The Fulbright Awards Programme
UK Country Specific Instructions
Fulbright Foreign Student Application 2019-2020

Deadline for receipt of a completed application is:

10am GMT, Tuesday 6 November 2018

Apply through the online application only
*The Commission does not accept hard copy applications

APPLICATIONS THAT DO NOT COMPLY WITH THESE DEADLINES AND INSTRUCTIONS WILL BE DEEMED INELIGIBLE.

The Fulbright online application is a global application managed via the Embark application system and is used by all Fulbright Commissions worldwide. Each Commission sets its own policies, procedures and country-specific instructions for using the online application system.

At times during the Embark online application process you will encounter differences between the Embark instructions and the instructions contained in this document. You must follow the instructions in this document, the UK country-specific application instructions, to correctly complete the application.

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMMENCING THE APPLICATION

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1. NATURE OF GRANTS

Fulbright Foreign Student Awards are for a **minimum of 4 months (or one academic semester)** and **maximum of 12 months** of post-graduate study or research in the US. Awards offered in 2019-2020 competition must be taken up in the 2019-2020 academic year. Deferrals are not permitted.

Due to visa processing times, the earliest a grant can begin for the 2019-2020 academic year is mid-June 2019, and the latest start date is 30 April 2020.

Please note that applicants can only apply to ONE Fulbright Office / Commission per Application Cycle (e.g. for 2018 - 2019). If you have any questions regarding this, please contact programmes@fulbright.org.uk.

2. ELIGIBILITY REQUIREMENTS

Applicants should ensure that they meet the following minimum eligibility criteria before applying:

**Citizenship**

Eligible:

- UK citizen (resident anywhere except the United States), or Irish citizen normally resident in Northern Ireland.
- Those with dual UK nationality with any country other than the United States.
- Please check the minimum qualifications for eligibility for the individual award you are applying for. These can be found on the awards web pages.
- Applications from non-UK citizens based in the UK and committed to a life and career in the UK may also be considered if the applicant is not able to apply for a Fulbright award through their country of citizenship. Applicants in this category should contact their country of citizenship Commission in the first instance. If they are ineligible to apply through that Commission they should contact the US-UK Fulbright Commission (programmes@fulbright.org.uk) before making an application.

Ineligible:

- US citizens/dual US nationals and holders of US immigrant visas (green cards), or applicants for same, are not eligible to apply.
- Applicants currently studying at or recently graduated from a US academic institution, resident in the US currently or for five or more years in the previous six years are not eligible to apply.
- Applicants who are restricted from J-1 visa application due to US Department of State visa waiting period guidelines. Please read the guidance on the US State Department website for the most up to date information on J1 visa waiting periods: [http://j1visa.state.gov/programs/](http://j1visa.state.gov/programs/).
**Academic Excellence**

- Applicants must hold or expect to obtain a minimum 2:1 honours undergraduate degree or the equivalent prior to your anticipated enrolment with a US university.

- In exceptional cases, the Commission may accept applications from individuals who obtained a 2:2 undergraduate degree result. Applicants who have obtained a 2:2 must submit [an additional form](#) with their application providing an explanation as to why the 2:1 was not achieved and why the applicant believes they would be competitive in the Fulbright awards programme. The Commission will evaluate these applications separately to determine if each application will be included in the selection process.

**Specific Course of Study or Research in the US**

- Anyone meeting the above criteria, regardless of age, that intends to enrol on a US Master’s or PhD degree programme, or conduct independent research (minimum one academic semester) as part of a UK or European PhD programme, is eligible to apply to the Fulbright Student Programme.

- **Candidates must apply to and secure admission to a US university, directly and independently (whether in a Master’s or PhD Programme or research as part of an UK/EU PhD) before commencing an award.** Applications to US institutions should be submitted by the US institutions’ deadlines, which may be after the Fulbright application process. Candidates called for interview will be expected to provide an update on the status of their applications to US institutions. **Candidates should reference the institutions they are applying to in the Study Research Objective essay and in Question 41 of the online application.**

- Fulbright funding and benefits normally apply to maximum one academic year only, however, the length of your degree programme and cost requirements may exceed the available funding and sponsorship limits of your Fulbright grant. The requirements for completing academic work toward a degree vary depending upon the degree desired, the candidate’s academic background and the regulations of the individual US institution to which the candidate is admitted. It is usually not possible to obtain a degree in one academic year in the US. Although the minimum time required for a master’s degree is one academic year, a student should expect to spend from at least one summer session to an additional academic year to complete the academic requirements. For Doctoral degrees, at least two to three academic years are required beyond the Master’s degree.

- In the Study Research Objective essay, applicants should outline what programme of study or research they intend to complete in the US, which institutions in the US they are applying to / intend to research at, why they need to go to the US and how the period in the US will enhance their knowledge, skills and understanding in the discipline and future career / research.

- **Medical sciences applicants:** Please note that no clinical programme of study (i.e. that includes patient contact) is permitted on Fulbright grants. The **U.S. Department of State has designated the Educational Commission for Foreign Medical Graduates (ECFMG) as the sole agency authorised to sponsor alien physicians for internship, residency and specialised clinical training in the United States.** If you intend to study a degree in the medical field, you and your host institution must sign a statement of confirmation of no patient contact.
Leadership & Understanding of Fulbright:

The Fulbright Awards Programme is looking not only for academic excellence but also:

- demonstrable leadership qualities and ambassordorial skills with evidence of cultural sensitivity and a genuine desire to learn more about the United States and share with US citizens aspects of British culture
- experience and interest in a range of extracurricular and community activities
- a desire to further the Fulbright Programme and give back to your home country upon returning

Applicants who meet the above requirements should ensure that they meet the criteria for the individual award to which they wish to apply. Information relating to each Scholar award can be found on the Fulbright website: [http://www.fulbright.org.uk/going-to-the-usa/postgraduate/fulbright-postgraduate-scholarships](http://www.fulbright.org.uk/going-to-the-usa/postgraduate/fulbright-postgraduate-scholarships)

J-1 Visa and Two-Year Home Residency Requirement

All Fulbright Scholars must enter the United States on an Exchange Visitor (J-1) visa under a US Department of State programme.

When you agree to participate in a US Exchange Visitor Program such as the Fulbright programme you will be subject to the two-year home-country physical presence (foreign residence) requirement. This means you will be required to return to your home country for two years at the end of your exchange visitor program. This requirement under immigration law is based on Section 212(e) of the Immigration and Nationality Act, as amended, and Title 22 Part 40 and Part 41 in the Code of Federal Regulations. Candidates will not be eligible for a US residency or work visa until they have fulfilled the two-year home residency requirement of the J-1 visa. This does not affect tourist visits made to the US under the ESTA visa waiver programme.

You may find more information at: [http://travel.state.gov](http://travel.state.gov).

Grants are not given for:

- Undergraduate study
- Attending conferences
- Completing / writing up doctoral dissertations
- Travel and consultation at multiple institutions
- Clinical medical research involving patient contact

*The US Department of State has designated the Educational Commission for Foreign Medical Graduates (ECFMG) as the sole agency authorised to sponsor non-US physicians for internship, residency and specialised 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 Programme.*
In addition you should note the following conditions affecting review and selection of candidates:

- Applicants will be considered without regard to ethnicity, religion, sex, sexual orientation, age, and/or physical impairment.

- The Fulbright Commission is committed to selecting a cohort which is diverse in terms of region, home institution, host institution, and discipline.

- Preference is given to those without recent extensive experience in the United States, and to those who have not already held a Fulbright.

- 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 the United Kingdom.

- Applicants should demonstrate the cross-cultural sensitivity and flexibility needed to adjust successfully to life in the United States.

Please contact programmes@fulbright.org.uk if you have any questions regarding your eligibility.
3. SELECTION PROCESS

TIMELINE

OVERVIEW OF THE PROCESS

- **10am GMT, Tuesday 6 November 2018**: Deadline for Applications

- **November-December 2018**: Initial screening and review of applications are done by the US-UK Fulbright Commission and review panels. You should not expect to hear from the Commission during this time and staff will be unable to comment on the process or an individual application’s status.

- **Mid-Late January 2019**: If short-listed, successful candidates **must** be available for interview in London, Edinburgh, Cardiff or Belfast, **Monday 28 January 2019 - Friday 8 February 2019 inclusive**.

  Telephone/Skype interviews are not permitted unless in unavoidable and extenuating circumstances. It is the responsibility of the applicant to be available for interview at the date and time allocated and to cover the associated costs.

  Candidates who have not been selected for interview will be notified via email by the end of January 2019. Please check your spam folder for the message.

- **February 2019**: After the interviews, the recommendations of the interview panels will be considered by the Fulbright Commission before being referred to Institute of International Education (IIE), the US Department of State and the J. William Fulbright Foreign Scholarship Board (FFSB) in Washington, DC. Final approval of all grantees is made by the FFSB in late April. Until receiving this approval grantees are classed ‘Finalist Candidates’.

- **Late February 2019**: Notification of Finalist status; Finalists are invited to Fulbright Finalists’ Workshop. Unsuccessful candidates will also be notified via email by the end of February.

- **Mid-March 2019**: Fulbright Finalists’ Workshop in London

- **March-June 2019**: Fulbright and J1 visa paperwork

- **June or July 2019**: Fulbright 2-3-day Pre-Departure Orientation (exact dates TBD)

- **From mid-July 2019 to 30 April 2020**: Independent departures, your Fulbright exchange begins. In exceptional cases, earlier departures from mid-June 2019 will be permitted if no alternative grant dates can be arranged.
Plan ahead - Advance planning and research regarding US University programmes will give you as much time as possible to put together a thoughtful and compelling application. Applicant review is based upon the written application and accompanying materials.

Choose Specific US University programmes to apply to - One of the most important components of the Fulbright Application is formal admission at a US University.

- Applicants are not required to have already submitted an application or to have been admitted to a US University programme at the time of the Fulbright application, but no grant will be given to an individual without proof of admission to a US university mentioned in the initial application.
- At the time of application, applicants must demonstrate that they have researched the programmes they intend to apply for and have specific reasons why these programmes were chosen. You may list as many universities as you are considering, but it is recommended that you can provide reasons for each.
- If you have studied previously in the United States, you should avoid seeking affiliation at your US alma mater/previous host institution. This is to ensure that you expand your contacts within the US academic community.
- Candidates are expected to have one primary host institution.

When choosing the US universities to apply to, applicants are encouraged to be open-minded and flexible, and consider the many excellent universities throughout the US. There are many resources available to research US universities. Some resources to help begin your research to choose a US university are:

- Fulbright Website
- Petersons Guide to US Universities
- The Princeton Review

Review the application instructions / process – This document contains the ‘UK Country Specific Instructions’. The Fulbright online application is a global application run by the Embark system and is used by all Fulbright Commissions worldwide. Therefore, each Commission sets its own policies, procedures and country-specific instructions for using the online application system. At times during the Embark online application process you will encounter differences between the Embark instructions and the instructions contained in this document. You must follow the instructions in this document to correctly complete the application.

***Read this document carefully and in its entirety to ensure you understand what is required of your application. Incomplete applications will not be considered.

***Section 6 (pages 9-19) contain instructions and tips on how to answer the questions contained in the application.

Create an Embark Account – In order to begin a new application, you need to register as a new user on Embark. Please see Section 6 on page pp. 9 of this guide and follow the instructions to set up a new account.
Step 1: Read the UK specific application information:

☐ Read the **UK Country Specific Application Instructions** contained in this document, carefully and in their entirety, so that you understand the application requirements and eligibility requirements.
☐ Read the **UK Country Specific Terms and Conditions**

Step 2: Complete an **Online Application** through Embark, including:

☐ **Application form** (pp. 1-3 of the online application)
☐ **Study/research objective** (pp. 4 of the online application)
☐ **Personal Statement** (pp. 5 of the online application)
☐ Upload the required **Supplemental Documents** (See Application Guidance ‘Page 13 – Additional Upload Page’ on pp. 16 of this guide):
  ☐ **Curriculum Vitae** (Page 6 Q29 of online application – pp. 13 of this guide)
  ☐ **Transcript(s)** (Page 7 Q30 of online application – pp. 15 of this guide)
  ☐ **Signature Form** (Page 13 of online application – pp. 16 of this guide)
  ☐ **Passport Bio Page**, including for any accompanying dependents (Page 13 of online application – pp. 16 of this guide)
  ☐ **US University Admission Letter**, if applicable (Page 13 of online application – pp. 16 of this guide)
  ☐ **Creative writing or art sample**, if applicable (pp. 13 of online application)
☐ Nominate your **3 References** through Embark (Section 5 Recommendations of the online application – pp. 17 of this guide). References must be submitted by the application deadline, **10am Tuesday 6 November 2018**

Use the **Embark Review** function to make sure that all the required questions are answered. Note: The Application Inspector does not check to make sure all your Supplemental Forms are uploaded – you must check this yourself.

Submit your application form **online**. You must click submit or your application will not be sent for review. Do not send a printed copy to the Commission, we only accept online applications.

Step 3: Submit the **UK Commission Supplemental Form**. Required for all applicants.

This form is accessed via a separate website from Embark. You must follow the link below to register for and access the form: [https://webportalapp.com/appform/uksupplementalformstudents1920](https://webportalapp.com/appform/uksupplementalformstudents1920)

Step 3a: Submit the **2:2 Undergraduate Degree Result form** if applying with a 2:2 undergraduate degree result.
6. ONLINE APPLICATION FORM INSTRUCTIONS

Applications are completed online and must be submitted on or before 10am GMT, Tuesday 6 November 2018.

The online application is called Embark and is facilitated by the US-based Institute of International Education (IIE) and is used by all Fulbright Commissions worldwide. The Fulbright online application is a global application run by the Embark system and is used by all Fulbright Commissions worldwide. Therefore, each Commission sets its own policies, procedures and country-specific instructions for using the online application system.

This document contains the UK’s Country Specific Instructions. You must follow the UK specific instructions below in order to prepare for review by the US-UK Fulbright Commission.

At times during the Embark online application process you will encounter differences between the Embark instructions and the instructions contained in this document. Ensure that you follow this document to correctly complete an application.

TO ACCESS THE EMBARK APPLICATION FORM

- Click on the following link: Embark/IIE online application site This will take you to the Embark application site where you will need to register as a new user.

REGISTERING AS A NEW USER

- Once you reach the Embark/IIE online application site, you will need to register as a new user.

- Your email address will be your user ID. It is very important that you keep your user ID and password in a safe place. The Commission cannot retrieve lost user IDs or passwords. It is also advisable for you to bookmark the URL for the Embark/IIE online application site for future reference.

- The email you use as your user ID will automatically be the email we use to contact you during the application stage. Be sure to check this email account.

- You will be able to log in and out of your application account and will not be required to complete the application in one sitting.

- **Note for Repeat Applicants:** You can use the same email you have used for previous applications. You are able to start a new application within your account.
Completing the Application

This section covers guidance and tips for filling out each section of the application. Save your progress as often as possible.

PRELIMINARY QUESTIONS

Please amend these questions before submission if you have answered incorrectly or your application will not reach the US-UK Fulbright Commission and therefore will not be considered.

Through which program country are you applying?

- You must select the United Kingdom. Selecting another country in this field will send your completed application to the Fulbright Commission in that country and not to the US-UK Fulbright Commission. If we do not receive your online application, we cannot review or consider your application for the Award. (If you are a citizen of another country but still eligible for a UK Fulbright grant, please still select United Kingdom and provide the paperwork needed along with your supplemental commission form).

To which program are you applying?

- You must select the ‘Fulbright Foreign Student Program’

Have you checked with your Fulbright Programme Office?

- Please select ‘Yes.’ You do not have to check with us before making an application. Please make sure you fit all the eligibility requirements before starting your application.

** It is NOT necessary in the UK to check with the Fulbright Office. Please do not ask the Commission for permission to submit an application. **

For which academic level are you applying?

- Fulbright Postgraduate Awards are offered for ‘graduate study’ only.

INSTRUCTIONS

Read the instructions in this document carefully and in their entirety so that you understand the requirements for making an application to the UK Commission. These instructions are specific for the UK, and may differ at times from the Embark instructions. Make sure you refer to and follow the instructions contained in this document.

GENERAL INFORMATION

Fill in this application form in its entirety. Below is guidance for filling out each section:

Citizenship/Birthplace

- *Name:* It is very important that your name is exactly as it appears (or will appear) on your passport. You must use upper and lower case when entering your name, e.g. Ron
Smith not RON SMITH. Also, do not use diacritical markings as this will create computer-related problems.

You must also fill out your Date of Birth and Gender here. Date of Birth should be entered in US format – MM/DD/YYYY

- **Name on previous academic records (if different from above).**
  You must include any names that might appear on your previous academic or personal records that you will be submitting in your application.

**Birthplace**
Please complete all sections.

- **Country of Citizenship:**
  Your answer (United Kingdom or relevant EU member state) must reflect the US-UK Fulbright Commission’s citizenship criteria. Please refer to page 2.

- **Country of Residence:**
  Select the country in which you legally reside.

**Study Plans**

- **Which application cycle are you applying to?**
  You must select the 2019-2020 cycle.

  If you enter another application cycle (e.g. 2018-2019 which was last year’s competition), the US UK Fulbright Commission will not receive your application in the 2019-2020 awards competition and therefore your application will not be considered.

- **Degree Objective**
  Your choice should reflect the following definitions:

  - **Master’s** - Should be used for applicants who intend to pursue full-time study for a master's degree granted by a US institution.

  - **Doctorate** - Should be used for applicants who intend to pursue full-time study for a doctoral degree granted by a US institution.

  - **Nondegree** - Should be used for applicants who will pursue coursework at degree-granting accredited educational institutions, but whose work will not lead to a degree granted by a US institution. An applicant must engage in a full-time prescribed course of study.

  - **Visiting Student Researcher** - Should be used for applicants who will pursue research projects at a degree-granting accredited education institution while currently enrolled in an UK / European Master's / Doctorate programme. An applicant will be required to engage in an independent full-time research project under the supervision of a research advisor at their US host institution.

The US-UK Fulbright Commission does not provide funding for undergraduate (Bachelor's) degree.
• **What is your proposed major field of study:**
  From the choices, select the field of study most appropriate to your study objective. You can briefly elaborate on the exact nature of your objective in the text box that follows.

• **What is your specialization/subfield of study:**
  From the choices, select the specialisation that most accurately describes your study objectives.

• **Briefly describe the specific area of the field in which you plan to specialize.**
• **Future Plans.**

**Education**

Education

Please all post-A level institutions attended starting with the **most recent first** and working backward in time. Even those from which you did not achieve a degree.

Do not include education up to and including A-levels.

Do not abbreviate the names of institutions.

**Awards and Recognitions**

Please list all Scholarships and Fellowships, Academic Honors and Prizes, Published Books, Articles and Theses, and Professional Societies, Fraternities or Organizations, Teaching Experience or Research Experience.

If you cannot include information for these fields enter N/A. Do not leave them blank.

If a scholarship or sponsor funded your degree, please indicate so by writing the words ‘funded by’ followed by the name of the source of funding, in brackets, after the name of the institution, e.g. University of Nottingham (funded by LEA).

**Experience, Language Skills and Test Scores**

• **Identify your current position or occupation:**
  Please select from the drop-down menu the position title which best describes the activity in which you are currently (or were most recently) involved. There is an option for ‘student’ if you are still in Higher Education.

• **Occupational Experience**
  List positions held, beginning with the most recent employment, if any.

• **Exam Dates**
  Please note results from standardised tests are not required for completion of your Fulbright application. If you have not obtained any results you can leave this section blank.
If you have already taken a GRE or GMAT you may include these scores in this section and submit a copy of your results (computer print-outs will suffice) to the Commission along with your other application materials. It is not compulsory at this stage.

- **Travel Details**
  Please fill this out to the best of your ability. Please do not include personal travel that did not exceed 30 days.

- **Emergency Contact:**
  Please include a UK based emergency contact. You may leave the section for a US based emergency contact blank.

**PERSONAL INFORMATION**

- **National Identification Number**
  This is not a required field. You may leave this field blank.

- **Other Scholarships:**
  Indicate if you are planning to apply for, have applied for, or have received a fellowship, scholarship, assistantship or other educational grant or loan from another organization, government or educational institution. This information will not prejudice your application.

- **Proposed Length of Stay in the US:**
  You should include not only your Fulbright year but also any additional years that you would be in the USA to complete your programme of study; e.g. the majority of US Master’s programmes are 2 years.

- **Approximate Arrival Date:**
  This should be the proposed start date of your period of study or research in the USA. For the majority of applicants, undertaking a Master’s degree in this USA this would be August or September 2019.

- **How did you learn of this year’s Scholarship competition?**
  Please be as accurate as possible. If you first heard of the scholarship via and email from your university and then you Googled Fulbright, please indicate that your university was how you first learned of Fulbright programs.

- **List the US University/Institution that you plan to attend and to which you have been admitted.**
  You may leave this blank if you have not yet been admitted to a US university or if you are considering multiple universities.

- **If you are in the process of locating a US placement, list all programs to which you have applied or intend to apply (list in priority order).**
  List the name of the institution and the specific department.
You can provide further details such as the name of specific academic staff you want to work with or are in contact with and the specific programme within that department in which you are interested in your personal statement or research objective.

You **must** indicate on your application the US universities which you **have or will apply to**. The Embark instructions may tell you not to list the US universities in the application. This is one of the areas where the Embark instructions differ from the UK application instructions. We do want to know which universities you are applying to.

If offered an award, the Fulbright scholarship will only be tenable at universities listed on the online application and agreed upon at the time of interview.

It is **NOT** expected that you will have been officially admitted by time of application to your US University but if short-listed for interview you should have identified and applied to your preferred universities. At the time of application, please complete this page as fully as possible indicating any institutions you have identified / contacted to date.

If you have been in contact or correspondence with a faculty member, please provide the name and contact information for that individual in your personal statement or research objectives statement. If you have any letters of admission, letters of invitation, and deferral requests at a US university, please include this information as an upload in the **Supplemental Forms** section of the online application.

If you receive admission from a US institution after you have already submitted your Fulbright application, please update the Commission and email a copy of the admission letter to programmes@fulbright.org.uk by the application deadline.

Scholarships are only tenable for admission offers made for the 2019-20 academic year.

We strongly recommend narrowing down your list of institutions at this stage. Please review our guidance on **choosing a degree programme** to ensure you have a well-rounded list of institutions. When choosing the US universities to apply to, applicants are encouraged to be open-minded and flexible. There are many excellent universities throughout the US. To review resources available to help choose a university, see page 2 of this guide.

**References:**
Please complete this section fully and ensure that you have the correct email address for each of your 3 referees. Three letters of reference should be submitted **ONLINE ONLY** by your referees - You will be required to register each of your referees in a later section of the application form (instructions on page 17 of this document). Please review our guidance on **selecting and briefing your referees**.

Your references must be submitted by the application deadline of 10 am 6 November 2018. If they are not received by that deadline, your application will be incomplete. It is **YOUR responsibility to tell your references the deadline.**
PERSONAL FINANCIAL INFORMATION

Please state all monetary values in US dollars.

- **Funds Available For Your First Year of study in the United States (US Dollars)**
  This information will not prejudice your application. Since the Fulbright grant that may be awarded to you might only cover a portion of your expenses, you may need to provide funds of your own, or from other sources, in order to complete your study or research objective. Please complete this form to the best of your ability based on information that you have at the time of application. If you should have a major change in your financial resources while your grant is pending, you should immediately inform the US-UK Fulbright Commission. Please be as honest as possible - again, this will not prejudice your application in any way.

  - **Other Funds:** Please only include grants and scholarships that you have actually applied for. Any future grant applications can be added to your application at a later stage.

- **Funds Available After Your First Year of study in the United States**
  You only need to complete this question if you will be staying in the US to complete a programme of study for more than one year. This information is required as any US visa application is conditional on you having the funds available to support yourself.

- **Travel Funds**
  This information will not prejudice your application.

- **Dependants:** Please only list dependants who will require financial assistance from you during your stay in the US.

ESSAYS & RESUME/CURRICULUM VITAE

Study/Research Objective

- The study/research objective description that you provide is an essential and highly important part of your application. You should:
  
  - Write a clear and very detailed description of the programme you want to pursue in the US in essay format. As this is an indication of your written communication skills. **Make sure it is well organised, written and SPELL CHECKED**
  - Explain your motivation for applying to the Fulbright Programme.
  - Clearly identify the area(s) within your field of study in which you want to specialise or concentrate. If there is specific research that you want to accomplish, please explain it as fully as space allows.
  - Outline how the period in the US will enhance your knowledge, skills and understanding and future development in the specified discipline
  - Reference the specific universities where you would like to study or have applied to and highlight your top choice.
  - **Applicants applying to a Master’s or Doctorate degree programme** should detail the programme you wish to undertake, the course you wish to study,
research objectives (if applicable) and how your study plan fits with your training and career to date.

- **Applicants who intend to pursue research** while currently enrolled on and in the advanced stages of a British/EU PhD should identify the research question or objectives, methodology, expected results and planned dissemination of information.
- Remember to leave a 1 ½ inch (4 cm) margin at the top of every page to allow room for the header that will appear on the PDF view. *Preview your essay to check the formatting before submitting your application.*
- Recommended length is 1-2 pages.

**Personal Statement**

- The personal statement is a **vital** part of your Fulbright application. It tells the selection committee about you personally not just academically. Applicants should:
  - Conduct a careful, well thought out, self-assessment with reference to the Fulbright Programme’s purpose and objectives to be able to articulate an understanding of the Fulbright Programme, the qualities of a Fulbrighter and how you and Fulbright will benefit from your receiving an award.
  - Compose a narrative essay in which you include information about your formative experiences (educational, professional, personal), personal and professional ambitions and special non-academic, extracurricular interests.
  - Describe who you are, what your goals are, and what you hope to achieve in the US and upon your return to the UK.
  - Outline your motivations, relevant preparations and expectations of the Fulbright Programme.
  - **Do not repeat or re-hash the study objective essay or provide a narrative of your CV.**
  - Remember the personal statement is an indication of your written communication skills. *Make sure it is well organised, written and SPELL CHECKED.*
  - Remember to leave a 1 ½ inch (4 cm) margin at the top of every page to allow room for the header that will appear on the PDF view. *Preview your essay to check the formatting before submitting your application.*
  - Recommended length is 1-2 pages.

**Resume/Curriculum Vitae**

- Upload your Curriculum Vitae here. Remember to preview to check the formatting before submitting your application.

**Visual, architecture and performing arts applicants** are also required to submit 4 samples of recent work to the Commission.

All work samples must be submitted electronically. The Commission **will not accept** hard copy files, CD’s or DVD’s. Applicants may submit a link in their application or share the files through a file sharing website via email to programmes@fulbright.org.uk with a cover email detailing their Name and Award applying for.
Please contact programmes@fulbright.org.uk if you have any questions regarding this or experience any difficulties sending your work.

TRANSCRIPTS AND ADDITIONAL DOCUMENTS

Transcript

- You must upload a copy of your academic transcript or letter confirming your university grades/results so far. We require you to include most recent university grades with your application. We require a transcript from your undergraduate degree.

If you do not have an academic transcript, results/grades achieved so far should be printed on headed paper and stamped/signed by your home institution.

Country Specific Questions

- All applicants of the UK programme (of which you are one) are required to complete a UK Country Specific Supplemental Form, which can be found at the following link: https://webportalapp.com/appform/uksupplementalformstudents1920.

Please register at this site and complete all required questions.

This form consists of a Supplemental Data section which you are required to complete and will be added to your application.

The form also contains an Equal Opportunities Form, which is not required and the Equal Opportunities data will be anonymised.

- If you have received a 2:2 undergraduate result and wish to submit your application for consideration, you will need to fill in an additional form, and the Supplemental Form will direct you to the link.

*Failure to complete the UK Country Specific Supplemental Form will mean that your application is incomplete and will not be considered.*

Writing Sample

- Creative writing /script writing applicants only should upload a writing sample here.

Test Scores

- The Test Scores requested here are not applicable to UK applicants – please skip this section.

Additional Upload Page

- Please note that you can only upload one document on the Embark system. You will likely need to upload multiple pages of supplemental documents; therefore you should scan them into one document before uploading them.
You are REQUIRED to upload the following additional Supplemental Documents:

- **Passport bio page** – please upload a clear scanned copy of your passport bio page here.

- **Signature Form** here – you will find this form in Section 4 of the application (see p17 for guidance).

- This is where you should upload any letters of admission, letters of invitation, and deferral requests at a US university as indicated in the notes for Question 41.

**SUPPLEMENTAL FORMS**

This is a place where the Embark instructions differ from the UK instructions. You must follow the UK instructions in order to submit a complete application:

****The US-UK Fulbright Commission does not accept supplemental documents via post. Please submit them with the other documents under the Transcripts and Additional Documents tab under Additional Upload Page.

You are required to submit the only one of the Supplemental Forms found in this section. The forms are found by clicking on each of the links on the Supplemental Forms tab:

- **Signature Form (REQUIRED)**: You must print out, sign, and upload this form to the additional upload page. Applications without this form uploaded will not be considered complete. You should upload this form under the Transcripts and Additional Documents tab under Additional Upload Page.

The UK Fulbright Commission does not require the following supplemental documents and requests that you do not include them in your application:

- **Letter of Reference (Do Not Submit)**: This form applies to a specific Fulbright Fellowship which is not offered in the UK. You must have three letters of reference submitted on your behalf THROUGH THE ONLINE APPLICATION SYSTEM ONLY – Please click Register Recommenders tab on the bottom left to register your recommenders.

- **Report on Proficiency in English (Do Not Submit)**: The US-UK Fulbright Commission does NOT require this to be filled out.

- **Transcript Release Form (Do Not Submit)**: The US-UK Fulbright Commission does NOT require this to be filled out.

- **Academic Records Information (Do Not Submit)**: The US-UK Fulbright Commission does NOT require this to be filled out.
REGISTER RECOMMENDERS

Click the tab ‘Register Recommenders’ to register each of the 3 recommenders you listed previously.

Three letters of reference must be submitted ONLINE by your referees. After you register your referee, the referee will receive an email from Embark with a link to fill out and submit a reference. It will be automatically attached to your application. The email WILL NOT tell your recommender what the deadline is – it is your responsibility to tell your recommenders the deadline of 6 November 2017 at 5pm GMT.

*If your referee is having trouble receiving the email containing the link, your referee should first check their spam folder. If they still have not received the email, you can contact support@Embark.com. The UK Fulbright Commission cannot help with this part.

Choose your references carefully. All references should be submitted by academics under whom you have studied or pursued research or by someone who has supervised you in work related to your proposed field of study. Letters of reference should not be written by persons related to you either by blood or marriage, or by personal friends. The letters should be written in English. If they are not, an original English translation must be provided.

It is the responsibility of the applicant to:

- Register all three of their referees in this Section 5 of the online application as early as possible in the application process (in addition to answering Question 37).

- Inform your referees that they should expect to receive an email notification and link to the online reference form. Ensure all three referees receive an email notification and link to the online reference form – Beware: this email can often go into spam folders – it is your responsibility to ensure they receive the link to complete the reference.

- Ensure all three referees submit the reference ONLINE no later than the deadline of 10am on Tuesday 6 November 2018 and that they each receive a confirmation email from the system. It is YOUR responsibility to let your referees know the deadline.

- The Embark system will send you an email when the references have been submitted. You will NOT be able to view them.

NOTE: Candidates cannot submit their application online without the reference section being completed so it is vital to ensure your referees complete and submit references on time. This can be tracked in the status section of ‘Recommendations’ section.
It is the responsibility of each applicant to ensure: (a) each of their referees receive the online link via email following the submission of their details (b) each of their referees submit the reference online by the deadline of 5pm on 6 November 2017.

If your references are late, your application is late and therefore will not be considered.

REVIEW

Before you can submit your application electronically, you are given a chance to review your application for completeness. If there are fields missing data, you will be prompted to correct them.

The Application Inspector DOES NOT check if all Supplemental Forms are submitted. It is your responsibility to ensure you have uploaded all required supplemental forms.

SUBMIT YOUR APPLICATION

After completing this application and thoroughly reviewing it and checking for completeness, you will submit it electronically via Embark to the US-UK Fulbright Commission.

Please note it is essential that the following questions were answered correctly on the Preliminary Questions Page:

- **Country through which you are applying**: You must select United Kingdom
- Make sure that you identified the *Fulbright Foreign Student Programme*
- **2019-2020** as the Award programme to which you are applying
- **Have you checked with the Fulbright Commission?** Select Yes, but do not ask the Fulbright Commission for permission to submit an application.
- **Academic level**: You must select graduate study

If you entered any question incorrectly, you must correct your answer(s) prior to submitting your application. **Failure to answer these questions correctly will result in your application not being sent to the US UK Fulbright Commission for the 2019-2020 awards cycle and your application will not be considered.** You can make corrections by clicking on the Preliminary Questions tab on the upper-left corner of the page.

After submitting your application electronically, you will not be able to make changes to your application.
7. General Guidelines, Hints and Tips

GENERAL GUIDELINES AND HELPFUL TIPS

• 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.

• You can copy and paste information into all text boxes.

• Some questions/fields are deemed ‘required’. You will not be able to complete and submit your application until you complete all required questions/fields. When you click on the Application Inspector button on the Home page, your application will be checked for completeness of required questions/fields. You will be prompted to enter any missing information on required questions.

However, the application Review will not check for completeness of Supplemental Documents. It is your responsibility to preview your application PDF before submitting to ensure that you have uploaded each of the required supplemental documents and they appear in clear formatting.

• You are able to submit your completed application before your recommendations are submitted by the referees you have nominated. Any recommendations submitted after you submit your application, will be added to your application automatically. However, you must nominate them in Section 5 before you submit your application.

• In the text boxes, you must limit your responses to the space provided. Information that exceeds the space provided will not display or print. If what you have typed or copied exceeds the size of the box, you must edit it. It is a good idea to ‘preview’ each page of your application to make sure that all your data displays.

• Do not use all capital letters when answering items, e.g. name, address, etc. It is better to use a combination of upper and lowercase, e.g. Tania Smith, not TANIA SMITH.

• You can review each page of the application in its PDF format by clicking on the Preview button on the upper right-hand corner. Closing out of the PDF view will bring you back to your application.

• You will create essays on pages 4 and 5 and a CV on page 6. On these pages, text entered that exceeds the space provided will display and print. However, it is recommended that you try to keep your essays to one page when possible.

• You have several ways in which you can create your essays:

  o You can compose your essay on-line. Please note, there is a 40-minute ‘time out’ function. In other words, you will need to either complete your essay in 40 minutes or periodically save your essay. You will not be able to customize the formatting of your essay.
- You can copy and paste text from another document and edit online.

- You can upload text from another document. This is the only option where you will be able to have special formatting, e.g., bold, underline, headers, double spacing, etc. While you cannot edit an uploaded document on-line, you can delete your upload, make your corrections in your document off-line, and upload it again.

- Pages 4 (research study objective) and 5 (personal statement) contain a header that displays on the PDF view. Therefore, you must leave a 1½ inch (4cm) margin at the top of every page of your essays to allow space for the header that will appear on the print version of your application.

- You should preview all of your essays to make sure the formatting is correct before submitting your application by clicking the preview button in upper right-hand corner of the screen. When you preview an essay, you must use the ‘Back’ browser button to return to your essay. Closing out of the HTML preview (i.e., clicking the X in the upper right-hand corner) will exit you from your application.
8. APPLICATION CHECK

A completed application comprises:

☐ Application Form with all sections completed, including:
   ☐ study/research objective
   ☐ personal statement
☐ 3 references: submitted online ONLY by the referees.
☐ All required supplemental documentation (PDF uploaded with Embark application):
   ☐ Signature Form
   ☐ Passport bio page, including that of any accompanying dependent(s)
   ☐ Transcript(s)
   ☐ Curriculum Vitae,
   ☐ US University admission letter (if applicable)
   ☐ Creative writing or art sample (if applicable)
☐ UK Country Specific Supplemental Form:
   https://webportalapp.com/appform/uksupplementalformstudents1920
☐ 2:2 Undergraduate Degree Result Form (if applicable):
   https://webportalapp.com/appform/eligibilitypostgraduates

Candidates must submit:

• Complete application and all supplemental documentation through the Embark System including the names and contact details of three referees by the competition deadline 10am Tuesday 6 November 2018.
• Referees must also submit their references through the online Embark System by the competition deadline 10am Tuesday 6 November 2018. It is the candidate’s responsibility to ensure referees submit on time to avoid an incomplete application. We will not accept hard copies of references in lieu of online submission. Please make sure your referees are aware of this.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. For guidance on double checking your application, see pp. 18 – Application Inspector of this guide).

APPLICATIONS OR SUPPORTING MATERIALS, INCLUDING REFERENCES, RECEIVED AFTER THE DEADLINE WILL BE DEEMED INELIGIBLE.

9. Troubleshooting and Questions

Technical questions on the Embark system, or questions related to problems in the application system should be directed to support@Embark.com

Questions on the application content can be directed to the Fulbright Awards Programme at The US-UK Fulbright Commission at: Tel +4420 7498 4010; programmes@fulbright.org.uk.