

FULBRIGHT FACULTY DEVELOPMENT PROGRAM IN UKRAINE

Instructions for Completing the Online Fulbright Foreign Student Program Application

<https://apply.embark.com/student/fulbright/international/>

The submission deadline is **November 1st, 2014**, till midnight Ukrainian time

If you have any questions, please contact the Fulbright Office in Kyiv:
Fulbright Program in Ukraine
20 Esplanadna Street, 9th floor, office № 904, Kyiv, 01001, Ukraine
Tel.: +380 (44) 287 07 77; Fax: +380 (44) 230 20 60
E-mail: ibarysh@iie.org (please indicate “FFDP” in the e-mail subject line)
<http://www.fulbright.org.ua>

Read all instructions carefully before completing the application

STEP 1: Learn requirements for submitting an application at: <http://www.fulbright.org.ua>

STEP 2: Record user ID and password in a safe place

Your email address is your user ID. When you created an account for this on-line application, you created a password. An e-mail was sent to you indicating your User ID and Password. Keep this information in a safe place. You can log in and out of the application as frequently as you like; however, you must have your user ID and password. While you cannot change your User ID, if necessary, you can change your password by clicking on **“Update My Account”** at the top of the Home page of this application.

STEP 3: Complete the application

You do not need to complete this application at one sitting. You can re-enter at anytime and edit your application. **But remember that once you submit your application, you can NO longer make changes to it.** All forms in this application are to be completed in English. Items must be answered completely and carefully.

Some helpful tips:

- Avoid using all capital letters when answering items, e.g. name, address, etc. It is better to use upper and lower case, e.g. Ron Smith.
- You can copy and paste information into all text boxes.
- In the text boxes, you must **limit your responses to the space provided**. Information that exceeds the space provided (the five line word limit) **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 any Cyrillic letters** on any portion of the application as these letters cannot be processed in the Fulbright online system and will be unreadable—and most readers in the U.S. will not be able to understand your entry.
- 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 (Study/Research Objective), 5 (Personal Statement) and 6 (Additional Information). On the essay pages, text entered that exceeds the space provided **will display** and print. However, it is recommended that you try to keep your essays to 2 pages when possible.

- You have several ways in which you can create your essays.
 - 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. Again, you will have a 40-minute “time-out” function. You will not be able to customize the formatting.
 - 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 again.
 - Pages 4 (Study/Research 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.**

Some questions are ‘required.’ In other words, you will not be able to complete and submit your application until all required items are completed. When you click on the “**Application Inspector**” button on the Home page, your application will be checked for completeness. You will be prompted to enter any missing information on required questions.

Often specific instructions for completing a question or item will be provided in the application. Please read all instructions carefully. In addition, please review the following important information.

Preliminary Question Page: It is very important that the following questions are answered correctly:

Question 1 –Country of Citizenship: Make sure that you properly identified your country of citizenship: **Ukraine**.

Question 2--Program: Make sure that you correctly identify the Fulbright Program to which you are applying: **Fulbright Foreign Student Program** (for the FFDP applicants).

✓ **The Fulbright Foreign Student Program is a generic program including both categories: Faculty Development Program students (researchers) and Graduate Program students (master’s students).**

Item 1—Name: It is very important that you list your name exactly as it appears (or will appear) on your passport. Please use upper and lower case when entering your name, e.g. Ron Smith. Also, do not use diacritical markings as this can sometimes create computer-related problems.

Item 11—Application Cycle: Please indicate to which application cycle you wish to apply. The next scholarship cycle when you will begin your research is August/September 2015. **Please select the 2015-2016 cycle.**

Degree Objective: From the drop down menu of choices please select **Visiting Student Researcher** for the FFDP program (which is a non-degree **research** program). Otherwise, your application can be considered for the wrong program.

Item 12—Field of Study: From the choices, select the field of study most appropriate to your research objectives. You can briefly elaborate on the exact nature of your objective in the text box that follows. Please note: if your field is not included on the list of the disciplines for Ukraine you will not be eligible for the program.

Item 14—Institutions Attended: Please list all post-secondary institutions attended in reverse order (putting the most recently attended first). List all post-secondary institutions attended even those from which you did not achieve a degree. Please note that secondary (high school) institution information should not be included.

Item 21—Position Code: Please select from the drop down menu the position title which best describes the activity in which you are currently (or most recently) involved.

Item 27—Study/Research Objective: The study/research objective description that you provide is an essential and highly important part of your application. You can focus upon your research or specialization. Or you can make an emphasis on the teaching or curriculum development components.

Remember that your project/career objectives and plans for dissemination of results/products will be evaluated on the basis of their potential impacts on your fields of study in Ukraine and in a broader global context; on the potential impact on your home institutions; on the potential impact on the society, economy, and/or culture of Ukraine (and beyond) over the coming years; and ultimately, on the impact of the attainment of a U.S. experience on your professional, academic, and personal growth.

You should take great care to write a clear and very detailed description of the program you want to pursue. Clearly identify the area(s) within your field of study in which you want to specialize or concentrate; what you want to accomplish during your program, why you want to specialize or concentrate in your field, what aspects of the field interest you most, and how this program will help you achieve your future goals. Remember, this is your opportunity to state what you hope to achieve during your program. If there is specific research that you want to accomplish, please describe.

Do not mention the names of any U.S. universities you wish to attend in your Study/Research Objectives. The University Preference Sheet is included for that purpose.

Organize your proposal in order of the following points: Background: introduce the topic and place the project in academic or professional context. Objectives: clearly define the aims of the project. Justification for Residence in the U.S. for the Proposed Project: Indicate very specifically why it is necessary for the accomplishment of the project to conduct research in the U.S. Methodology: describe the project and explain the approach, methods, and plan you will use. Significance: explain the importance of the project for the field, Ukraine, and your own professional development. Evaluation and Dissemination: describe plans for assessment and distribution of research results in Ukraine.

Be specific but limit your essay to 2 pages if possible.

Remember to leave a 1½ 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.**

Item 28—Personal Statement: The personal statement is a narrative statement in which you can include information about your education, practical experience, special interests, career plans, and your purpose in applying for study in the U.S. Your personal statement essay should discuss how your life experiences and background have contributed to your desire to pursue study in your field, and your purpose in applying for study/research in the U.S. This should not be a CV (curriculum vitae) or resume. Be specific but limit your essay to 2 pages if possible.

Again, remember to leave a 1½ 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.**

- **The Study Research Objective and Personal Statement essays must be professionally formatted. It is highly recommended** you use the following formatting: (1) Times New Roman Font in size 12; (2) Use 1½ inch (or 4 cm) margins on each side; and (3) Apply single spacing. It is very important that you check to be sure you have left adequate room at the top of your page (at least a 1½ inch or 4cm margin) for the Fulbright heading. Be sure your document is saved in 8.5x11 print format (not A11) prior to uploading it otherwise the last sentences of your document will be missing from the page when it is printed out on this end.
- On the essay pages, text entered that exceeds the space provided **will display** and print. However, it is recommended that you try to keep your essays to 2 pages when possible.
- Do not use any Cyrillic letters as these letters cannot be processed in the Fulbright online system and will be unreadable.
- Finally, always have someone proofread your essays for any language or grammatical mistakes before including them in your Fulbright application.

REMEMBER: Before you begin to write your essays, we very strongly recommend that you view the PowerPoint presentation “**Tips for Writing Fulbright Essays for the Graduate Students and Faculty Development Programs**”. This presentation can be found at <http://www.fulbright.org.ua/uk/pages/44/PowerPoint.html>

Item 29—Resume/Curriculum Vitae: It is highly recommended that all FFDP applicants attach a professional resume or curriculum vitae (useful if you intend to pursue a theoretical, academic degree). While there is no ‘header’ on this page for which you need to leave space, it is still advisable that you preview your information to check the formatting before submitting your application.

Page 7—University Transcripts: Please do not upload your scanned transcript copies. Please send hard copies of your official diplomas (in Ukrainian) certified by the school directly to the Fulbright Program Office in Kyiv by regular mail. Applicants must submit official, complete and certified academic documents covering the entire period of study at universities and other post-secondary institutions. **Please note:** copies of diplomas certified or notarized by a third party (i.e. public notary) will not be accepted as official. US schools only accept academic documents verified by the university’s Director of Archives, Dean, Secretary, or Vice Rector.

Page 8—Personal Information: The information provided on this form will be used by the Fulbright Program in Ukraine and Fulbright administrative agencies for internal purposes only.

Item 32—National Identification Number: This is not a required field.

Page 9—Personal Financial Information: Do not complete this form. The Fulbright grant that may be awarded to you will cover all your expenses, but you may need to provide funds from your own or other sources just for any unforeseen expenses. Please be aware that the Foreign Fulbright Student program does not provide financial support for dependents. Should dependents accompany you, you will be responsible for providing travel, adequate insurance, and support for them.

Page 10—University Preference: It is highly recommended that you will have U.S. university preferences. If you do, please complete this page as fully as possible. Do not just list the name of a university in which you are interested. Be specific. Provide the name of the department and the specific program within that department in which you are interested. If you have been in contact or correspondence with a faculty member, please provide the name and contact information for that individual. While researching which program will best meet your needs, please take into consideration the following questions: what research is the faculty doing? Do your research objectives match their research? How many faculty members have expertise in your specialization?

You are **strongly advised** to make contact with one or more of these institutions before submitting your application, and to have a letter of invitation than can reflect their interest in your project and their willingness to collaborate with you (especially if you will need to work in a laboratory or with special equipment).

If you have applied to a U.S. university within the past three years, please list the programs and the results. If you have letters of admission, letters of invitation, or other correspondence from a school, especially a preferred program, please forward a copy (not the original) of this correspondence to the Fulbright Program Office in Kyiv.

If you do not have a clear idea which US programs will be the best fit, you should leave the University Preference Form blank. IIE Placement staff possesses field specific expertise and, after conducting extensive research on the programs that will best meet the candidates’ goals, will recommend a range of suitable programs.

Page 11—Writing Sample: This is not a required field for the FFDP applicants. If selected, all FFDP finalists must submit an academic writing sample. The academic writing sample (in English) should be a minimum 10-page piece of work that demonstrates your ability to write in English on topics in your field of study. This writing sample may be an academic term paper, a published work in which you are the primary author, or another representative sample of your academic writing (please note your writing sample is an example of

previous academic work, and it is NOT your research objective). The writing sample will be submitted along with the rest of your application materials to the universities.

It is highly recommended you use the following formatting: (1) Times New Roman Font in size 12; (2) Use 1½ inch (or 4 cm) margins on each side; and (3) Apply single spacing. It is very important that you check to be sure you have left adequate room at the top of your page (at least a 1½ inch or 4cm margin) for the Fulbright heading. Be sure your document is saved in 8.5x11 print format (not A11) prior to uploading it otherwise the last sentences of your document will be missing from the page when it is printed out on this end.

Page 12—Test Scores: You can use this page to upload your copy of any available test score reports. (e. g. TOEFL IELTS, GRE, GMAT, etc.). **Please note:** you can only upload one document per page, so you may need to combine files if you have multiple exams. To help ensure successful processing, please include **a file extension (e.g. essay.doc) and limit the size of uploaded files to 2MB.**

STEP 4: Supplemental forms:

- **Diplomas and Academic Transcripts:** You must send hard copies of your diplomas directly to the Fulbright Program Office in Kyiv by regular mail.
- **Letter of Reference/Recommendation:** You must have three letters of reference (or recommendation) submitted on your behalf. Letters of reference are extremely important. All letters of reference should be written by teachers 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. You might want to focus more on work contacts OR on academic contacts. Referees should be able to speak to your strengths. They should be chosen so that they say different things about you. At least one academic and one professional or work related letter should be included among the letters. The letters should be typewritten and be written in English if possible. If they are not, an original English translation must be provided.

Your recommenders have two ways in which they can submit their letters:

- a. You can download the Letter of Reference form and forward to your recommenders who will then **complete the forms and mail** to your Fulbright Program Office.
 - b. Your recommenders can **complete the forms online**. You must click on the 'Recommendation' button on the Home page of this application ('**Step 5: Recommendations**') to register your recommenders.
- **Report on Proficiency in English:** Optional. We recommend that you complete this form, if you have not yet taken the TOEFL test. Complete only the top section of this form and have the remaining portion completed by one of the types of certified English language evaluators listed on the form or a qualified teacher of English. Your language evaluator should return this form directly to the Fulbright Program Office in Kyiv.
 - **Information Concerning Foreign Student Academic Records:** In order to assist U.S. academic institutions in evaluating more accurately your academic credentials, this form allows you to provide information about the educational and grading system in the country where you did postsecondary study. A separate form should be completed for each college or university attended.
 - **Transcript Release Form (for post-secondary U.S. transcripts only):** This form is needed for those students who attended a post-secondary program (undergraduate or graduate) in the U.S.
 - **Signature Form:** Mandatory form. You must print out, complete, sign, and forward two original forms to the Fulbright Program Office in Kyiv.
 - **Consent to the processing of personal data:** Mandatory form. You must print out, complete, sign, and forward two original forms to the Fulbright Office in Kyiv.

STEP 5: Application inspector

Before you can submit your application electronically, your application will be reviewed for completeness. If there is missing data, you will be prompted to correct.

STEP 6: Review and print your application

Review a PDF version of your application and print a copy for your records. **Please remember** that if you exceed the five line word limit where indicated, this text is automatically omitted from your printed application and your statement will not make sense to the reader.

STEP 7: Submit your application

After completing this application and thoroughly reviewing it, you will submit it electronically to the Fulbright Program Office in Kyiv. **Please note**, it is very important that the following questions were answered correctly:

Question 1--Citizenship: Make sure that you identified **Ukraine** as the Fulbright Program country to which you are applying.

Question 2--Program: Make sure that you identified **Fulbright Foreign Student** as the award program to which you are applying.

If you entered either question incorrectly, you must correct your answer(s) prior to submitting your application. You can easily make corrections by clicking on the **'update my answers to preliminary questions'** link on the upper-right hand corner of the Home page.

Note carefully: after submitting your application electronically, you will be able to access it in a viewable PDF format and access supplemental forms. You will be able to print your application and supplemental forms. **However, you will not be able to make changes to your application.** If necessary to make any changes or corrections after your application has been submitted, please inform the Fulbright Program Office in Kyiv.

STEP 8: Supporting documentation needed to complete your application

Your application is not considered complete until the Fulbright Program Office in Kyiv receives all your supporting documentation and supplemental forms.

OTHER IMPORTANT INFORMATION

1. Standardized tests:

Finalists will be required to take **[TOEFL iBT] (Test of English as a Foreign Language)**: TOEFL is an admissions requirement at U.S. institutions for applicants whose native language is not English. A wealth of practice material is available at www.toefl.org. There are free materials as well as materials that can be purchased.

- **IELTS (International English Language Testing System):** A growing number of U.S. institutions will accept the IELTS in lieu of TOEFL scores. It is left up to individual institutions to determine their TOEFL and IELTS score requirements.

<http://www.ets.org/toefl/institutions/scores/compare>

Note: TOEFL and IELTS scores are valid for two years.

The Fulbright Office in Kyiv will make all testing arrangements and cover all costs of the testing process.

Recommended candidates should take the tests **in mid-January 2015**. Test scores are an increasingly critical factor in admissions decisions, and grantees should take test preparation very seriously. **Please prepare at least three-four months ahead of your exams (!)**.

The FFDP candidates should try to obtain scores that are in the **80s and higher** (for candidates in Law, Public Administration, Journalism, Education, etc. - where strong written and spoken English skills are critical for successful study/research - scores should be 100 or more).

For more information about the TOEFL please contact your nearest

EducationUSA Advising Center: <http://www.educationusa.info/Ukraine> or

Window on America Centers: <http://ukrainian.ukraine.usembassy.gov/uk/woacenters.html>

2. **Duration of Grants:** Fulbright grants and other fellowships, assistantships, scholarships and educational grants are awarded for six to nine months beginning in August or September 2015. Candidates appointed to certain types of Fulbright grants may be required to arrive during the summer for an introductory course or intensive English program prior to the academic year.
3. **Change of Plans:** You should promptly inform the Fulbright Program Office in Kyiv of any change in your academic status or future plans after your application has been submitted.

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