

FULBRIGHT VISITING SCHOLAR PROGRAM

Instructions for Completing the 2024-2025 Fulbright Visiting Scholar Program Application

Application: <https://apply.iie.org/fvsp2024>

General Information

The application is supported by all modern browsers. We highly recommend that you use a current version of [Google Chrome](#), which supports Windows, Mac, and Linux platforms.

Prior to starting an application, please complete the following steps:

Step 1: Learn requirements for submitting an application available [in Brazil's Call For Proposal](#).

Step 2: Record user name and password in a safe place

Your email address is your user name. When you create an account for this online application, record your password in a secure place. You can log in and out of the application as frequently as you like using your user name and password. If necessary, you can reset your password by clicking the “Forgot Your Password” link on the log-in page.

Step 3: Complete the application

You do not need to complete this application at one time. You can re-enter at any time to edit your application. However, once you SUBMIT your application, you CANNOT make changes to it. To complete your application correctly, please answer all questions completely and carefully. Review these additional tips:

- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents and save them in PDF format. It is highly recommended that to preserve any formatting and special characters in your documents, you upload them in PDF format.
- Some questions are “required.” They are marked with an asterisk (*). You will not be able to submit your application until all required items are complete.

Step 4: Submit the application

Once you have entered all required information, including recommenders, review your application for errors. If all information is correct, submit your application. Once you submit you CANNOT make changes to your application.

Creating Your Online Account

1. To start, click *Create an account*.

Register

To register for an account, please enter the information requested below.

Email Address

First Name

Last Name

Birthdate

Note: We recommend you do NOT use a work email address if you will not have access to it during your grant in the U.S.

2. Click Continue. You will receive an email from apply@iie.org confirming that you have started the application. The email will include a temporary PIN. Follow the instructions in the email to activate your account using the temporary PIN.
3. You will be prompted to enter your pin and then create a password to complete login.

Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email Account

Temporary PIN

Birthdate

Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

New Password (again)

- ✗ At least one letter
- ✗ At least one capital letter
- ✗ At least one number
- ✗ Be at least 12 characters
- ✗ New passwords must match

remember your password, click *Forgot your password?* and follow the resulting instructions.

Managing Your Application

EDITING YOUR APPLICATION PRIOR TO SUBMISSION

1. Remember to save your application after completing each page by pressing the *Continue* button at the bottom of each page.
2. The application will automatically log you out after 60 minutes of inactivity, so it is best to save your application frequently.

REVIEWING YOUR APPLICATION AFTER SUBMISSION

1. After you SUBMIT your application, you CANNOT make any changes.
2. You may continue to log in to your account to view the information you have submitted, save a PDF of your application form, and manage your recommenders.
3. You can manage your recommenders by clicking on the *Recommendations* section of the online application.

LETTERS OF RECOMMENDATION

Letters of recommendation will be submitted directly to Fulbright by the recommenders you registered via your application.

1. Letters of recommendation and language evaluations may be submitted before or after you submit the application.
2. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.

NOTE: the recommenders MUST SUBMIT their *recommendations letter* until the **DEADLINE**.

Preliminary Questions and Data Privacy

These questions address essential program eligibility, share data privacy policy, and requests consent. All questions are required.

Preliminary Questions

Through which program country are you applying?*

To which academic year are you applying?*

Important! In the U.S. academic calendar, the academic year begins in August (2023) and runs through the following May (2024). If you intend to apply for a period that begins outside of academic year 2023-2024, make sure to consult with your home country Fulbright office (see [Country Information](#) page at left) to ensure you are filling out the correct application.

Do you hold or are you applying for:*

1. U.S. citizenship; or
2. Dual citizenship with the U.S.; or
3. U.S. permanent residency?

Have you reviewed and do you meet all program eligibility requirements for the country through which you are applying? Please review the [program details](#) and [eligibility requirements](#) for the country through which you are applying before selecting a response.*

IIE values your privacy, and we encourage you to read our [Program Privacy Statement](#) that is located on the privacy page on IIE's website.

As this notice is intended for all applicants and participants of IIE-managed programs, the Program Privacy Statement outlines how IIE handles your data and includes the types of data we process, why we process it and with whom we share it.

Please note that IIE may be required to process data that is generally considered to be sensitive. IIE only processes this information when it is necessary to execute the management of your application or program. Please review the "What Types of Sensitive Personal Data Do We Process?" section of the Program Privacy Statement for more details.

*I have read IIE's Program Privacy Statement and give consent for IIE to process my data.**

Yes 

Continue

Country Information

Country Information

Please review the information below to assist in completing your application. If this is the first time you are accessing this page, you must select an Award, marked with an asterisk (*) below under Award Information; if you are returning, please ensure that the Current Award opportunity is correct.

Contact Information

Norfolk Island Organization (Demo)

Address: Street Address Demo, 12345-0001 Schenectady, United States

Program Information

Program Website: [www.google.com \(demo\)](#)

Current Application Competition Year: 2023-2024

Deadline Information: Please see awards for details.

General Information: Demo for VS 2023-2024 cycle.

Award Information

Current Award:* No Award Selected

[Select/Change Award](#)

Continue

1. Review all information in this section!
2. Note any country-specific and award-specific instructions for completing the rest of the application, including:
 - a. Country website
 - b. Deadline information
 - c. Open application cycle
 - d. Additional required materials
 - e. Country-specific Fulbright Policies

If prompted, you must select an Award (see highlighted above) before proceeding.

Personal Information

Enter all required biographical information.

Contact Information

Enter all required contact information.

Academic & Professional Information

This section collects information about your academic and professional background, including your curriculum vitae/resumé, academic degrees, professional experience, organizational memberships, letter of support from home institution, experience abroad, and previous Fulbright grants, if applicable.

Prepare and upload documents in PDF format as required (*). Note any page limits and ensure your documents do not exceed page limits.

Curriculum Vitae/Resume: Upload your curriculum vitae/resumé in PDF format that does not exceed three (3) pages.

Curriculum
Vitae/Resume

Please upload a document that does not exceed six
(6) pages.

Browse...

No file selected.

Upload

Academic Background: List all post-secondary educational institutions from which you have received a degree or academic credential in reverse chronological order. You **MUST** include any education institutions you are currently attending (even if you have not yet completed your educational program) and estimated date of graduation/completion.

Educational Institution	
Institution*	<input type="text"/>
Level of Study*	<input type="text"/>
Institution Location (all address fields are required)*	
Country	<input type="text" value="United States"/>
City	<input type="text"/>
State	<input type="text" value="Select State"/>
Website	<input type="text"/>
Name of Diploma or Degree Equivalent*	<input type="text"/>
Actual Name of Degree or Diploma	<input type="text"/>
Discipline*	<input type="text"/>
Date Degree Received*	<input type="text"/> <input type="text"/>
If a degree is in progress, list expected date of conferral for Date Degree Received.	

To add additional entries for post-secondary educational institutions, click *Add Institution* and follow the bulleted instructions above.

Current Professional Profile: List your current professional affiliation or employer by clicking *Add Experience* under Position Title

Professional Experience

Current Role*

☐ I am an independent/unaffiliated scholar.

Position Title

Institution Name*

Department Name

If you are currently employed, please leave the End Date field blank.

Start Date

End Date

Institution Address

Country*

Street Address*

City*

State/Region*

Postal Code*

Save

Cancel

Organizational Memberships: List up to four professional memberships in cultural, educational, and professional organizations.

Organizational Memberships

List up to four professional memberships in cultural, educational, and professional organizations.

Please select how many Organizational Memberships you would like to add.*

2

Organizational Membership 1

Organization*

If you held an elective office, list this in your Role.

Role*

Start Date*

If you are still an active member, leave the End Date blank.

End Date

Organizational Membership 2

Organization*

If you held an elective office, list this in your Role.

Role*

Start Date*

If you are still an active member, leave the End Date blank.

End Date

Letter of Support from Home Institution: Upload a PDF file of your letter of support from your home institution, confirming your ability to participate in a Fulbright award.

Letter of Support from Home Institution

As directed in your country-specific instructions, please upload a letter of support/leave from your home institution, confirming your ability to participate in a Fulbright award for the time frame you are proposing.

Letter of Support

Please upload any letters of support/leave from your home institution.

[Choose File](#)

No file chosen

Experience Abroad: List any professional travel and/or residence abroad that exceeds three (3) months, including any stays in the United States, during the last six years.

Experience Abroad	
Country*	<input type="text"/>
Start date:*	<input type="text"/> <input type="text"/>
End date:*	<input type="text"/> <input type="text"/>
Purpose of Travel Abroad:*	<input type="text"/>

- a. If you have more than one trip abroad to enter, click *Add New Experience Abroad* again, and follow the bulleted instructions until all entries have been saved.

Select YES or NO to indicate if you have previously entered the U.S. on a J-1 or J-2 visa.

- If 'yes', you are required to select the J category of sponsorship from the list and upload a copy of your previous DS-2019. To be *eligible to Fulbright Brazil's programs Former J-1 visa beneficiaries must have returned to Brazil before August 1st, 2022.*

Select 'yes' or 'no' to indicate if you have previously been awarded a Fulbright grant.

- If 'yes', indicate the number of prior Fulbright awards you have received (up to four). Then,
 - Select the Fulbright award type from the dropdown menu provided (e.g., Fulbright FLTA, Fulbright Foreign Student, etc.)
 - If you select "Other (please specify)", enter in the name of the Fulbright grant that you received in the "Other, please specify" field
 - Select the academic year that corresponds to the year in which you received the Fulbright grant.

Previous Fulbright Grant(s)

Have you previously been awarded a Fulbright grant?*

Yes ▼

If you have previously been awarded a Fulbright grant, please list the grant(s) below.

Please select how many Previous Fulbright Grants you would like to add.*

2 ▼

Award 1

Award 2

Award Type*

▼

Award Type*

▼

Previous Grant Year*

▼

Previous Grant Year*

▼

If you are an alumnus of the Fulbright Scholar program, please provide a brief justification as to why you should be considered for another Fulbright Visiting Scholar award. (This question does not apply if your previous Fulbright award was through the Fulbright Foreign Student or Foreign Language Teaching Assistant (FLTA) Programs.)

If you are applying for another Fulbright Scholar Opportunity, please provide justification as to why you should be considered for another award in the text box.

Language Skills

This section collects information about your native language, English language skills, and any additional languages that are relevant to your project proposal.

English Language Proficiency

Please rate your English language proficiency as Native, Advanced, Intermediate, Beginner or No Ability in three categories below.

Reading*

▼

Writing*

▼

Speaking*

▼

1. **Additional Language Skills:** Select the number of additional languages that you would like to include that may be of use for your project or study plans.

Plagiarism Agreement

1. Carefully review the Plagiarism Agreement and indicate your acceptance of the terms by selecting 'Yes' or 'No'.

Plagiarism in any part of your application will result in your disqualification from participating in the Fulbright Visiting Scholar Program.

Plagiarism will be understood to include any of the following:

Presenting wording, statistics or concepts as your own which should be attributed to someone else or to publications (online or offline). This includes, but is not limited to:

- Presenting material with alterations in wording (with or without citation)
- Paraphrasing the content of a source without citation

It is expected that your responses to all questions in the following application will be your own work and writing, with clear citation of secondary sources if describing academic work and the writing of others (including one's own previously published work). Any sources used in the construction of your responses must be clearly cited.

Project Proposal

This section collects information about your proposed project.

1. **Project Statement:** Enter your Project Title in the Project Title field. The project title must be in English. Make sure it is written in AP style: no abbreviations, not all caps; all words of four or more letters should be capitalized, no Oxford commas.
 2. **Brief Summary of Project Proposal:** Enter a summary of your Project Proposal in the text box (maximum of 700 characters)
 3. **Project Statement Uploader:** Upload a detailed project statement of three (3) to five (5) pages in PDF format.
 4. **Bibliography:** If you selected Research or Teaching/Research category of grant, you will be prompted and required to upload a Bibliography of one (1) to three (3) pages of references relevant to the proposed research in PDF format following the instructions above.
 5. **Course Syllabi:** If you selected Teaching/Research or Teaching category of grant, you will be prompted and required to upload Course Syllabi of up to ten (10) pages for courses you either propose to teach or have taught in PDF format following the instructions above.
 6. **Academic Discipline:**
Select the most appropriate major academic discipline for your project from the dropdown menu.
 - Some fields (for example, Arts) will ask you if you'd like to upload portfolio materials as part of your application. **Brazil will not evaluate any PORTFOLIO.**
 7. **Intended Grant Period:**
 - a. Select your proposed grant length (in months) from the dropdown menu
 - b. Enter your proposed grant start and end dates (Month-Day-Year format)
 8. **Host Institutional Affiliation:** Indicate your affiliation arrangements with a U.S. Host Institution by selecting 'yes'.
- NOTE: Fulbright Brazil requires the Invitation Letter. The candidate MUST submit the invitation letter in the online application.**
- a. Invitation Letter must be typed in institutional letterhead and signed. The letter should also contain the proposed grant dates and include day, month, and year for both start and end dates.

Grant and Travel Plans

1. **Financial Support Documentation:** Upload supporting documentation by selecting *Choose file*, select the relevant file and click *Open*.

NOTE: Use this field to attach the paystub (contracheque).

Grant & Travel Plans

Questions marked with an asterisk (*) are required of all applicants for submission. Please review country-specific guidance to determine whether unmarked questions are required.

Financial Information

Please refer to the country-specific instructions to determine whether you are required to complete this section. If required, please outline any financial support you may receive during your Fulbright grant.

Do you expect to receive sabbatical pay, paid leave of absence, or other sources of financial support during your Fulbright grant?

Yes ▼

How many other sources of funding do you expect to receive?

1 ▼

Please specify all amounts in U.S. dollars. Please enter total amounts for the expected grant period, rather than monthly amounts.

Source Description 1

Estimated Amount 1

Other Funds Total (\$)

Financial Support Documentation

Financial Support
Documentation

Please upload relevant documentation of any financial support you expect to receive.

Choose File

No file chosen

a. Additional Grants:

Note: Not Applicable for Brazil.

2. **Passport/Travel Document:** Upload a copy of your passport or travel document by selecting *Choose File*.
3. **Accompanying Dependents:** If you wish to bring dependents, select the number of dependents you intend to have accompany you in the U.S. (select 0 if you do not have dependents or your dependents will not accompany you the U.S.)

Additional Information

1. **Additional Documentation:** Use this section to upload any required documentation listed in your call for applications as the:
 - a) **Ph.D. certificate or diploma**, original document; translation not required (MANDATORY FOR ALL PROGRAMS).
 - b) **Letter of reference**.
 - c) **Outline for proposed contributions to teaching** (MANDATORY document to the Chair at UC, DAVIS).
 - d) **Title and brief abstract of one or more public lectures** (MANDATORY document to the Chair at UC, DAVIS).
 - e) **Plan of Activities** (MANDATORY document to the Chairs at Yale, Purdue, California-San Diego, Emory, MD-Anderson, Rice, and Pittsburgh).
 - f) And other documents listed in the call for proposals which you will apply.

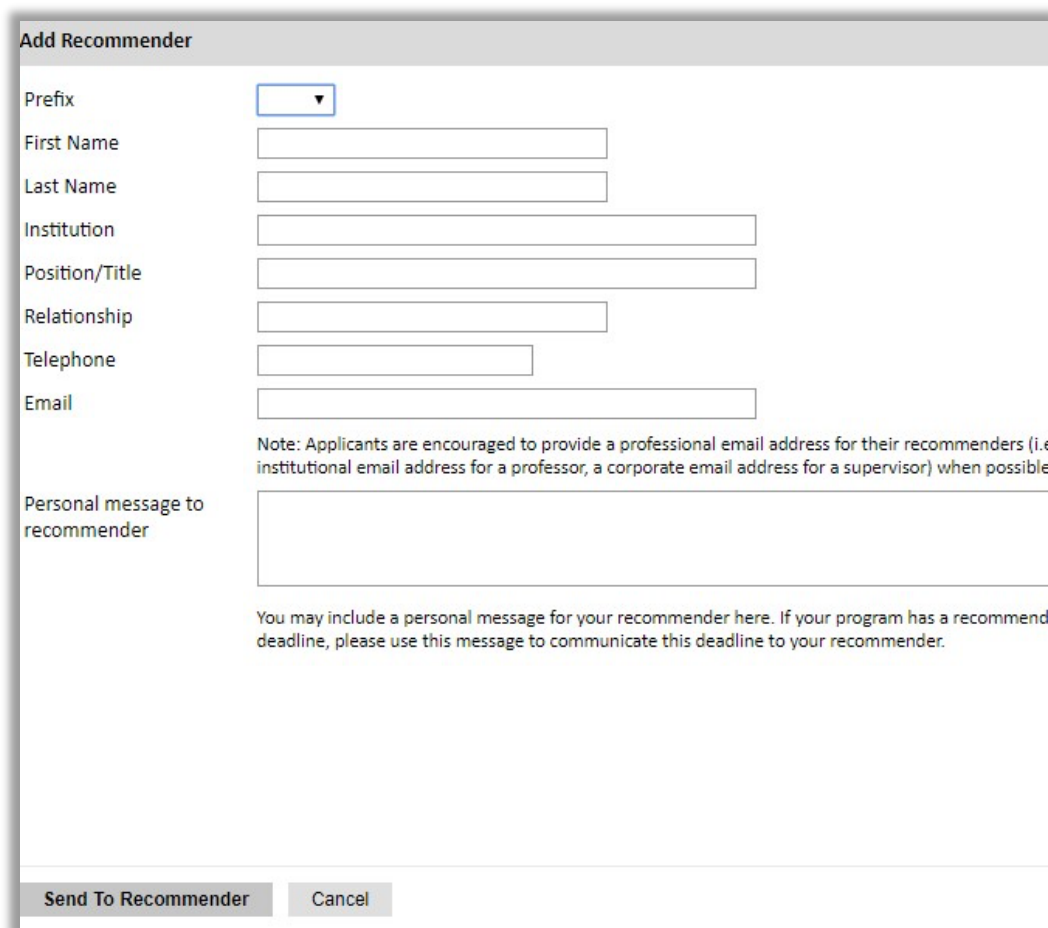
Recommendations

Use this section to register your recommenders.

Once you register your recommenders, they will receive an automatic email with instructions on completing the online recommendation form. You can track the status of recommendations, send reminders, and add/delete recommenders through this system before and after submission of your application.

NOTE: the recommenders MUST SUBMIT their *recommendations letter* until the DEADLINE informed in the call for proposals. No letter sent after the deadline will be accepted.

1. Click *Add Recommender*
2. Complete all fields in the pop-up form:



The screenshot shows a pop-up window titled "Add Recommender". It contains the following fields and elements:

- Prefix:** A dropdown menu.
- First Name:** A text input field.
- Last Name:** A text input field.
- Institution:** A text input field.
- Position/Title:** A text input field.
- Relationship:** A text input field.
- Telephone:** A text input field.
- Email:** A text input field.
- Note:** A text block stating: "Note: Applicants are encouraged to provide a professional email address for their recommenders (i.e. institutional email address for a professor, a corporate email address for a supervisor) when possible."
- Personal message to recommender:** A large text area.
- Instructions:** A text block stating: "You may include a personal message for your recommender here. If your program has a recommendation deadline, please use this message to communicate this deadline to your recommender."
- Buttons:** At the bottom, there are two buttons: "Send To Recommender" and "Cancel".

3. Click *Send to Recommender* to generate automatic email to recommender
4. Click *Continue* to save your responses and advance to the next section
5. Once sent, you will have the option to Edit Recommender information if they have not yet started progress on their response and Save, Send Reminders, and Exclude if you wish to remove the recommender and replace with another individual.

Edit Recommender

Prefix

First Name

Last Name

Institution

Position/Title

Relationship

Telephone

Email

Personal message to recommender

Status **Sent to recommender on 12/20 at 11:18 AM**

Save **Send Reminder** **Exclude** **Cancel**

Signature

Certify that the information you provided in the application is true and complete by typing your full legal name in the Signature Box:

In place of your signature, please type your full legal name:

Confirm

Review

The application will review the responses entered and will display any incomplete questions and required attachments that are missing.

- If no errors appear, then your application is ready for submission.
- If any errors appear, correct or complete these sections and return to the Review section to determine if your application is ready for submission.

NOTE: Only the required document by the system will be accused in the REVIEW SECTION. The other mandatory documents listed in the call for proposal **MUST** be submitted in the Additional Documentation SECTION and will not be indicated in the REVIEW SECTION.

REVIEW ALL RESPONSES. CLICK SUBMIT APPLICATION.

You will be able to download a PDF of your complete application following submission.

GOOD LUCK!!