</strong></td>
<td><strong>MU 230 PIMA ~ 3PM</strong></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
<tr>
<td><strong>ETA Workshop</strong></td>
<td>12-1pm, Honors Hall 242</td>
<td><strong>Walk-in Wednesday</strong></td>
<td><strong>2-4pm, Honors Hall 242</strong></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td><strong>APRIL</strong></td>
<td></td>
<td><strong>Walk-in Wednesday</strong></td>
<td><strong>2-4pm, Honors Hall 242</strong></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td><strong>ETA Workshop</strong></td>
<td>12-1pm, Honors Hall 242</td>
<td><strong>Walk-in Wednesday</strong></td>
<td><strong>2-4pm, Honors Hall 242</strong></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td><strong>ETA Workshop</strong></td>
<td>12-1pm, Honors Hall 242</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td>27</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>ASU Final Exams</strong></td>
<td></td>
</tr>
</tbody>
</table>
Step 6: OK, I think I’m ready. How do I submit?

☐ Upload your transcripts and finished essays to your Embark application. Ensure that your references have also been uploaded.

☐ If you are applying for a Study/Research award, upload your letter of affiliation. If you have not yet obtained a letter of affiliation, instead upload a short explanation of what steps you have taken to secure an affiliation.

☐ If your country requires a Foreign Language Evaluation, ensure that it has been uploaded.

☐ By 11:59 pm on September 11, press submit! Really! Do it! We will return your application to you once we have processed it for our campus committee. You will be able to update it following the interviews.

Step 7: Whew! Finally done. Now what about these interviews?

☐ After submitting your application, you will be contacted by Laura Sells with details about your interview. If you have not been notified of your interview time by September 17th, contact Laura Sells at Laura.Sells@asu.edu. Campus interviews will be held between September 20th and 28th. Due to the large number of ASU applicants, little scheduling flexibility is possible. If you have a class conflict, we are able to provide an excuse letter. If you are not able to attend your interview in person, please let Ms. Sells know that you wish to arrange for a video interview.

☐ Arrive for your interview at least 15 minutes early. Appropriate attire is business casual. You may receive significant feedback from the committee, so be sure to bring a hard copy of your application, a notebook, and a writing implement. Relax – the committee members are ASU faculty, and they already like you.

☐ The purpose of the campus committee process is to simulate the kind of review your application will receive at the national level and give you the opportunity to improve your application based on the feedback you receive. The goal is to help you (and ASU) put forward the most competitive possible application. During the interview, the campus committee will evaluate your application and make comments that will be sent on to the national screening committees.

☐ Following your interview, Dr. Mox will release your Embark application, and you will be able to log on and apply the suggestions that the committee provided.
Step 8: OK – I think I’m done. Let’s finish this!

- If you have revised your essays, perform one last careful proofread, and upload the new versions. If any other supplementary materials have been updated, ensure that the final versions are in your Embark application.

- Perform one last review:
  - Make sure that all the required fields on the Biographical Data pages are filled in, including the Project Title and Abstract of Proposal section.
  - Preview the complete application in the Embark system.
  - Print a copy of the application for your records.
  - Press submit. Do it! Once you submit, your application is sent permanently to Fulbright. You cannot retrieve your application this second time around. The **deadline to re-submit your final application to ASU is October 5, 11:59 pm.**

Step 9: Relax!

- **CONGRATULATIONS!** The Fulbright National Screening Committee will review your application. There is nothing else for you to do at this point.

- In late January 2019, you will be notified if your application has been recommended for host country review by the NSC – at this point, you are considered a “semi-finalist.” You will need to provide official transcripts.

- Some countries may require a brief video interview. If you are invited to interview, contact ONSA immediately for advice.

- Throughout the spring, notifications of awards will be sent by the various host countries. Typical notification window is March through April. Specific notification dates vary by country and differ from year to year.