



FULBRIGHT FOREIGN STUDENT PROGRAM 2017-18

Instructions for Completing the Fulbright Foreign Student Program Application

Please read all instructions carefully before completing the application or requesting assistance.

STEP 1: Learn the requirements for submitting an application

Eligibility Requirements:

For a Master's degree program, you must already have an Honours degree OR be currently enrolled in your final, fourth year of a Bachelor's degree, BTech, or Honours degree.

For a Doctoral degree program, you must already have a Master's degree OR be currently enrolled in a Master's degree program. You must be a South African citizen or permanent resident of South Africa.

For Research as part of your PhD degree at a South African university. A student registered for a Doctoral degree at a South African university who wishes to pursue one year of non-degree graduate study/research as part of their South African degree may apply.

Online Application Form: The application process is entirely online. Paper applications will NOT be accepted.

Application Dates: The online application for the 2017-2018 academic year is now available for data preparation and entry.

All completed applications must be electronically submitted during the application submission period: February 12, 2016 to April 20, 2016. Please see the Supplemental Forms section on page 10 for notes on which forms are not needed at this time.

Incomplete or late applications will not be considered. Please plan accordingly.

Submitting an Application: You will not be able to complete item #11 on Page 1, under Study Plans on the application form, or submit your application for consideration, until February 12, 2016. Prior to that date, however, you may begin the application form, upload transcripts, obtain letters of reference, and save them to your online application. You must finalize the online application form on or after February 12, 2016 by completing item #11. **Select “2017-18” for item #11, and submit your final application. Your application is incomplete, and will not be considered, until it has been electronically submitted between February 12 and April 20, 2016.**

Place of Interview: Fulbright South Africa offers multiple interview locations. All applicants are required to select a place of interview, should you be selected as a finalist. Please download the interview location page located on the U.S. Embassy’s website, <https://za.usembassy.gov/education/fulbright-postgraduate/> mark the city of preference, and upload the document on page 13 of the application form. **Your application is incomplete without this page.**

STEP 2: Create an online account

Go to: <http://apply.embark.com/student/fulbright/international/20> and follow the instructions to create an account.

STEP 3: Complete the application

You do not need to complete the application at one sitting. You can re-enter at any time and edit your application, before submission. However, once you submit your application, you can NO longer change it.

All forms in this application must be completed in English. Items must be answered completely.

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 will **not** display or print, and cannot be considered. It is wise to ‘preview’ each page to ensure that all data is displayed correctly.
- You can review each page of the application in its PDF format by clicking on the **Preview** button in the upper right-hand corner. (Use the upper left “back” arrow to return to the application from the preview).
- The space limitation is overridden for the essays on pages 4, 5 and 6. On these pages, text that exceeds the space provided **will display** and print. However, it is recommended that you keep essays concise and well-considered – a one-page limit is advisable.
- There are several ways to create your essays:
 - You can compose your essay on-line. Please note, there is a 40-minute ‘time out’ function. You must either complete your essay in 40 minutes or periodically save your essay. You cannot customize the formatting of your essay when composing online.
 - You can copy-and-paste text from another document and then edit online. Again, be aware of the 40-minute “time-out” function. You cannot customize the formatting of your essay.
 - You can upload text from another document. This is the only option in which you can use special formatting (e.g. bold, underline, headers, etc.). While you cannot edit an uploaded document on-line, you can delete your upload, make corrections off-line, and re-upload.
 - Pages 4 (study objective) and 5 (personal statement) contain a header that displays in the PDF. Therefore, please leave a 4cm margin at the top of these pages to allow space for the header.
 - Again, please **preview** all of your essays to ensure the formatting is correct before submitting your application. Click “Preview” in the 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.

- You will not be able to submit your application until all required items have been completed. To check completeness, click the **Application Inspector** button on the home page. You will be prompted to enter any missing information.

Specific instructions for completing certain items are 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 have properly identified the Fulbright country competition for which you are applying.
- **Question 2 – Program:** Make sure that you correctly identify the Fulbright Program to which you are applying. Most applicants will apply to the **Fulbright Foreign Student Program**. The other choice, the **International Fulbright Science and Technology PhD Program**, is a special, separate world-wide competition. If you have any questions, please contact the Fulbright Office in South Africa.

Instructions on completing each section of the application

Page 1

Item 1 Name: Enter your name exactly as it appears (or will appear) on your passport. Use upper and lower case letters, (e.g., Ronald Smith). Do not use diacritical marks, (e.g., François) as they do not present properly.

Item 11 Application Cycle: Select “2017-2018,” on or after February 12, 2016.

- **Degree Objective:** Select one degree from the drop-down menu.

Item 12 Field of Study: Select the field of study most appropriate to your study objective. You can also indicate your specialization, and briefly elaborate on the exact nature of your objective, in the text box that follows.

Page 2

Item 14 Education - Institutions Attended: List all post-secondary institutions attended in reverse order (putting the most recently attended first). List even those from which you did not receive a degree.

Page 3

Item 21 Position Code: Select the position title which best describes the activity in which you are currently (or most recently) involved.

Page 4

Item 27 Study/Research Objective: The Study/Research Objective description is an essential and highly important part of your application. Take great care to write a clear and very detailed description of the program you wish to pursue. Clearly identify the area(s) within your field of study in which you wish to concentrate. If there is specific research that you wish to perform, please describe. Remember to leave a 4 cm margin at the top of every page to allow room for the header. Preview your essay to check formatting before submitting your application.

Page 5

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 United States. Again, leave a 4 cm margin at the top of every page to allow for the header. Preview your essay to check formatting before submitting your application.

Page 6

Item 29 Resume/Curriculum Vitae: This page is not required, but applicants are strongly encouraged to attach their curriculum vitae. There is no header on this page, it is still advisable to check formatting before submitting your application.

Page 7

Item 30 University Transcripts: Scan copies of your unofficial transcripts and upload them into the application. Only university transcripts are required. Should you be selected for the Fulbright scholarship, you will then need to submit official transcripts, (e.g., unopened transcripts that have been sent directly by the institution).

Page 8

Items 31 Personal Information: The information provided on this form will be used by the Fulbright Office in South Africa to contact you if you are selected for an interview.

Item 32 National Identification Number: Enter your national identification number or passport number.

Item 37 References: 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. At least one academic and one professional or work-related letter should be included among the letters. Letters should be written in English; if they are not, provide an English translation.

- Your recommenders must complete the forms online and submit electronically. Go to the Application “Home” page (the top left tab on the Embark online system) and click on #5: **Recommendations** button to register your recommenders.

All letters of reference must be submitted online before the deadline of April 20, 2016 – paper copies will not be accepted.

Page 9

Item 42-44 Personal Financial Information: As the Fulbright grant may only cover a portion of expenses; you may need to cover the shortfall from your own or other sources. Complete this form as completely and accurately as possible based on information that you have at the time of application. Should have a major change in your financial resources while your grant is pending, you must inform the Fulbright office.

Page 10

Item 46 University Preference: It is **not** expected that you will have U.S. University preferences however, if you do, please complete this page as fully and specifically as possible. 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. Final candidates' preferences for university placement are fully considered; however, final university placement is determined by the Fulbright Program.

Item 48 Institutions to Which You have Applied: 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 Office.

Page 11

Writing Sample: Upload a writing sample that will be submitted with the rest of your application to the universities. This is mainly for Doctoral candidates, as the vast majority of those programs require a writing sample, but some Master's candidates would benefit as well.

Page 12

Test Scores: Upload a copy of any available test score reports (e.g. TOEFL, GRE, GMAT, etc.) that you have written. Should you be selected for the Fulbright scholarship, the TOEFL and GRE tests will be required and paid for by the Fulbright program. Test scores are not required at this stage of the application.

Page 13

Additional Information Page: Upload the Interview Location page onto this section. Download from the U.S. Embassy website: <https://za.usembassy.gov/education/fulbright-postgraduate/>

STEP 5: Letters of Reference/Recommendation

3 Letters of Recommendation must be registered on the “Home” page of the application – *Instructions are given at the Page 8 section of this document.*

STEP 6: Application Inspector

Before you submit your application electronically, your application must be reviewed for completeness. Go to the “Home” page and click on the “Application Inspector,” and it will review your application and prompt you to complete any missing data.

STEP 7: Review and print your application

Review a PDF version of your application and print a copy for your records.

STEP 8: Submit your application

After completing the application and thoroughly reviewing it, submit it electronically to the Fulbright office in South Africa. **Please note**, it is very important that the following questions were answered correctly:

- **Question 1–Citizenship:** Ensure that you identified South Africa as the Fulbright Office to which you have applied.
- **Question 2–Program:** Ensure 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: After submitting your application, you can access it and the supplemental forms as a viewable PDF. You will be able to print your application and supplemental forms. However, you will **not** be able to alter or update your application.

STEP 9: Supporting documentation needed to complete your application

1. Your application is not considered complete until your academic transcripts are scanned and uploaded on page 7 of the application as follows:

a. Academic transcripts: Applicants must upload complete and certified academic documents covering the entire period of study at universities and other post-secondary institutions. Documents must be accompanied by complete official English translations. Transcripts should list the subjects you studied and the grades you received during each year of your enrollment. Certified, official evidence of each post-secondary or university degree, diploma or certificate awarded should be scanned and uploaded along with your academic transcripts. Again, Official (unopened copies) of your transcripts will be requested if you are chosen as a candidate for the program.

b. Standardized tests: You will be required to take one or more of the following standardized tests to gain admission to a U.S. university. **Should you be selected for a Fulbright scholarship**, the Fulbright Program will assist with the payment and registration of the Standardized Test listed below:

1. **TOEFL** (Test of English as a Foreign Language): TOEFL is an admissions requirement at U.S. institutions for applicants whose native language is not English.
2. **GRE** (Graduate Records Examination): The GRE is required by U.S. graduate schools and/or departments for candidates in most fields.
3. **GRE SUBJECT TESTS** are required in certain fields. If a GRE Subject Test may be offered in your field of study.
4. **GMAT** (Graduate Management Admissions Test): GMAT is an admissions requirement for applicants proposing to study Business or Management, as well as

any fields which may fall within the scope of offerings of a Business school or department.

Note: TOEFL scores are valid for two years. GRE and GMAT scores are valid for five years.

IMPORTANT – If you choose to take any of the above mentioned exams prior to being notified as a candidate for the Fulbright grant:

YOU MUST indicate that you want your score reports sent to the Institute of International Education (IIE). You must indicate the IIE code on the registration forms and/or the forms provided at the time you take the exam.

For all **TOEFL** and **GRE** exams; please use **CODE: 2326**.

SUPPLEMENTAL FORMS

Note: The Signature form, Report on Proficiency in English form, Transcript Release form, and the Academic Record Information form are **not required** at this stage of the application process. Please **do not** attach these forms to your online application.

OTHER IMPORTANT INFORMATION

1. **Duration of Grants:** The Fulbright Foreign Student grants for the 2017-18 academic year will begin in August or September of 2017.
2. **Return to South Africa:** It is a requirement of the Fulbright Program that, after you complete a degree under the Fulbright Foreign Student Program, you return to South Africa for a *minimum of 2 years*.
3. **Duration of Degrees:** The length of your degree program may exceed the available funding and sponsorship limits of your Fulbright grant. The requirements for completing academic work toward a degree vary depending upon the degree desired, the candidate's academic background and the regulations of the individual U.S. institution to which the candidate is admitted. It is usually not possible to obtain a degree in one academic year. Although the minimum time required for a Master's degree is one academic year, a student should expect to spend from between at least one summer session to an additional academic year in order to complete the academic requirements. For a Doctoral degree, at least two

to three academic years are required beyond the Master's degree. However, many doctoral students find four or five additional years to be necessary.

4. Change of Plans: You should promptly inform the Fulbright office of any change in your academic status or future plans after your application has been submitted.

The Fulbright Program in South Africa is managed by:

Embassy of the United States of America

Public Affairs Section

Fulbright Program

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