FULBRIGHT STUDENT APPLICATION INSTRUCTIONS

For Canadian applicants to the Fulbright Foreign Student Program
Awards to be taken up in the 2020-2021 academic year

Competition opens **May 15, 2019**
Applications accepted until **November 15, 2019**

Application: [https://apply.iie.org/ffsp2020](https://apply.iie.org/ffsp2020)

Read all instructions carefully before completing the application.
Applicants may only apply for one award per application cycle.
Applications are completed online and must be submitted by 11:59pm November 15, 2019.

A complete listing of eligibility criteria and award conditions is available at [www.fulbright.ca](http://www.fulbright.ca)

Key criteria for applicants are:

a) Canadian citizenship
b) NO U.S. Citizenship, Permanent Residency, or Birth
c) Not living/residing, enrolled, or working, in the United States during the 2019-2020 academic year
d) Undergraduate degree completed by June 2020
e) Proficiency in English appropriate to the project

Grantees must comply with all J. William Fulbright Foreign Scholarship Board (FFSB) policies
and all United States governmental regulations regarding visas, immigration, travel, and residence.

**Helpful Tips**

- Avoid using ALL CAPITAL LETTERS. Use upper and lower case (e.g. John Smith, **not** JOHN SMITH).
- Make sure that you spell your name correctly and in English; do not use diacritical markings.
- Use only alphanumeric characters in the data fields. Special characters and accents (ä, é, ç, ñ) may not input correctly.
- While the online application will provide instructions for a field/section, please remember that specific guidance is also provided in this application instructions package. **Please read all instructions carefully.**
- All fields in this application are to be completed in English.
- Check to make sure the information you added into the text boxes completely displays. *For some text boxes, there is a character limit. Avoid using hard returns in text boxes. Some dialogue boxes may require you to scroll to the bottom to complete all fields.*
- Some fields are “required.” In other words, you will not be able to SUBMIT your application until all required items are completed. When you get to the **REVIEW** tab, your application will be checked for completeness. You will be prompted to enter the missing information.
- Take care to answer all questions to the best of your ability.
- To ensure your entries are saved, press the **CONTINUE** button at the bottom of each page.
- Supporting documents (*Project Statement, Curriculum Vitae, etc.*) should use a font size of at least 11pts.
- Once you SUBMIT your application, you can no longer make changes to it.
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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**
Before you begin an application, contact the Fulbright Canada (info@fulbright.ca). This is the Fulbright Program Office in the country from which you are applying (Canada). Deadline dates and application requirements for a Fulbright grant will vary from country to country. You must make sure you are eligible to apply. Additional information and a list of participating countries can be found here: https://foreign.fulbrightonline.org/.

**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*.

2. Enter your email address, first name, last name, and select your date of birth (Month-Date-Year) from the drop-down menus. **Your name must be entered exactly the way it appears (or will appear) on your passport.**

   ![Register](image1)

   **Note:** Use an email address that you will be able to access for at least two years after submitting your application. This is the email address you will use to log in to your application account. 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.

3. 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.

4. You will be prompted to enter your pin and then create a password to complete login.

   ![Login](image2)
5. Returning users: Click Log in and enter your email address and password. If you do not remember your password, click Forgot your password? and follow the resulting instructions.
Managing Your Application

EDITING YOUR APPLICATION PRIOR TO SUBMISSION

1. You may log in at any time to review and edit your application form, upload documents, and enter recommender information.
2. Remember to save your application after completing each page by pressing the Continue button at the bottom of each page.
   
   **Note:** 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

1. Letters of recommendation will be submitted directly to Fulbright by the recommenders you registered via your application.
2. Letters of recommendation and language evaluations may be submitted before or after you submit the application.
3. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.
Preliminary Questions

These questions address essential program eligibility. All questions are required.

1. Select the country through which you are applying for the Fulbright grant from the dropdown menu. Select “Canada”. Selecting any other country will send your application to the Fulbright office in that country and Fulbright Canada will not receive it. If the Fulbright Canada office does not receive your application, it cannot be reviewed or considered for a Canada-U.S. Fulbright award.

2. Select the appropriate program year from the dropdown menu.

3. U.S. Citizenship, Dual Citizenship with the U.S. or Permanent Residency: select ‘yes’ or ‘no’ to indicate your response. If you are a U.S. Citizen, or you have or are applying for U.S. Permanent Residency, you are not eligible for a Fulbright award from Canada to the United States. Applicants cannot be U.S. citizens or permanent residents of the U.S. to participate in the Fulbright Foreign Student Program.

4. Select ‘yes’, ‘no’, or ‘unsure’ to indicate if you are aware and meet all program eligibility requirements. Review the program eligibility requirements before proceeding. Please email info@fulbright.ca to contact the Fulbright Canada office.

5. Click Continue to save your responses and advance to the next section.
**Country Information**

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

3. If prompted, you must select an Award before proceeding.

4. Click *Continue* to proceed to the next section

**Data Privacy**

1. Carefully review the Data Privacy information. If prompted, indicate your acceptance of data privacy terms by selecting ‘yes’ or ‘no’.

2. Click *Continue* to proceed to the next section
**Personal Information**

Enter all required biographical information. Please review country-specific guidance (provided in the Country Information section of the application) to determine whether you must provide additional information.

1. Enter your name exactly as it appears on your passport.
   *Note the field for a preferred or casual name (e.g. Alex instead of Alexander).*

2. If your name is recorded differently on any previous records, list it in the Name on Previous Records section (e.g. maiden name).

3. The birthdate that you used to create your account will automatically appear.

4. Enter your city of birth, country of birth, sex (as it appears or will appear on your passport or travel document), preferred gender identity, marital status, and number of dependents.

5. Select your country of citizenship and country of residence from the dropdown menus provided.

6. If applicable, enter your national identification number and any additional countries in which you hold citizenship.
   *To select multiple countries, hold down the CTRL (PC) or Command (Mac) button when selecting options.*

7. Click *Continue* to save your responses and advance to the next section.
Contact Information

Enter all required contact information.

1. Select the country where you live from the dropdown list first when entering your permanent address (i.e. physical address where you live).
   
   Based on your country selection, the subsequent fields will change to match the address format of that country.
   Complete the remaining address fields. Do not use accents or special characters.

2. Select ‘yes’ or ‘no’ to indicate if your current mailing address (i.e. the address where you receive mail) is the same as the permanent address you entered above. They do not have to be the same. If you answer ‘no,’ then a second address section will appear where you may enter your mailing address. If you answer ‘yes’ to this question, proceed immediately to the next section.

3. Enter your contact numbers as appropriate. Include the country code. If the field turns red, please review the numbers that you have entered to look for any errors.
   To find the correct country code, click on the blue ‘country code’ link

4. The email address used to create your account will appear in the primary email address field and will not be editable. You may provide an Alternate/Secondary Email that can be used to contact you if Fulbright Program Officers cannot reach you via your primary email address.
   Note: All system-generated emails will continue to go to your primary email address.

5. Entering emergency contact information is not required unless directed by the country-specific instructions. If you would like to provide emergency contacts in your home country, please enter the appropriate information. The individuals you list may be contacted in the event of an emergency while you are participating in grant activities
   When entering the address, choose the country that corresponds to your emergency contacts’ address first, and the following fields will update to match the address format of the selected country.

6. Click Continue to save your responses and advance to the next section
**Academic & Professional Information**

This section collects information about your academic and professional background, including your curriculum vitae/resumé, academic degrees, professional experience, awards and recognitions, and experience abroad.

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**

1. Upload your curriculum vitae/resumé in PDF format that does not exceed four (4) pages.
   
   **Note:** If your file exceeds 4 pages, an error message will appear on the Review page and will prevent submission of your application.
   
   a. Click *Choose File*
   b. Locate and select the file that you previously saved to your computer
   c. Click *Open*
   d. Click *Upload* to complete the file upload
Academic Background

2. List all post-secondary educational institutions from which you have received a degree or academic credential. 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.
   a. Click Add Institution
   b. Type in the name of the institution
   c. Choose the level of study (graduate or undergraduate) from the dropdown menu
   d. Select the country where the institution is located from the dropdown menu
   e. Enter the appropriate city and region/state
   f. Provide the website of the institution (optional)
   g. Select the U.S. equivalent of the degree or diploma earned (e.g., BA – bachelor’s degree)
   h. If relevant, provide the actual name of the degree or diploma (e.g., license)
   i. Enter the discipline in which this degree or diploma was earned
   j. Select the month and year of start and end dates (Month – Year format) that you attended this institution
      If a degree is in progress, list expected end date of academic program
   k. Select the date (Month-Year format) that you received your degree from this institution
      If a degree is in progress, list expected date of conferral in this field
   l. Click Save.

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

4. List your current professional affiliation or employer by clicking *Add Experience* under Position Title
   a. Choose the role which most closely corresponds to your current role from the dropdown menu
   b. Enter your current position title (e.g. Director, Assistant Director, etc.) or type of work (e.g. accounting)
   c. Enter the name of your employer
   d. Select the start and end dates for the position you entered (Month-Year format). If you are currently employed in this role, leave the End Date fields blank.
   e. Select the country where your current place of employment is located from the dropdown menu. Enter in the street address, city, province/state/region, and postal code as applicable
   f. Click *Save*

5. If you have more than one current position, click *Add Experience* and follow the instructions above.
Awards and Recognitions

6. Enter a list of the following items into the text boxes provided (all text boxes have a 250-word limit). If you do not have anything to add, leave text boxes blank:
   a. Any scholarships and/or fellowships you currently or previously received (include the source or sponsor, amount, where held and duration)
   b. Any academic honors and prizes that you have received in the text box (include any titles and/or dates)
   c. Any books, articles, and/or thesis published by you, particularly in your proposed field of study (include the title, place, and date of publication)
   d. Any teaching experience (current or previous positions)
   e. Any research you have completed or in which you are currently involved

Experience Abroad

7. List any travel, study or residency you have had abroad (in any country other than your own) for more than one month. This can include time overseas for education, research, business, vacation, etc.
   a. Click Add New
   b. Select the country in which you spent your professional travel and/or residence abroad from the dropdown menu provided
   c. Select the start and end dates (Month-Year format) of your travel/residency
   d. Enter the purpose of your travel abroad
   e. Click Save

8. If you have more than one trip abroad to enter, click Add New again, and follow the bulleted instructions until all entries have been saved.
9. Select ‘yes’ or ‘no’ to indicate if you have previously entered the United States 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.

10. Select ‘yes’ or ‘no’ to indicate if you have previously been awarded a Fulbright grant. If ‘yes’, you are required to list the grant(s):
   a. Click Add Grant.
   b. Select the Fulbright award type from the dropdown menu provided (e.g., Fulbright FLTA, Fulbright Foreign Student, etc.)
   c. If you select “Other (please specify)”, enter in the name of the Fulbright grant that you received in the “Other, please specify” field.
   d. Select the academic year that corresponds to the year in which you received the Fulbright grant.
   e. Click Save.

11. Click Continue to save your responses and advance to the next section.
Academic Materials

This section collects copies of your unofficial transcripts and/or diplomas.

If required, please upload scans of all available transcripts and diplomas from post-secondary institutions you have attended.

1. Select the corresponding institution from the list

2. Review the institution information (which you provided on the previous page). If this information is incorrect, please return to the previous page to edit.

3. Select Choose File and locate the desired file on your computer. Click Open. You may upload transcripts/diplomas as a multi-page documents or upload single page documents. PDF, JPEG, and TIFF image files are all accepted.

4. Click Save. Repeat these steps for all applicable institutions.

5. Click Continue to save your responses and advance to the next section
**Language Skills**

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

1. Select your native language from the dropdown menu provided.

**English Language Proficiency**

2. If your native language is not English, a section collecting your English language proficiency will appear.
   
   Rate your English language proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.

**Additional Language Skills**

3. Select the number of additional languages that you would like to include that may be of use for your project or study plans.

4. Select the language you are reporting from the dropdown menu and rate your proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.

5. Click *Continue* to save your responses and advance to the next section.
Test Scores

This section collects information about standardized test scores that you have taken or will take in the future. Standardized tests include TOEFL, GRE, GMAT and IELTS. Standardized test scores are often required for admission to U.S. institutions.

NOTE: a GRE or GMAT is NOT required for a Fulbright Canada application. The only test results that should be uploaded here are for TOEFL or IELTS, if applicable.

1. Select Add Test

2. Select the test type from the drop down menu

3. Select the test date from the drop down menu (Month-Day-Year format).
   *If you have not yet taken the test, enter the date that you are registered for the test*

4. Enter your test scores, if you have the results from the test

5. Click Save. Repeat these steps for all applicable standardized tests

6. Click Continue to save your responses and advance to the next section

7. If you enter test scores, you will be redirected to the Score Reports section, where you will upload copies of your available score reports
   a. Click Choose File
   b. Locate and select the file that you previously saved to your computer
   c. Click Open
   d. Click Upload to complete the file upload
Study Plan

This section collects information about your proposed plan of study in the U.S.

1. Select the degree objective to which you are applying

2. Select the most appropriate major field of study from the dropdown menu
   
   NOTE:
   
   a. Some fields will trigger a prompt to ask you if you’d like to upload portfolio materials as part of your application. Select ‘yes’ or ‘no’
   
   b. If you select ‘yes,’ you will be directed to upload your materials. Please follow the upload instructions listed.

3. Enter a brief description of the field in which you plan to specialize in the U.S. in the text box

4. Enter a brief description of your future plans in the text box

Intended Grant Period

5. Enter your proposed length of stay in the U.S.

6. Select your proposed date of arrival in the U.S. (Month-Day-Year format)
Study/Research Objective

7. Upload a statement of your study/research objectives up to four (4) pages including bibliography in PDF format.
   IMPORTANT: Provide your name and a descriptive title at the top of the first page. A descriptive title can be up to 15 words and concisely describes the nature of your study/research.
   Your text may be single or double spaced, but must use a font size of at least 11 pts.
   Contrary to the instructions on the online application, you are encouraged to mention specific U.S. institutions at which you would like to study or conduct research.
   Remember that your statement must be suitable for review by boards who may have no expertise in your field.
   The Fulbright Canada Adjudication Committee will consider:
   - Merits of the proposal
   - Research and design methodology or study plan
   - Suitability of your academic training or professional experience to the project
   - Project feasibility and potential to advance knowledge
   - The need to reside in the U.S. to complete the research or study
   - The project’s potential impact
   - Personal qualities relevant to the Fulbright Program, such as your ability to function as a cultural ambassador for Canada.

   a. Click Choose File
   b. Locate and select the file that you previously saved to your computer
   c. Click Open
   d. Click Upload to complete the file upload

Personal Statement

8. Upload a personal statement up to two (2) pages in PDF format.
   Begin with your name at the top of the first page.
   Your text may be single or double spaced, but must use a font size of at least 11 pts.
   Your personal statement should emphasize your motivation in pursuing studies or conducting research in the United States, and describe what in your personal and professional lives have led to this path. This should not be a narrative of the attached CV.
   a. Click Choose File
   b. Locate and select the file that you previously saved to your computer
   c. Click Open
   d. Click Upload to complete the file upload
Proposed U.S. Institution

*Fulbright Canada recommends applicants identify one primary and two alternate placements.*

9. Select the U.S. university/institution that you plan to attend and to which you have been admitted.

10. Upload a letter of admission or letter of invitation from your primary U.S. host institution, if you have received one.

*Students applying for Formal Enrolment must provide proof they have started or submitted their application for admission in the United States. Because we appreciate that most institutions may not inform you of your success before the Fulbright application deadline, upload a copy of an email acknowledging receipt of your application.*

*Some universities begin the admission application process after the Fulbright application is due. In these instances, please forward your acknowledgement of receipt to info@fulbright.ca as soon as it becomes available.*

   a. Click Choose File
   b. Locate and select the file that you previously saved to your computer
   c. Click Open
   d. Click Upload to complete the file upload

Applied U.S. Institutions

11. List all programs to which you have applied or intend to apply.

   a. Select Add Institution
   b. Enter name of institution
   c. Enter specific name of department
   d. Select the date you applied to the institution (Month-Day-Year format)

12. Click Continue to save your responses and advance to the next section
Grant and Travel Plans

This section gathers information on your personal finances, additional funding you may have applied for/received, passport, and accompanying dependents. Please note that these sections may not be required if you are from certain countries. Review country-specific information before completing.

Financial Information

NOT REQUIRED. Information that you provide in this section will not be referenced when processing your application. Should you be selected for an award, you may be contacted for additional information.

Passport/Travel Document and Dependents

1. Upload a copy of the biographical page of your passport
   Should you get a new passport after your application is submitted, please send a copy to Fulbright Canada (info@fulbright.ca)
   a. Click Choose File
   b. Locate and select the file that you previously saved to your computer
   c. Click Open
   d. Click Upload to complete the file upload

Accompanying Dependents

NOT REQUIRED. Information that you provide in this section will not be referenced when processing your application. Should you be selected for an award, you may be contacted for additional information.

2. Click Continue to save your responses and advance to the next section
**Additional Information**

**Additional Documentation**  
Country-Specific Materials: Not Required

Supplemental materials: Not Required

Additional Documentation: use to upload additional documentation in support of your application.

**Outreach Survey**  
Please complete the Outreach Survey.

Click *Continue* to save your responses and advance to the next section
**Recommendations**

Use this section to register your recommenders. Applicants for Fulbright Canada student awards require three (3) 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.

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

   ![Add Recommender Form](image)

   3. Use the personal message to remind your recommender to submit by November 15th
4. Click *Send to Recommender* to generate automatic email to your recommender
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.

6. Click *Continue* to save your responses and advance to the next section
**Signature**

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

![Signature Box]

Click *Confirm* to continue to the next page.

**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:** Once you SUBMIT your application, you can no longer make changes to it.

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.

**REVIEW ALL RESPONSES. CLICK SUBMIT.**