

THESE INSTRUCTIONS SUPERSEDE AND/OR EXPAND UPON THE ONLINE INSTRUCTIONS

Completing the Online Application

Instructions for Canadian Applicants to the Fulbright Scholar Program

For research or teaching in the United States in the 2018-2019 academic year

Competition opens May 15, 2017 and closes on November 15, 2017

Applications submitted after 11:59pm EST November 15, 2017 will not be considered.

Please read all instructions carefully and follow the application guidelines below.

This online application is designed in a way that allows Fulbright programs in various countries to use the same form.

Please note that Canadian applicants do not need to complete all of the fields in the online application.

In addition to providing guidelines and tips, this instruction package will identify those fields that Canadian applicants **do not** need to complete. Please read these instructions carefully and follow the appropriate guidelines when filling out the application.

A general instruction package for all applicants is available through the online application website.

A complete application consists of

- a) Application Form
- b) Project Statement
- c) Curriculum Vitae
- d) Passport, Bibliography, Fulbright Canada Visiting Scholar Information Form, and as required, Letters of Invitation, Course Syllabi, English Language Proficiency Report
- e) Letters of Reference

The application process has six steps:

- A) Review eligibility criteria and award conditions**
- B) Register online**
- C) Complete the online Application Form**
- D) Upload Supporting Documents**
- E) Register Referees**
- F) Review and Submit online application**

A) Review eligibility criteria and award conditions

A complete listing of eligibility criteria and award conditions is available on our website, www.fulbright.ca

Key criteria for applicants are:

- a) Canadian citizen
- b) NO U.S. Citizenship, Permanent Residency, or Birth
- c) Not residing, enrolled, or working, in the United States
- d) Doctoral degree or equivalent professional training or experience
- e) Proficiency in English appropriate to the project

Grantees must be in compliance with all [J. William Fulbright Foreign Scholarship Board \(FFSB\) policies](#) and all [United States governmental regulations regarding visas, immigration, travel, and residence](#).

Summary of Award Conditions

Award	Host	Category of Grant	Award Dates	Benefit
Traditional Scholar Award	Any American University, Research Centre, Think Tank, or Government Agency	Research or Lecture or Lecture/Research	Sep-Dec 2018 or Jan-Apr 2019	US\$12,500
Chair in Arctic Studies	Dartmouth College	Research or Lecture/Research	Sep 2018-Feb 2019 or Jan-Jun 2019	US\$25,000
Chair in Computers, Science, and Engineering	Florida Polytechnic University	Research	Sep-Dec 2018 or Jan-Apr 2019	US\$25,000
Chair in Science	Illinois Institute of Technology	Research	Sep-Dec 2018 or Jan-Apr 2019	US\$25,000
Chair in Canada-US Relations	Johns Hopkins University	Research or Lecture/Research	Sep-Dec 2018 or Jan-Apr 2019	US\$25,000
Chair in Public Health	Johns Hopkins University	Research or Lecture/Research	Sep-Dec 2018 or Jan-Apr 2019	US\$25,000
Chair in Canadian Studies	Michigan State University	Research or Lecture/Research	Sep-Dec 2018 or Jan-Apr 2019	US\$25,000
Chair in War and Peace Studies	Norwich University	Research or Lecture/Research	Sep-Dec 2018 or Jan-Apr 2019	US\$25,000
Chair in Québec Studies	State University of New York - Plattsburgh	Research or Lecture/Research	Sep-Dec 2018 or Jan-Apr 2019	US\$25,000
Chair in Indigenous Entrepreneurship	University of Arizona	Lecture/Research	Sep-Dec 2018 or Jan-Apr 2019	US\$25,000
Chair in Canadian Studies	University of California, Berkeley	Lecture/Research	Sep-Dec 2018 or Jan-Apr 2019	US\$25,000
Chair in Climate Change, Air Quality, and Atmospheric Chemistry	University of California, Irvine	Lecture/Research	5 months overlapping a 2018-2019 academic quarter	US\$25,000
Chair in Environmental Humanities	University of California, Irvine	Lecture/Research	Sep-Dec 2018 or Jan-Apr 2019	US\$25,000
Chair at the California NanoSystems Institute	University of California Los Angeles	Research or Lecture/Research	Sep-Dec 2018 or Jan-Apr 2019	US\$25,000
Chair (field open)	University of California Santa Barbara	Lecture/Research	Sep-Dec 2018 or Jan-Apr 2019	US\$25,000
Chair in Social Sciences	University of Hawai'i Mānoa	Research or Lecture/Research	Sep-Dec 2018 or Jan-Apr 2019	US\$25,000
Chair in Military Social Work	University of Southern California	Research or Lecture/Research	Sep-Dec 2018 or Jan-Apr 2019	US\$25,000
Chair in Public Diplomacy	University of Southern California	Lecture/Research	Jan-Apr 2019	US\$25,000
Chair in Policy Studies	University of Texas at Austin	Research or Lecture/Research	Sep-Dec 2018 or Jan-Apr 2019	US\$25,000
Chair in Arctic Studies	University of Washington	Lecture/Research	Oct 2018-Mar 2019 or Jan-Jun 2019	US\$25,000
Chair (field open)	Vanderbilt University	Research or Lecture/Research	Sep-Dec 2018 or Jan-Apr 2019	US\$25,000
Distinguished Chair in International and Area Studies	Yale University	Lecture/Research	Sep 2018 - May 2019	US\$50,000

B) Register online

Applications are completed online and must be submitted by 11:59pm EST November 15, 2017. When you click the [Online Application Package](#) link on the [Fulbright Canada website](#), you will be redirected to the online application website. You do not have to complete your application in one sitting – you will be able to log in and out of your application account as frequently as you need to.

If this is your first application, you will register as a new user. Your email address is your User ID. Keep your User ID and Password in a safe place. While you cannot change your User ID, you can change your password by clicking on “Update My Account” (top of the application Home page).

If you had applied previously, your original application may conflict with this application. Please contact [Embark Technical Support](#) for assistance. IMPORTANT, if you were a previous applicant, you should update your answers to the Preliminary Questions.

C) Complete the online Application Form

You do not need to complete this application in one sitting. You can re-enter at any time and edit your application before you SUBMIT it. Remember to SAVE your work frequently. NOTE: once you SUBMIT your application you can no longer make changes to it. If you find significant errors or omissions, immediately contact [Fulbright Canada](#) so that your application can be released back to you for corrections.

All forms in this application are to be completed in English. Fields must be answered completely and carefully.

Helpful Tips

- Do not use ALL CAPITAL LETTERS. Use upper and lower case (e.g. John Smith, **not** JOHN SMITH).
- Use only alphanumeric characters in the data fields. Special characters and accents (ä, é, ç, ñ) may not input correctly.
- Specific instructions for each field/section will be provided in the application.
Please read all instructions carefully.
- You can copy and paste information into data fields.
- In each data field, you must **limit your responses to the space provided**. Information that exceeds the space provided may not display or print. If what you have typed or copied exceeds the character limit or size of the box, you must edit it.
- You can preview each page of the application in a PDF format by clicking on the **Preview** button (upper right-hand corner). Close the pdf to return to your application.
- Some fields are “required.” In other words, you will not be able to SUBMIT your application until all required items are completed. When you click on the **Application Inspector** button, your application will be checked for completeness. You will be prompted to enter the missing information.

Section Guidelines

Preliminary Questions

1. *Do you have or are you applying for U.S. Permanent Residency or are you a U.S. Citizen?*
If you have or are applying for U.S. Permanent Residency, or you are a U.S. Citizen you are ineligible for a Fulbright award from Canada to the United States.
2. *Home Country/Country Applying from*
Select "**Canada**". Selecting another country will send your application to the Fulbright office in that country and Fulbright Canada will not receive it. If our office does not receive your application, it cannot be reviewed or considered for an award.
3. *Program*
Select "**Fulbright Visiting Scholar Program**".
4. *Category of Grant*
Refer to the *Summary of Award Conditions* (page 2 of this document) and select the appropriate category.
Research: If the primary purpose of your project is to conduct research
Lecture: If the primary purpose of your project is to teach or team-teach at least one full semester course
Lecture/Research: If your project will include significant portions of both teaching and research as defined above.

For your reference, all applicants from Canada must have **Canadian citizenship**.

These application instructions are for the **Fulbright Scholar** program. Eligible grant categories are:

Traditional Fulbright Scholar Award

Fulbright Canada Chair Award

Fulbright Canada Distinguished Chair Award

Instructions

The Fulbright Program and General Requirements

This link will bring you to a webpage providing links to the CIES instruction package and to the Canada Application Instructions (this package). **The instructions in this package supersede and/or expand upon the online instructions.**

Fulbright Scholar Application Form

THESE INSTRUCTIONS SUPERSEDE AND/OR EXPAND UPON THE ONLINE INSTRUCTIONS
Complete all application lines unless instructed otherwise below.

Page 1

Personal Information

Line 3. Special Award Name

Ensure you complete this field with the name of the award – Refer to the *Summary of Award Conditions* (page 2 of this document) and enter either:

“**Traditional Scholar Award**” or

“**Chair in ...**”

Line 6. Family Name/Surname, First, Middle

Enter your name exactly as it appears (or will appear) in your Canadian passport. Please use upper and lower case letters (e.g. John Smith) and note that special characters or accents may not input correctly.

Employment Information

Line 13.

Current Position: If you are an independent scholar or are not currently affiliated with an institution, please select “Independent Scholar” and enter your residential address.

Province/State: use the two letter abbreviation (e.g. Ontario is “ON”).

Postal Code: use all capital letters and leave a space between the first three and second three digits.

Telephone: use “-” to separate the groups of numbers (e.g. 613-688-5540)

Academic Credentials

Line 14.

Enter your three most recent academic credentials. If you are currently pursuing a degree/credential please list it and provide the expected date of completion.

Line 15. Most Significant Professional Accomplishments

Professional accomplishments may include teaching and research awards, compositions and exhibitions, etc.

Do Not leave this field blank, and Do Not enter “See curriculum vitae”.

List up to three principal publications (title, journal or collection, publication date, publisher)

Limit your list to a maximum of five accomplishments and publications that can fit within the space provided. Separate each item with a semicolon or number.

Line 16. Previous Fulbright Award

If YES, please indicate this on the [Fulbright Canada Scholar Information Form](#), prepare a justification to support a repeat Fulbright award, and UPLOAD this completed package as ADDITIONAL DOCUMENTATION ([Page 15](#)).

Project Details

Line 17. Project Title

Your title should succinctly describe the focus of your proposed award activity.

Line 18. Brief Summary of Project Statement

Using less than 700 characters, provide a concise overview that easily allows a non-specialist to appreciate the significance of the project and any potential contributions to the field.

This abstract is meant to serve as a *brief summary* of your more detailed project statement.

Page 2

Line 19. Intended Grant Period

Refer to the *Summary of Award Conditions* (page 2 of this document) and indicate your expected start and end dates.

Line 23. Professional Memberships

NOT Required. Any information that you provide in this field will NOT be referenced in the processing of your application.

Line 24. References

Enter the names and contact information of three persons from whom you have requested a letter of reference. **Note:** you must also **Register** your referees in **Step E**.

Line 25. English Proficiency

If your first language is **not** English, you are required to submit a language proficiency report.

Please complete the *English Language Proficiency Report* of the [Fulbright Canada Scholar Information Form](#) and UPLOAD this completed form as ADDITIONAL DOCUMENTATION (**Page 15**).

Page 3

Preferred Host Institution(s)

Line 26.

Identify three Host institutions in order of preference.

Chair awards are only tenable at certain partner Host institutions. A table of host institutions for the Chairs, is provided in *Summary of Award Conditions* (page 2 of this document). A Letter of Invitation is **not required** for these awards.

Traditional Scholar awards can be held at any American academic institution. A Letter of Invitation is **required** for these awards.

If you have more than one Letter of Invitation, please compile them into one file and UPLOAD to LETTERS OF INVITATION (**Page 7**).

NOTE: you must indicate your preferences by ranking the awards (1 is highest) on the [Fulbright Canada Scholar Information Form](#).

UPLOAD this completed form as ADDITIONAL DOCUMENTATION (**Page 15**).

Page 4

Contact/Family Information

Line 27. Home Mailing Address

Your **home** address will be used when preparing your grant agreement. Please ensure this is your current home address and that the information is complete and accurate.

Province/State: use the two letter abbreviation (e.g. Ontario is "ON").

Postal Code: use all capital letters and leave a space between the first three and second three digits.

Telephone: use "-" to separate the groups of numbers (e.g. 613-688-5540)

Line 29 Marital Status

NOT Required. Any information that you provide in this field will NOT be referenced in the processing of your application.

Should you be selected for an award, you may be contacted for additional information.

Line 30 Accompanying Dependents/Family Members

NOT Required. Any information that you provide in this field will NOT be referenced in the processing of your application.

Should you be selected for an award, you may be contacted for additional information.

Line 31 Alternate Funding

NOT Required. Any information that you provide in this field will NOT be referenced in the processing of your application.

Should you be selected for an award, you may be contacted for additional information.

Line 32-34 Survey

NOT Required. Any information that you provide in these fields will NOT be referenced in the processing of your application.

Fulbright Canada does have a questionnaire and would greatly appreciate if you would complete the [Fulbright Canada Scholar Information Form](#) and UPLOAD as ADDITIONAL DOCUMENTATION (**Page 15**).

Line 35 Physical Impairment

NOT Required. Any information that you provide in this field will NOT be referenced in the processing of your application.

Signature

To electronically sign the application form, please enter your first and last name and the date.

D) UPLOAD Supporting Documents

Documents

Page 5

PROJECT STATEMENT

UPLOAD or enter your Project Statement.

The *Project Statement* is an important component of your application package and is required of all applicants. You should take great care in writing a clear and detailed description of the project that you intend to pursue. For all types of awards, you must demonstrate that residence in the United States is essential for your project, that knowledge in a particular area of learning will be advanced, and that plans have been made for the dissemination of the results both in Canada and the United States. Clearly show your project's relation to the study of the United States or the relationship between Canada and the United States and demonstrate the way in which mutual understanding between the two countries will be enhanced (i.e. development of long-term institutional linkages, relevance to contemporary public policy debate, shared knowledge in a particular area of research, etc.). For additional instructions specific to each award category, applicants should consult the information below.

Your *Project Statement* will be evaluated on its academic merit, feasibility of the project, and suitability to Fulbright Canada. **It must not exceed 3500 words (up to 5 pages).**

Lecturing Awards

- outline proposed lecturing activity
- note areas of expertise within field of study
- discuss your teaching experience
- if your proposal is part of a longer-term project, please elaborate
- explain choice of institutional affiliation
- describe project goals and end-product
- discuss the significance of the project for the field
- NOTE: UPLOAD a sample course syllabi to COURSE SYLLABI page

Research Awards

- discuss research questions
- explain methodology to be employed
- outline expected timeline for completion of project
- if your proposal is part of a longer-term project, please elaborate
- explain choice of institutional affiliation
- describe project goals and end-product
- discuss the significance of the project for the field
- NOTE: UPLOAD a select bibliography to BIBLIOGRAPHY page

Page 6

CURRICULUM VITAE

UPLOAD your Curriculum Vitae (**up to 6 pages**).

Page 7

LETTERS OF INVITATION

Required if you are applying for a Traditional Scholar Award.

NOT Required if you are applying for the Visiting Research Chair awards. You are encouraged to contact the host institution(s) to discuss research interests.

If you are expecting a letter of invitation that has not yet arrived, note the date you expect it to arrive.

Upon receipt, forward the invitation to [Fulbright Canada](http://FulbrightCanada).

If you have received more than one letter, please compile them into one file and UPLOAD that file.

Pages 8-14

COURSE SYLLABI

For Lecture or Lecture/Research proposals, **UPLOAD your *Course Syllabi* (up to 10 pages)**.
This would be a sample syllabi of a course you propose to teach or have taught.

ENGLISH LANGUAGE PROFICIENCY

NOT Required if your first language is English.

Required if your first language is NOT English.

Complete the *English Language Proficiency Report* of the [Fulbright Canada Scholar Information Form](#)
and **UPLOAD** as **ADDITIONAL DOCUMENTATION (Page 15)**.

FINANCIAL SUPPORT/BUDGET

NOT Required. Any information that you provide in these fields will **NOT** be referenced in the
processing of your application.

Should you be selected for an award, you may be contacted for additional information.

J-1 or J-2 VISA

Any information that you provide in these fields will **NOT** be referenced in the processing of your
application.

Should you be selected for an award, you may be contacted for additional information.

PASSPORT

Please **UPLOAD** a copy of the biographical data page of your current passport.

Copies of passports for your dependents are not required at this time.

Should you be selected for an award, you may be contacted for additional information.

BIBLIOGRAPHY

UPLOAD your *Bibliography* (up to 3 pages).

LETTER OF SUPPORT FROM HOME INSTITUTION

NOT Required.

Pages 14-18

ADDITIONAL DOCUMENTATION

Please use these pages to **UPLOAD** a scanned copy of the [Fulbright Canada Scholar Information Form](#)
and other additional supporting documentation for your application.

E) Register Referees

References

You must register three referees.

When you register and enter details for your referees, they will each be sent instructions via email for how to submit their online reference for you. However, the email they receive will not indicate the deadline for submitting their reference letter.

Inform your referees that they are expected to submit their Letters of Reference by November 15.

Please also note that as the emails are sent by the online system itself, the message may be caught by spam/junk email filters, so please inform your referees that they should look for their email a few minutes after you register their details.

You will be sent an email notification when each of your referees submits their reference. You may also log in to your Embark application account and monitor the status of your references by clicking the “References” button on the left-hand side of the page.

F) Review and Submit online application

Application Inspector

Before you can submit your application, it will be reviewed for completeness. If there are required fields that have not been completed, you will be prompted to complete those fields.

Review and Print your application

Once your application has passed the Application Inspector you can click “Preview Application” to make sure your information is complete and correct. We recommend that you review a PDF version of your application and retain a copy for your records.

It is **very important** that the following Preliminary Questions were answered correctly:

2. *Home Country/Country Applying From* **Canada**
3. *Program* **Fulbright Visiting Scholar Program**

Submit Application

This is the final and most important step for your application.

NOTE: Once you SUBMIT your application you can no longer make changes to it. If you find significant errors or omissions, immediately contact [Fulbright Canada](#) so that your application can be released back to you for corrections. Please ensure Fulbright Canada is updated when your contact information changes.

You will receive an automatic email that your application has been submitted. If you **do not** receive this email, please check your application and resubmit.

**APPLICATIONS AND LETTERS OF REFERENCE MUST BE SUBMITTED ELECTRONICALLY
USING THE EMBARK ONLINE APPLICATION SYSTEM
by 11:59pm EST
November 15, 2017**

If you have any questions, please consult our website at

www.fulbright.ca

or contact:

info@fulbright.ca, (613) 688-5540

ADDITIONAL GUIDANCE

This section provides additional guidance you may use for your Project Statement, Curriculum Vitae, Supplemental Materials, and Letters of Reference

PROJECT STATEMENT

The project statement is the most important component of the Fulbright application. Scholars with the most compelling, theoretically sound, well-written, feasible proposals are generally recommended for awards. Sometimes those with outstanding professional achievements assume that a brief, general project statement will be sufficient; it is not. To ensure a competitive application, your proposed project, as well as the strategy for completing it, should be thoroughly explained in three to five single-sided pages.

FORMAT

- The project statement consists of no more than five single-spaced pages (3,500 words).
- Do not exceed the character limit of the proposal. Including irrelevant or extraneous material may divert attention from the project statement.
- Begin the project statement with your name, country and the project title at the top of page one.
- Organize your proposal in order of the following points, which appear in bold print, and use them as headings for sections of text in your statement.
 - **Background:** Introduce the research topic. Place the project in academic or professional context by referring to major works by others on the subject.
 - **Objectives:** Clearly define the aims of the project.
 - **Methodology:** Describe the project. Explain the approach, methods and plan you will use (for example, interviews, library or archival research, or laboratory experiments). Indicate whether the proposed research is quantitative or qualitative.
 - **Significance:** Explain the importance of the project for the field, your home country and your own professional development. Indicate what effect you expect the opportunity to have on your teaching or professional work in your home country. (For example: new approaches to curriculum planning, student advising or pedagogy; expanding knowledge in the field through collaboration with U.S. colleagues). Describe briefly the expected impact of your participation on your home institution, community or professional field.
 - **Evaluation and Dissemination:** Describe plans for assessment and distribution of research results in your home country and elsewhere.
 - **Justification for Residence in the United States for the Proposed Project:** Indicate why it is necessary to conduct the research onsite in the United States.
 - **Duration:** Explain how the project can be completed within the time period proposed.
 - **Other:** If applicable, indicate the quantity, format and transportation requirements for any botanical, zoological or mineral samples that you will need to bring to the United States for analysis.

Additional headings for a LECTURE (TEACHING) proposal

- *Teaching Experience*: Describe the range of courses you have taught, including the teaching methods used. Indicate your involvement, if any, in curriculum planning, thesis guidance and administrative responsibilities. Explain how your experience will be relevant to your proposed teaching in the United States.
- *Proposed Teaching*: Explain what you propose to teach in the United States.
- *Expected Outcomes*: Indicate what effect you expect the opportunity to have on your teaching or professional work in your home country (for example, new approaches to curriculum planning, student advising or pedagogy; expanding knowledge in the field through collaboration with U.S. colleagues). Describe briefly the expected impact of your participation on your home institution, community or professional field.

ADDITIONAL CONTENT RECOMMENDATIONS

In addition to following the format carefully, the following advice has been passed on from former Fulbright Scholars, review committees and Fulbright staff and can assist you in preparing a more competitive and ultimately successful Fulbright application.

- Submit a clear and complete project statement that introduces you professionally to your colleagues in the United States. The best applications are those that reflect the applicant's purpose and intent.
- Make sure that your qualifications and expertise match the objectives in your project statement. You should be able to show that you are qualified to accomplish what you are proposing to do.
- Emphasize how your project will benefit the host institution or other scholars in your field both in your country and in the United States. Address in your project statement the ways in which you will use the experience upon your return. What is the likely impact of your experience abroad? How will you use what you learned upon your return, professionally and personally?
- Discuss any preparatory steps you have taken or will take before starting your grant. For example, if you plan to bring samples of plants, chemicals, human tissue, etc., indicate the steps taken to determine what clearance and approval processes are needed.
- Connect your past experience to what you are preparing to do if you receive an award. Explain the project's significance and its importance to the field. Focus on what can be reasonably accomplished during the period of the grant.
- Do not assume that your suitability for the project is self-evident. Your standing in your field may not be well known to reviewers. You need to make a case for yourself based on your past experience and current scholarly endeavors. Explain the significance of your project in language that will be understood by reviewers from outside your field.
- Do not stress only how a Fulbright grant will benefit you or your career. Remember that the program is intended to foster mutual understanding between cultures and nations.
- Be specific in describing your previous work and in laying out the nature of your proposed Fulbright activity. A frequent failing in applications is that the proposal is underdeveloped or too imprecise to give reviewers a clear sense of the endeavour.

STYLE RECOMMENDATIONS

- Express what you can bring to the program clearly and succinctly. Think of the basic questions that need to be answered: Why should I apply for a Fulbright award to come to the United States? If selected, what will I do and how will I do it? What preparations have I made to complete the project? What can I contribute to the Fulbright Program? What will the results of my participation be? Include only the most pertinent information in forming your responses so as not to exceed the page restrictions. At the same time, you should avoid writing a proposal so brief that it will be difficult for the reviewer to understand the project.
- Emphasize key points in the first paragraph of the proposal. Reviewers examine many Fulbright applications, and having to search for the main points of the proposed activity is not helpful. You should grab the reviewer's attention quickly and state clearly what you want to do, why it is important and how you will do it. You should use the rest of the proposal to support your statements in the opening paragraphs.
- Pay attention to style in your proposal. You may want to use the first person, but you should avoid flooding your proposal with "I's" or referring to yourself in the third person.
- Keep your proposal simple and straightforward so that an educated reader from another discipline can understand it.

CURRICULUM VITAE

The curriculum vitae describes academic credentials and demonstrates a record of scholarly achievements (document should not exceed six pages). When composing a curriculum vitae, it is important to include:

- Education (universities attended, degrees earned and dates received)
- Professional positions held
- Courses taught and other services provided to students and the home institution
- Publications (provide full citations and list them starting with the most recent)
- Other professional activities, such as workshops, seminars and consultations
- Membership and activities in professional associations
- Professional honors, awards and fellowships
- Community service

The application asks for similar information, but provides limited space for answers. In the curriculum vitae, you should expand upon these topics to present more completely your accomplishments.

SUPPLEMENTAL MATERIALS

Letters of Invitation

Letters of invitation should be typed on institutional letterhead and signed. They should indicate who you are, when you are expected to be hosted, where you will be hosted, what would be your expected activities, and what resources will be available to you.

Invitations do not ensure selection for an award.

Scanned copies should be attached to page seven of the online application.

If an invitation arrives after the application deadline, contact Fulbright Canada to arrange for its late submission.

Course Syllabi

For teaching proposals, provide up to 10 pages of sample syllabi for courses you propose to teach or have taught. Required for teaching and teaching/research applicants.

English Language Proficiency

Only required if English is not your first language. This is part of the [Fulbright Canada Information Form](#)

Financial Support/Budget

Not Required.

J-1 or J-2 Visa (DS-2019)

Only required if you have had a previous J-1 or J-2 visa.

Passport

Provide a copy of the biographical page of your current passport. Should you get a new passport, please send a copy to Fulbright Canada.

Bibliography

For research proposals, provide a list of one to three pages of references relevant to the proposed research. Required for research and teaching/research applicants.

Letter of Support from Home Institution (if applicable)

Not Required.

Additional Documentation

Complete Page 1 and any other relevant sections of the [Fulbright Canada Scholar Information Form](#). Scan and upload a pdf copy of this document.

LETTERS OF REFERENCE

Candid, frank letters of reference help reviewers place your research or teaching proposal within your home institution's current conditions and plans for growth. References also provide evidence of your reputation within your discipline. The Reference Report Form in the application packet suggests qualifications that your referees should address.

- You must submit three references. Do not submit more than three references.
- Please provide your referees a copy of your project statement.
- References should be from people qualified to evaluate your professional work; the abilities you bring to the proposed project; your ability to adapt to another country and culture; and the merits of the project itself.
- References can come from your home institution, but at least one of the references should be from a colleague in your field outside your home institution.
- If you have recently moved to a new home institution, one of the reference letters should be from your previous institution.
- Choose your referees carefully and contact them early. The letters of recommendation need to accompany the application as it could otherwise be weakened by an insufficient number of references.
- Do not ask someone for a letter of reference unless the person is well acquainted with your qualifications. A pro forma letter from a well-known scholar, a contact abroad or a prominent government official will carry less weight than a realistic assessment of your abilities from someone who knows you and your work well.
- References must be written in or translated into English.
- Reference letters should be submitted through the online application system by the application deadline.
- It is your responsibility to ensure that reference reports are submitted by the deadline.