



# UC SANTA BARBARA FULBRIGHT U.S. STUDENT PROGRAM BINDER

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# FULBRIGHT U.S. STUDENT PROGRAM

## Conducting Research Abroad

Fulbright applications are available online beginning May 1  
<http://us.fulbrightonline.org/home.html>

The UCSB application deadline is typically in mid-September. Completed applications -- including letters of recommendation, official transcripts, language evaluation, and letter of affiliation (if applicable) -- must be submitted via the online application system by 11:59pm on the deadline date.

### **Important Note Regarding Graduating Seniors and Alumni Applications**

All graduating undergraduate seniors and alumni from UCSB should apply as “not enrolled” with an institution. Your application will be categorized as “at large”, which means you -- *not UCSB* -- will submit your completed application to the New York IEE office. If you accidentally apply as enrolled at UCSB, you will show up on the UCSB graduate research list. To correct this, simply update the answers to questions 6 & 6A on the online application indicating that the application will be filed as at-large. Graduate seniors and alumni do not participate in the internal UCSB application process.

### **Important Note Regarding Currently Enrolled Graduate Student Applications**

All currently enrolled graduate students should apply as “enrolled” under the UCSB institution listing. You are required to participate in the UCSB internal application process, which means that UCSB will make the final submission of your completed application to the New York IEE office. UCSB’s internal application process has deadlines that occur prior to IEE’s final deadline. You should review the information in this packet carefully to ensure that you are familiar with these earlier deadlines.

Upon submission of your application in the online application system by the campus deadline, Graduate Division will confirm that your application is complete and will schedule your interview for the UCSB internal process.

### **Tips for Developing a Fulbright Project**

Developing a strong, feasible and compelling project proposal is the most important aspect of a successful Fulbright application. Your first step should be to familiarize yourself with the program summary for the country to which you wish to apply. The program design varies somewhat from country to country (i.e., some countries encourage applicants to incorporate coursework into a project, while others prefer independent research). Please ensure that your project design fits the program guidelines for your host country. It is essential that applicants have adequate formal training for the study or research that they wish to pursue, and that their language skills be commensurate with the requirements of their proposed project.

### **The National Screening Committee**

The National Screening Committee takes into consideration the nature of the project, its originality, the academic preparation for completing the project described, including language proficiency, and the interest of the student as evidenced by any advanced research that may have been done to determine that the resources needed to accomplish the proposed project are, in fact, available in the potential country.

### **Ph.D. Status**

Doctoral Candidates should indicate when they expect to complete preliminary or comprehensive examinations and whether their project statements have been accepted as dissertation proposals.

### **Language Acquisition**

Developing a hospitality or basic level of language proficiency (which most applicants can obtain between applying and starting a grant) is highly recommended in order to successfully complete your program and to survive comfortably while overseas. Begin to prepare at the earliest possible time.

### **Writing the Research Project Proposal**

The best project proposals begin with good ideas. Start by putting your ideas on paper and listing your goals and objectives. Share your ideas with your academic adviser and professional colleagues in your field. As you work on your project, remember your audience. Avoid discipline-specific jargon. The interdisciplinary faculty reading your proposal prefer you be direct about the "who, what, when, where, why and how" of the project.

### **Link with a local university or research organization at your destination**

Thanks to the widespread use of the Internet, it is now easier than ever to make contacts overseas. An affiliation with a local institution gives you access to information, books, equipment, contacts and other resources that will prove invaluable to your research. Mention these key points as you obtain a letter of affiliation.

### **For more information contact**

Christian Villaseñor, Assistant Dean  
Fulbright Program Adviser, (FPA)  
Graduate Division  
3117 Cheadle Hall  
Santa Barbara, CA 93117-2070  
(805) 893-2013  
[christian.villasenor@graddiv.ucsb.edu](mailto:christian.villasenor@graddiv.ucsb.edu)

### **To Review Sample Essays**

Courtney Gosnell  
Funding Peer  
Graduate Division  
Graduate Student Resource Center-  
Student Resource Building, 1<sup>st</sup> Floor  
(805) 893-8994  
[fundingpeer@graddiv.ucsb.edu](mailto:fundingpeer@graddiv.ucsb.edu)

## STEPS IN THE FULBRIGHT APPLICATION PROCESS

<http://us.fulbrightonline.org/applynow.html>

The steps below refer to the Steps in the Embark Online Application.

**Step A. Instructions.** All applicants should print out and review the **detailed instructions** (available May 1) for the application procedure before beginning the Embark online application. A pdf sample copy of the application form and additional forms are available for download.

**Step B. Application form.** Applicants **must** apply using the Embark Online Application form. Applications submitted to IIE become the property of IIE. No part will be returned under any circumstances.

**Step C. Prepare your essays.** Depending on the type of application, applicants must either submit (1) a two-page *Statement of Proposed Study or Research* (see page 5 for more details) or (2) a one-page *English Teaching Assignment* (see page 6 for more details) statement. All applicants, regardless of type, must also submit a one-page *Personal Statement*. These can be prepared as Word documents and uploaded into the application.

**Step D. Additional forms.** Depending on your Field of Study or Special Program, you may need to submit additional forms. See the Participating Country Summary and/or the section **Thinking of Applying** to determine if you need to submit additional forms.

**Step E. References/Reports.** Ask the people who you would like to complete letters of reference and the Foreign Language Report Form if they will be willing to do so electronically. Be sure to give these people a summary of your Project Statement and/or a description of the special Fulbright Program or type of grant. You will register these people in **Step E** in the Embark Online Application.

**Step F. Application Inspector: Review and print.** Remember, the US Student Fulbright Application, supplementary forms, references, and the Foreign Language Report should be completed online and submitted electronically.

## RESEARCH PROPOSAL ESSAY WRITING TIPS

### A. Statement of Proposed Study or Research

- Maximum: Two typed, single-spaced pages
- 12 PITCH FONT ONLY
- TIMES NEW ROMAN ONLY

Topics to address in proposing your research project:

- Why the research activities and project plan is appropriate to host country.
- Skills, talents, or other qualifications that you bring to the project plan.
- How you view this project plan as contributing to your professional or educational development.
- If and how the project plan contributes to the Fulbright goals of mutual understanding and host community engagement.
- Extent to which the *candidate and the project* will help to advance the Fulbright aim of promoting mutual understanding among nations through engagement in the host community.
- No matter the nature of the project, you should address ways that *you* can engage in the host community in your proposal.
- Ph.D. candidates should indicate when they expect to complete preliminary or comprehensive examinations and whether their project statements have been accepted or approved as dissertation proposals.

Grantees are encouraged to get involved in cultural and/or community activities, such as *teaching* English or American Studies, *volunteering* with a non-profit organization, or *giving presentations* to local groups or in schools.

### B. Personal Statement

- Maximum: One page (may be single-spaced)
- 12 PITCH FONT ONLY
- TIMES NEW ROMAN ONLY

This statement should make it clear why you are the right person to complete this project. It should be a narrative that paints a *picture of you* as an individual by addressing topics such as:

- Your personal history and family background
- Influences on your intellectual development
- Educational and cultural opportunities (or lack of them) to which you have been exposed and the ways in which these experiences have affected you
- Your special interests and abilities
- Career plans, life goals, etc...
- It should not be a recording of facts already listed on the application or an elaboration of your statement of proposed study.

Make sure to limit your essay to the space provided.

# ENGLISH TEACHING ASSIGNMENT ESSAY WRITING TIPS

## A. Statement of Proposed English Teaching Assignment (ETA)

- Maximum: Two typed, single-spaced pages
- 12 PITCH FONT ONLY
- TIMES NEW ROMAN ONLY

Topics to address in proposing your ETA:

- Why you would like to be a language teaching assistant abroad.
- Why you have chosen the particular country
- How your background and academic preparation relates to the particular ETA country program and the responsibilities that you are expected to carry out.
- How you expect to benefit from the assignment, and what use you will make of the experience upon your return to the United States.
- In addition, most country programs expect grantees to engage in other activities related to their personal, career and/or educational interests.
- No matter the nature of the project, you should address ways that you can engage in the host community in your proposal.
- Extent to which the candidate and the project will help to advance the Fulbright aim of promoting mutual understanding among nations through engagement in the host community, among other activities.

Grantees are encouraged to get involved in cultural and/or community activities, such as *teaching* English or American Studies, *volunteering* with a non-profit organization, or *giving presentations* to local groups or in schools.

## B. Personal Statement

- Maximum: One page (may be single-spaced)
- 12 PITCH FONT ONLY
- TIMES NEW ROMAN ONLY

This statement should make it clear why you are the right person to complete this project. It should be a narrative that paints a *picture of you* as an individual by addressing topics such as:

- Your personal history and family background
- Influences on your intellectual development
- Educational and cultural opportunities (or lack of them) to which you have been exposed and the ways in which these experiences have affected you
- Your special interests and abilities
- Career plans, life goals, etc...
- It should not be a recording of facts already listed on the application

Make sure to limit your essay to the space provided.

## CRITERIA USED IN EVALUATING PROPOSALS

The UCSB Fulbright Faculty Committee reviews all applications in order to determine which will advance to the national screening process. The committee evaluates each application using the following criteria:

- Academic or professional qualifications especially in relation to the proposed project
  - Is the candidate able to present a realistic statement of his or her professional aims
  - Is the candidate familiar with research in the area currently being conducted in the U.S. and abroad?
  - Does the candidate belong to any professional societies or organizations in the field?
  - Does the candidate regularly read or subscribe to any professional journals or other publications in the field
  - Has the candidate presented any professional papers or had any works published?
  - Has the candidate made any contacts in the chosen field overseas?
- Validity and feasibility of proposed project
  - Does the candidate need to go overseas to pursue the project, or could it be done equally well in this country?
  - Why has the particular host country been chosen?
  - Could the project be undertaken equally well in another country?
  - Can the project be completed in one academic year?
  - Would the resources necessary for the project be available to the candidate?
  - What steps, if any, have been undertaken to ascertain that such resources would be available?
  - Does the candidate have sufficient background and training to carry out the project?
  - Does the proposed project fit well into the candidate's overall career plans?
- Language qualifications especially as they relate to the proposed project and to the requirements of the host country
- Evidence of maturity, motivation, and adaptability to a different cultural environment
- Knowledge of host country
- The impression candidates will make abroad as a citizen representing the United States

## AFFILIATING WITH A SPONSOR

### **The affiliation**

Generally speaking, the affiliation or host country sponsor is an institution, organization, and/or individual that will provide the grantee in-country support or supervision during the grant period. The type of affiliation and nature of the relationship between the grantee and the affiliation varies significantly depending on the country, the grantee's degree level, the proposed project (e.g., whether it is primarily study or research), and a number of other factors.

### **Who needs an affiliation?**

Unless it is explicitly stated otherwise in the country summary (e.g., some countries will arrange for grantee placements/affiliations), grantees must have a host country affiliation.

Some countries will obtain affiliation for Fulbrighters, while others leave the responsibility for securing host affiliation entirely up to the grantee. Others will work somewhere in between, expecting the grantee to identify a host affiliation and make initial contact, but will then help to formalize the affiliation after the grant is awarded. Make sure you know what is expected of you as an applicant by reviewing the Country Summary thoroughly.

Countries differ in the kinds of host affiliations that are acceptable. Types of affiliations may include universities, laboratories, libraries, non-governmental organizations, and others. In some cases, particularly in the arts, the affiliation may be a person such as a writer, musician, or artist or an arts organization or foundation. Pay special attention to the requirement in some countries to attend/affiliate with an academic institution.

### **Identifying a potential affiliation**

IIE cannot provide a list of institutions that have previously acted as hosts. Past Fulbrighters have used a number of methods to contact hosts and solicit support for their projects. The main way is to use the contacts and advisers that you already have. Ask if one of your current professors can help to put you into contact with an appropriate person, university, or organization overseas.

If your proposal contains a strong research component, you must have host country contacts that can support your research, provide you access to your resources, and/or supervise or advise you during the grant period. It is your responsibility to identify, contact, and secure a letter of support from potential affiliations.

Some potential avenues to help you identify an affiliation include:

- International students or faculty on your campus
- Visiting Fulbright Professors in the U.S. or U.S. Fulbright Scholars who had grants to your host country. Directories are available at: [http://www.cies.org/vs\\_scholars/vs\\_dir.htm](http://www.cies.org/vs_scholars/vs_dir.htm)
- Internet searches of faculty at potential host institutions with your interests, or organizations in the host country that work with issues related to your topic.

Do not hesitate to contact professors from other universities both in the U.S. and in your prospective country, especially if your proposal fits to the professor's expertise. They may also be able to refer you to others with expertise or interest in your topic.

Committed research and perseverance will go a long way in establishing a host affiliation. Once you find a possible host, make contact by sending an introductory letter or email. Keep in mind that many schools are closed during the summer months, so you should begin early. Remember, however, that IIE does not accept any support materials or letters via email or fax, and that sufficient lead time must be allowed to receive hard copy responses, with original signatures.

Please note that only rarely will grantees be permitted to enroll in the graduate programs of U.S. universities abroad or to have as their primary affiliation a U.S.-based institution or organization located in the host country. The objectives of the Fulbright Program are best served by attendance at or affiliation with a host country institution or organization.

### **Letters of affiliation**

The most competitive candidates will include documentation of contacts with potential host affiliations with their applications. This could be of a letter of invitation from the host institution/individual indicating research support or allowing access to facilities to the applicant; or, it could be a letter indicating that the admitting institution provides courses in the applicant's areas of study. IIE refers to these letters synonymously as: letters of support, letters of affiliation, letters of invitation and/or letters of admission.

There are no specific requirements for the letter of support from the host institution. Affiliation relationships differ depending upon the candidate's project. In general, letters of affiliation on institutional letterhead sent with the application are preferred. The letters should state how the supervisor/host institution will help the applicant to facilitate the project (i.e., what resources will be offered, what kind of supervision will be given, etc.). Some applicants propose to do independent research, so these letters of support are more crucial to establishing the feasibility of a project. Other applicants propose study projects, so letters of support are really a complement to the overall application, but attest to its feasibility. Therefore, you should try to get a letter of support that is as detailed as possible. Ultimately, it is up to your host affiliation as to the level/kind of support that they are willing to offer you.

In the U.S., we have become accustomed to rapid response, especially in electronic communication. Many cultures do not have this expectation, and many people do not have reliable connectivity or easy access to the Internet as we do. Therefore, you may not receive a response to your inquiries as quickly as you might hope. Applicants are advised to begin their search for an affiliation as early as possible.

Letters of affiliation can be submitted to IIE via regular mail after the deadline. Although IIE will make every effort to do so, they do guarantee that letters submitted separate from the full application will be successfully married with the application in time for committee review. IIE will not confirm receipt of any documents. Please do not call or email to ask if your letter was received. IIE recommends that you send your materials using a method that will provide return receipt. They will not accept letters of affiliation, recommendations, or foreign language reports sent via email or fax.

## GRADUATE STUDENT APPLICATION TIMELINE

### SPRING QUARTER

Decide which country you would like to go to and what you want to do there. Consult the booklet *Fulbright Grants for Graduate Study, Research or Teaching Assistantships Abroad*. Booklets are available from Graduate Division (3117 Cheadle Hall), the Graduate Student Resource Center (GSRC) located on the first floor of the Student Resource Building, or go online at:

<http://us.fulbrightonline.org/home.html>

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Set up necessary affiliations in your proposed host country, if you have not already done so.

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Ensure that you have sufficiently learned required languages for your host country.

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Write initial drafts of your two (2) statements essays:

1. **Statement of Proposed Study or Research (Form #6) or English Teaching Assignment statement**
2. **Personal Statement (Form #7)**

See pages 5 and 6 for more tips on preparing these two statements.

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### MAY 1

Download your paper application from this site and begin notifying your 3 referees of the need to electronically submit letters of reference. Contact faculty referees before they leave for summer break!

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### BEFORE THE END OF SPRING QUARTER!

Arrange for your language evaluation, Form #8 (if applicable) and/or Form #8a. **This cannot wait until Fall quarter!**

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Request copies of all your official undergraduate and graduate transcripts and upload copies in the online application system.

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### SUMMER

Contact the Fulbright Program Adviser (FPA) at Graduate Division to confirm your intent to apply through UCSB. The FPA will need to collect your contact information and can help answer questions. Graduate Division

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encourages you to email drafts of your essays to your faculty adviser for review and advisement.

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**MID-  
SEPTEMBER**

**Initial UCSB Application Deadline:** Submit your application and supporting materials -- **including letters of recommendation** – through the online application system by 11:59pm of the campus deadline date.

After meeting with the UCSB faculty interview committee, your electronic application will be made available to you for final edits as recommended by the committee.

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**MID-TO-LATE  
SEPTEMBER**

**UCSB Fulbright Faculty Committee interviews:** The Faculty Committee interviews each applicant and makes recommendations regarding **enhancements and improvements to the draft application**. The committee writes an evaluation of your interview and scores the strength of your overall application.

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**LATE  
SEPTEMBER TO  
EARLY  
OCTOBER**

Make final revisions and submit your completed application in the online application system by the final submission deadline date.

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**OCTOBER-  
DECEMBER**

Your application is first reviewed by the **US National Screening Committee** consisting of American college and university faculty from across multiple disciplines.

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**END OF  
JANUARY**

The **Overseas Fulbright Scholarship Board** informs applicants whether or not they have been recommended by the US National Screening Committee. Recommended applications (i.e., finalists) are transmitted to the supervising agencies abroad and reviewed by country specific groups.

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**APRIL 15**

The Overseas Fulbright Scholarship Board notifies finalists if they have been awarded a Fulbright Fellowship.

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**MAY 9**

Alternates are typically notified on May 9 if funding has become available.

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**JUNE 1**

Additional funds may become available to the country at this time.

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**FALL – SPRING** Typical time frame for studying or conducting research abroad as a Fulbright Fellow.

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**NOTES:**

1. You may (electronically) request up to three referees and up to two Foreign Language Evaluators.
2. If your **department has not paid** Fall fees for you this may delay your graduate transcripts from the Office of the Registrar.
3. While on a Fulbright Fellowship you must remain enrolled at UCSB through *In Absentia* Registration. More information about registering *In Absentia* is available online at Graduate Division's website: <http://www.graddiv.ucsb.edu/academic/petitions/inabsentia.htm>.
4. Ph.D. candidates should indicate when they expect to complete preliminary or comprehensive exams, and whether their project statements have been accepted or approved as dissertation proposals.
5. When printing the writing pieces from the Fulbright EMBARK system, be sure to use a PC Computer (not a Mac/Apple) in order to ensure proper formatting.

## FULBRIGHT APPLICATION CHECKLIST

Applicant Name: \_\_\_\_\_

Field: \_\_\_\_\_

Country: \_\_\_\_\_

APPLICATION ITEM	UNOFFICIAL	OFFICIAL	NOTES
Forms 1, 1A, 2, 3, 5	<input type="checkbox"/>	<input type="checkbox"/>	
Form 4 – required for creative and performing arts only	<input type="checkbox"/>	<input type="checkbox"/>	
Supplementary material for creative and performing arts only (CD, slides, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
Proposal (Form 6) – up to two pages in length – must include applicant's name, field of study, country	<input type="checkbox"/>	<input type="checkbox"/>	
CV/Personal narrative – up to one page in length – must include applicant's name, field of study, country	<input type="checkbox"/>	<input type="checkbox"/>	
Foreign Language Report (Form 8) – must match name on Form 1	<input type="checkbox"/>	<input type="checkbox"/>	
Supplemental sheet for Form 8	<input type="checkbox"/>	<input type="checkbox"/>	
Reference #1 (Form 9) – must match name on Form 1	<input type="checkbox"/>	<input type="checkbox"/>	
Reference #2 (Form 9) – must match name on Form 1	<input type="checkbox"/>	<input type="checkbox"/>	
Reference #3 (Form 9) – must match name on Form 1	<input type="checkbox"/>	<input type="checkbox"/>	
Transcript #1 – must match school on Form 2	<input type="checkbox"/>	<input type="checkbox"/>	
Transcript #2 – must match school on Form 2	<input type="checkbox"/>	<input type="checkbox"/>	
Transcript #3 – must match school on Form 2	<input type="checkbox"/>	<input type="checkbox"/>	
Transcript #4 – must match school on Form 2	<input type="checkbox"/>	<input type="checkbox"/>	
Transcript #5 – must match school on Form 2	<input type="checkbox"/>	<input type="checkbox"/>	
Letters of affiliation (optional – fax or hard copy OK)	<input type="checkbox"/>	<input type="checkbox"/>	
Additional materials	<input type="checkbox"/>	<input type="checkbox"/>	

## FULBRIGHT REGIONAL PROGRAM MANAGERS AND PARTICIPATING COUNTRIES

Fulbright Student Grants are available to more than 140 countries worldwide. For comprehensive information on grant opportunities in a specific country, and to find the contact information for the IIE Program Manager for a specific world region, please refer to [https://us.fulbrightonline.org/program\\_regions\\_world.html](https://us.fulbrightonline.org/program_regions_world.html).

## CRITICAL LANGUAGE ENHANCEMENT AWARD

The **Critical Language Enhancement Award** provides an opportunity for Fulbright U.S. Student Program grantees to receive three to six months of intensive language study in addition to their research or study grants. The award provides a monthly living stipend and tuition reimbursement for grantees to pursue language training in the host country. Approximately 150 awards are typically available to Fulbright U.S. Student Program grantees. Only select languages and host-countries are available for this opportunity.

The requirements of the grant include a minimum of 20 hours per week of classroom study or 10 hours of tutoring in-country; pre- and post-study language testing; and a commitment to study the language beyond the Critical Language Enhancement Award - period. For most countries it is required that the language training occur in the Fulbright host country.

Application for a Critical Language Enhancement Award is made in conjunction with the Fulbright U.S. Student application and reference to the language award application should be included in the project proposal and a study plan presented.

For more information please refer to [https://us.fulbrightonline.org/thinking\\_clea.html](https://us.fulbrightonline.org/thinking_clea.html).