



**Grants for Graduate Study, Research,  
or English Teaching Assistantships Abroad**

## **CIIS Student Manual**

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## ABOUT THIS MANUAL

The CIIS Fulbright Manual is meant to serve as an introduction to and brief overview of the Fulbright Program. For more extensive application information, country summaries, and up-to-date deadlines, visit the official program web site: <http://us.fulbrightonline.org>.

If you are interested in applying for a Fulbright grant, please contact Fulbright Program Advisor (FPA) Shawna Holbrook at [sholbrook@ciis.edu](mailto:sholbrook@ciis.edu). The FPA will assist you in preparing your application and will organize your on-campus interview, a necessary step for candidates enrolled in an academic institution.

## THE FULBRIGHT PROGRAM

The Fulbright Program is an international educational exchange program sponsored by the U.S. Department of State. It's designed to increase mutual understanding between the people of the U.S. and people of other countries, and has provided 294,000 participants with the opportunity to study, teach, research, and exchange ideas worldwide since its inception in 1946. Currently, the Fulbright Program operates in over 155 countries.

Please visit [http://us.fulbrightonline.org/program\\_regions\\_world.html](http://us.fulbrightonline.org/program_regions_world.html) for a complete listing of regions of study.

## IMPORTANT DEADLINES

Generally, the Fulbright competition opens in early May and closes in mid-October. All candidates currently enrolled at CIIS must also participate in a campus interview with a faculty committee assembled by the FPA, which will take place in September, prior to the national deadline in October. Once applications are submitted, applicants are notified of the outcome of the first screening process by late January and recommended candidates should expect a final decision between April and June.

Visit <https://us.fulbrightonline.org/applynow.html> for updated application deadlines.

## ELIGIBILITY

The Fulbright Program is designed to give recent college/university graduates, graduate students, doctoral candidates, young professional and artists opportunities for personal and career development and international experience.

### Applicants MUST:

- be **U.S. citizens** at the time of application
- hold a **Bachelor's degree** or the equivalent before the beginning date of the grant

**Exception:** Applicants who have not earned a Bachelor's degree or equivalent but who have extensive professional study and/or experience in fields in which they wish to pursue a project may be considered. In the creative and performing arts, 4 years of professional study and/or experience meets the basic eligibility requirement.

- be in **good health**.
- have **sufficient written/spoken language proficiency** of the host country to communicate and carry out the proposed study/research. Visit [http://us.fulbrightonline.org/program\\_regions\\_world.html](http://us.fulbrightonline.org/program_regions_world.html) for language requirements in each country.

Applicants MAY:

- hold a J.D. degree at the time of application

Applicants MUST NOT:

- hold a doctoral degree at the time of application.
- have previously received a Fulbright. Those who have held a Fulbright English Teaching Assistantship (ETA) may apply for a study/research grant two years after the ETA period.
- have previously received a Fulbright-Hays grant.
- have resided abroad for 5 or more consecutive years in the 6-year period preceding the date of application.

If you have an immediate family member employed by the U.S. State Department or one of the public or private agencies contracted with the U.S. State Department please contact CIIS' Fulbright Program Advisor (FPA) to determine your eligibility.

## TYPES OF GRANTS

***Study/Research Grants*** are for grantees who wish to plan their own program. Projects may include coursework, library or field research, classes in a music or art school, special projects in the social or life sciences, or a combination of the above. Applications in the **Creative and Performing Arts** are included in this category. Creative/Performing Arts projects generally focus on receiving practical training or performance studies, but may also include projects for gathering background information for writing or producing a body of work.

***English Teaching Assistantships*** (ETAs) differ from study/research grants in that their primary purpose is to engage students in the classroom and, therefore, elaborate research projects are not required. ETAs may propose small research projects or community engagement activities

to complement their ETA fellowship.

***Fulbright Travel Grants*** are available only to Germany, Hungary, and Italy. They are meant to supplement an award from a non-IIE source that does not provide funds for travel, or to supplement a student's own funds for study.

***Foreign and Private Grants*** are occasionally offered by individual host countries. See participating country summaries for more information:

[http://us.fulbrightonline.org/program\\_regions\\_world.html](http://us.fulbrightonline.org/program_regions_world.html)

***Fulbright-mtvU Awards***: Up to 4 awards will be available to pursue projects focused on international contemporary or popular music as a cultural force for expression. In addition to presenting unique projects on music as a global force for mutual understanding, applicants must submit a Documentation and Outreach Plan describing how they intend to share their activities with their peers during their Fulbright year abroad through mtvU print, broadcast and/or online mediums.

### What do Fulbright grants provide?

Grants vary by country and type, but generally, the grant is awarded for one academic year, and covers:

- round-trip transportation
- book and research allowances
- maintenance for the academic year, based on the host country's cost-of-living
- supplemental health and accident coverage
- tuition (in some cases)
- and language and orientation courses where appropriate

## **APPLICATION PROCEDURE**

All applications are submitted online. It's recommended that applicants for full research/study grants or grants in the creative/performing arts begin the application process at least 3 months before the deadline. Applicants for English Teaching Assistantships should begin the application process at least 6 weeks before the deadline.

### A Complete Application Will Consist of the Following:

#### **Main application items:**

- Pages 1 to 5 of the online application
- Statement of Grant Purpose
- Personal Statement
- Letter(s) of Affiliation for Research/Study Applicants (may be required; consult the Country Summary).

**Language Report Forms (may be required; consult the Country Summary)**

- Form 7: Language Background Report
- Form 7A: Critical Language Enhancement Award Supplementary Form
- Form 8: Foreign Language Evaluation: Submitted electronically by the evaluator as designated by the applicant. See Application Instructions for details

### References

- FORM 9A: References for Research/Study Grants (3): Three letters of reference are required and must be submitted electronically by the referee as designated by the applicant OR
- FORM 9B: ETA Reference Forms (3): The online Reference Forms are required and must be submitted electronically by the referee as designated by the applicant

### Other

- Form 11: Creative and Performing Arts Supplementary Form and Materials if applying for a creative Fulbright grant
- Transcripts from all degree granting institutions attended must be uploaded by the applicant. See complete instructions for submitting transcripts in the Application Instructions. [http://us.fulbrightonline.org/applynow\\_application\\_instructions.html](http://us.fulbrightonline.org/applynow_application_instructions.html)

### Before You Start Your Application

1. Review **the website** (<http://us.fulbrightonline.org/home.html>) with particular attention to all the sections in Program Overview (<http://us.fulbrightonline.org/overview.html>)
2. Determine **the country** to which you wish to apply. Make sure the Fulbright award is available for this country
3. Read the **Country Summary section** for the country to which you are applying and make sure you understand the requirements and preferences for that country. Important information regarding language requirements, affiliation requirements and special considerations is available for each country ([http://us.fulbrightonline.org/program\\_regions\\_world.html](http://us.fulbrightonline.org/program_regions_world.html))
4. Inform your campus **Fulbright Program Adviser** (FPA)
5. Request **official transcripts** from all post-secondary schools attended. You should obtain official copies of your transcripts prior to the application deadline for upload into your application.

### General Tips for Applying

Below are some tips for completing your application. Although not all-inclusive, they are intended to help you as you begin the application process. The earlier you begin, the more time you will have to refine your essays and present yourself well.

**Discuss your research** or study interests with your academic adviser, professor, mentor, or other person with experience in your field, the host country, and/or the Fulbright Program.

Identify a **current or former professor or adviser** who can provide you with feedback regarding your Statement of Grant Purpose (Project). This person should be familiar with the U.S. Student Fulbright Program and/or be knowledgeable about the host country.

Discuss your interest in applying for a Fulbright grant with those who will be writing your **reference letters**. Select individuals who can comment not only on you, but also on your project, on your preparation and your ability to carry it out, and your personal qualities that are relevant to the Fulbright Program.

Determine **what documents you need to collect** and request them in time for you to receive them well before your application deadline.

If the country in which you wish to study requires that you **establish your own affiliation**, begin contacting scholars and institutions in the host country as soon as possible to request their academic or professional support for your project. An acceptance letter, letter of invitation, or letter of support will lend additional credence to your application, and is required at the time of application in many countries.

Don't be intimidated or discouraged by the application process or the Statement of Grant Purpose. A **well-designed project or Grant Statement** is important. For advice, please consult the Fulbright web site.

## THE SELECTION PROCESS

Factors influencing selection include:

- Feasibility of proposed project
- Academic or professional record
- Language preparation
- Personal qualifications
- Extent to which the candidate aims to promote mutual understanding among nations
- Ratio of awards in a given country to applications received. For current competition statistics by country, consult [http://us.fulbrightonline.org/thinking\\_competition.html](http://us.fulbrightonline.org/thinking_competition.html)

## FAQs

**What does the grant cover?** At a minimum, Fulbright grants provide funds for international transportation, a living stipend, a small book/research allowance, and medical insurance. Some countries will also provide tuition assistance, a small dependent's allowance, a pre-departure or in-country orientation, or other grant enhancements.

**I recently received my degree. Can I still apply through my former university?** You can still apply from your alma mater as long as the Fulbright Program Adviser on campus agrees to handle your application and you can be available for the campus interview.

**How to I go about establishing an affiliation?** The best place to begin is to ask current faculty, advisers, or mentors if they can guide your research for an appropriate affiliation in the host country. In many cases, determining and making contact with an appropriate affiliation will take committed research and perseverance on the applicant's part. When you have identified a potential host send an introductory letter or email telling them about your project and the type of support that you seek. Even if you are just enrolling in courses while conducting independent research, you will need a mentor or supervisor. Keep in mind that many institutions are closed during the summer months so you may want to begin early and heat up your search in the early fall.

**What constitutes an affiliation? How does affiliation work?** The exact nature of the affiliation will depend upon your project and the resources or academic support that institution/organization can provide you. For most recent graduates and masters' level students, institutional affiliation involves one or more of the following: a staff or faculty member(s) who can serve as a mentor/adviser; access to computer, archival, laboratory, or office resources; permission to audit courses on a non-credit basis. Affiliation for doctoral level applicants must be very specific in terms of how the institution/organization will support their research.

**My project doesn't really offer anything in the way of promoting cultural understanding (e.g., hard science projects). Am I still a competitive candidate?** Certainly, there are other ways that you can promote mutual and cultural understanding outside of your project. Grantees are encouraged to get involved in cultural and/or community activities, such as teaching English or American Studies, volunteering with a non-profit organization, or giving presentations to local groups or in schools. Everyone can do this no matter the nature of their projects and you should address ways that you can engage in the host community in your proposal.

**Does the Institute of International Education (IIE) provide samples of project statements/proposals from successful applicants?** Past project proposals are not available for review. However, you can review the titles of projects and fields of study that have been selected in past years. The Directory of Fellows is a searchable database on our website at [http://us.fulbrightonline.org/program\\_students\\_us\\_search.html](http://us.fulbrightonline.org/program_students_us_search.html).

**Can I apply for both an English Teaching Assistantship and a full grant?** No. Applicants may only submit a single proposal per year, so you must choose between the English Teaching Assistantship and the full grant. Both types of grants are submitted using the same application form.

**My project can be done in a number of countries. How should I choose the country for which I apply?** Competitiveness within a country or region may play a role in where you may wish to apply. But generally speaking, you should choose the country that best suits your project and the one where the resources necessary for its successful completion exist. Selection committees will consider the specific reasons you have stated for applying to go to a country, as well as the feasibility of your project and your academic preparation to undertake the project. Language skills may also be a factor in where you decide to apply.

**Do I need a teaching certificate to apply?** No. Some programs do not require any teaching experience (e.g. South Korea, France, Germany). Others prefer some experience in teaching, tutoring, and/or coursework in education. Successful applicants will demonstrate an interest in teaching and language learning and be creative, innovative self-starters. Teaching assignments differ according to country, so read the summaries for specific preferences and requirements.

**My project needs to be conducted in two different countries. Can I apply to conduct research in more than one country?** The US Student Program is designed to promote mutual understanding which is best accomplished through spending a significant amount of time in one country. However, multi-country proposals are possible. Pay close attention to which countries or world regions permit multi-country proposals. You will submit a single proposal for a single project that will be carried out in 2 or 3 eligible countries in the same world region. Keep in mind that you will need to provide a sound rationale for why the particular project needs to take place in more than one country, indicate the amount of time that you will spend in each country, identify affiliations in each country, obtain the necessary research clearances, and meet all other country specific requirements or preferences. Furthermore if you are recommended for a grant, all the countries to which you applied must approve your application.

**I have a master's degree in TESOL. Or I have been a teacher for five years. Am I eligible?** This is a Teaching Assistantship, not a teaching position. If you have a TESOL degree and/or significant teaching experience (more than five years), you may wish to consider one of other Fulbright Teaching awards (<http://www.fulbrightteacherexchange.org>), or programs through the Office of English Language Programs at the Department of State <http://exchanges.state.gov/education/engteaching/> or a full Fulbright research grant.

**Do ETA applicants need a letter of affiliation?** Since you do not know where you will be placed, you do not indicate an affiliation nor need a letter.

**Explain "language proficiency."** At a minimum, this means that you should have completed at least two years of college level study or its equivalent, at the time of application. In addition, your language skills must be commensurate with the needs of your project. If you do not have proficiency at that time of application, then you should address ways that you are improving your language skills on Form 8A of the application.