Middlebury Fulbright Application Guidance

General Information

Deadlines and Notifications
Note: See the Timeline and Checklist for Middlebury Applicants for more deadline details and requirements.

- **April 15: Middlebury Preliminary Application Deadline.** This is not a commitment and if you miss this, you can still submit a preliminary application later. Plan to submit by July at the latest.
- **August 15: Intent to Apply Deadline.** THIS IS A HARD DEADLINE. If you want to ensure receiving feedback on your essays and application before the internal deadline in September, you must send in your materials by this date to confirm you intend to move forward with your application.
- **Middlebury Internal Deadline: Early September (9/12 by noon in 2018)** THIS IS A HARD DEADLINE. Your online application should be complete (recommendations, letters of affiliation if required, and essays proofed and polished) and you must hit submit even if there are some items missing.
- **Campus interviews** will be scheduled in late September/early October. Applicants (alumni or seniors) who are off campus can participate via Skype or phone.
- **Fulbright Foundation Deadline: Early October (10/9 by 5 pm in 2018).** The fellowships office submits your application on your behalf and will do so in advance of this deadline. THIS IS A HARD DEADLINE.
- **Late January:** candidates receive notification of status. Semi-finalists will advance to the country-level review.
- **March-May:** Countries notify candidates of their status.

Eligibility and Application Instructions

- Must be a US citizen.
- Preference to students who have received the majority of their higher education at a US institution.
- Preference for candidates who have not resided or studied in the country to which they are applying for more than six months. Study abroad or military duty is not disqualifying.
- Applicants must hold a BA or the equivalent degree before the beginning date of the grant. Applicants may not hold a doctoral degree at the time of application.
- Applicants must have sufficient proficiency in the written and spoken language of the host country to communicate with the people and to carry out the proposed study.
- Good health. Grantees will be required to submit a satisfactory Certificate of Health from a physician.
- Undergraduate applicants MUST apply through Middlebury. Alumni of the undergraduate college may apply through Middlebury (strongly encouraged) or At-Large.
- You may start the Fulbright Foundation’s online Embark application after you decide which grant/country you plan to apply for. See the application link under important URLs. The application opens in April.
- If you need advice in selecting a grant type/country, indicate this on your Middlebury preliminary application so Dean Gates can help before you start Fulbright’s Embark application.
- We will register you for the fellowships blog (go/fellowshipsblog)—so please pay attention to notifications from the blog or plan to check it periodically.
Important URLs

go/fulbright for Middlebury page with fellowships description.
https://us.fulbrightonline.org/ main Fulbright student website. Find country information, application tips, recorded webinars, competition statistics, and a link to the Embark system to start an official application.
https://iie.embark.com/auth/login to start or manage online application. The online application opens in April.
http://sites.middlebury.edu/sfas/tag/fulbright/ for Fulbright updates on the Middlebury Fellowships blog.

Institutional Review Board (IRB) for Open Study/Research Grants

Confirm if your research proposal may require IRB approval. See go/irb for guidance (generally human subjects). You DO NOT need IRB approval to submit the Fulbright application in September. If your project needs IRB review, it will be discussed in your October interview. If you are selected as a finalist in January, you must go through the approval process (if needed) so that when you do receive the grant, you will have a safe and vetted research proposal and methodology prepared.

Section Guidance for Completing Fulbright’s Embark Application

When completing the Fulbright online application in Embark, please pay attention to the following items, where we often get questions! The instructions are straightforward but read them through carefully. Below are areas where we often get questions.

Preliminary Information
• Q4: Applying through home institution? Check yes if you are a current undergraduate or an alum.
• List your study abroad under educational experience.

Personal Information
• Permanent Email: this is the email address that they will send your status updates to in January and in the spring. This should be an address that you will check!
• Abstract/Summary of Proposal: pay attention to this and make it a compelling and strong summary. Review committee members will refer to this in conversation.
• Host Country Engagement: you will expand upon this in one of the essays. But describe clearly how you will engage in your host community outside of your project. Give specific ideas.
• Proposed Host Country Affiliation: you secure this from an appropriate affiliation. It should be a pdf, on letterhead and signed. You can have more than one affiliation. ETAs do not need an affiliation. For study grants, they are not necessary but can be helpful. For advice on how to obtain this, see section on affiliation letters further below in this document.
• Plans Upon Return to US: Again, pay attention to the writing here. Give your best understanding of what you think you’ll be doing.
Experience Abroad
It does not disadvantage applicants to have spent time in the host country through vacation, internships, volunteering, study abroad, etc. Where this does become problematic is when you have lived extensively or currently live in the country you are applying to.

Education History
Study abroad programs can be included in the Additional Educational History Section.

Experience
• You have very few characters here. Look at the samples provided in the application. Make the description of the item understandable to a reader unfamiliar with the organization (e.g. a cappella group vs. Mamajamas). You want the reader to be able to figure out as well as possible what this is.
• For awards/honors, unless very significant, do not list high school items.

Statement of Grant Purpose—see Middlebury’s Fulbright Essay Guidance

Affiliation Letters
Give yourself ample time for this process. August is generally a difficult month to get responses from academic institutions in particular. Letters should be on university or organization letterhead and signed by an authorized sponsor for the affiliation. Email correspondence is not acceptable, but you can receive a letter as a scanned document to upload to your application. All letters of affiliation must be in English. If your letter is written in another language, there must be a translation provided in addition to the original. You can provide that translation, since this is not confidential, and you upload that letter. Affiliations are not required for ETA applicants.

Common questions about affiliation letters:

Who makes a good affiliation? Refer to the country specific information about this. You want to find someone who’s academic area/professional work is aligned with your project, who can be of help to you and in many cases, provide access to resources from that organization/university. A majority of Fulbrighters will affiliate with universities, although in some countries it is possible to affiliate with other types of organizations, such as research institutes or government ministries. Make sure your proposed affiliation is acceptable for your country and appropriate for your project.

How to find potential affiliations?
1. Talk with your faculty advisors at Middlebury or directors and advisors from schools abroad about suggestions they have or connections they may be willing to facilitate.
2. Research where good work is being done on this topic in your proposed country.
3. Look at who is publishing interesting research in this area.
4. Reach out to Fulbright Scholars in your proposed country for suggestions (https://www.cies.org/fulbright-scholars). This is a list of academics who are/have recently spent time at institutions in the US. Both the scholar and the US host may be helpful in identifying potentially good affiliation contacts in your proposed country.
5. Organizations you have worked with (in country and in US) may also have connections. Inquire!

How to ask for a letter of affiliation? In most cases, this is done via email. Write a brief email introducing yourself, that you’re applying for a Fulbright grant, your project, ask whether they would be willing to let you
affiliate with them and explain what you hope they may be able to provide. If this is person has not worked with Fulbright before, you should explain that the affiliate host does not provide any financial support to you but may provide the ability to audit courses, access archives, labs or libraries, participate in research conversations, or be part of a research group—really anything that will support your project. It is fine to send out a few requests at once. Some people may be slower to respond than others. Some may not agree to help you. Keep your request short and attach a current resume. The letter they provide should confirm that you will be able to affiliate with this organization and describe ways in which they provide resources or assistance to you for your project. Make sure the affiliate understands your project and it’s great if they can speak positively in support of your project and the importance of this work.

A sample request email might be along these lines:

Dear Professor Watson,
My name is Rosalind Franklin and I am currently applying for a Fulbright Grant to pursue research on the molecular structure of DNA. I am an undergraduate and have been pursuing this work through research this past summer and continue this fall in my senior thesis. In particular, I am exploring the hypothesis that this is a double helix structure. [I have included a very brief summary of my project below—optional if you are that far along and you are not sharing research proposals that might be sensitive.]

Your work with X-ray diffraction has been an inspiration to me. I was particularly interested in your recent article, “Novel techniques for structural analysis” in Radical Thoughts Scientists Have. I would very much like to affiliate with your current research group at the University of Santiago during my Fulbright year. I have attached a current resume so that you can gain a better sense of my research experiences and background.

I would very much like to discuss with you the possibility of an affiliation with your university and lab for my Fulbright research. I would be glad to also share with you a more detailed version of my proposed research project.

Sincerely,
Rosalind Franklin ’19

Obviously, you would tailor the email to your project—this should just give you an idea of what kinds of information you might include. If another faculty member recommended them to you, you would include that. Note that in some countries, email is not an effective way of communicating this. You may need to work through networks of people and sometimes others will need to facilitate the introduction for you. Identifying a strong affiliation and getting that letter can take a few months, so make sure you start this process early enough. Also note that even where email can be a way of reaching people, August is a time of vacation in many countries.

Personal Statement—see Middlebury’s Fulbright Essay Guidance

Transcripts
Follow the instructions in the Embark system. Fulbright will accept unofficial transcripts as well as official ones for the Oct. deadline. If you upload an unofficial transcript, make sure that it is concisely organized, in chronological order, and contains the necessary elements on an official transcript (courses, grades by semester,
overall GPA, major, etc.). We will order official Middlebury transcripts for current undergraduates and Middlebury alumni if you submit your Aug. 15 Intent to Apply materials. Check your transcripts for accuracy—majors, minors, etc.—and submit any changes to the registrar by August 15. If you start your application after Aug. 15, you are responsible for getting your own transcript to upload. Note that any drop/adds after the start of the semester will not be reflected in the transcript and that is ok. If you require transcripts from additional colleges/universities, you will need to obtain those. We will provide Fulbright with any additional necessary Middlebury transcripts for applicants who become semi-finalists or scholars.

**Recommenders**
ETA recommenders fill out a form (as opposed to a letter) with short answers to questions that focus on ways in which you express yourself in English; whether you have any demonstrated experience with teaching and mentoring; how well you work in unstructured situations; and anything else that would have bearing on your ability to work successfully in the ETA position. For open study/research grants you want recommendations from people who are best able to speak to your ability to carry about the proposed grant project successfully. Ideally these are people who can speak to your qualifications to do this work, have taught/supervised you in a relevant capacity, and in the case of academic projects, can speak to the importance of the proposed research and why the selected host country is important for that work. Having people who know you reasonably well is important, but this is not a character reference. The recommender should also be able to comment knowledgeably about you, your preparation, and success with this work. Typically, applicants have a mix of faculty and outside recommenders—much of this depends on the project, whether this is a current student or alum. Study abroad faculty are also often used—and those letters can provide meaningful insight into your cross-cultural experiences and adaptation.

You should provide a minimum of three weeks advance notice for this request and share a copy of your proposal, transcript and resume with your recommenders. But again, given the timing of the application cycle, we recommend you talk with potential recommenders in the spring or early summer to make sure this is on their radar. If you are not sure about who to ask, talk with Dean Gates.

All letters of recommendation must be in English. If your letter is written in another language, there must be a translation provided in addition to the original. Since recommendation letters are confidential your recommender must obtain that translation (and not from you!) and upload both documents him/herself.

**Foreign Language Evaluators**
The foreign language evaluation form is required for most non-English speaking countries. If you have a relevant language proficiency you should submit a language evaluation even if it is not required. You need someone with the appropriate credentials to complete this form, usually a Middlebury faculty member. If you are an alum or the language isn’t taught at Middlebury, you will need to find a qualified evaluator. Talk with Dean Gates if you can’t identify an evaluator. You should provide a minimum of three weeks advance notice for this request and share a copy of your proposal, transcript and resume with your evaluator. But again, given the timing of the application cycle, we recommend you talk with potential evaluators in the spring or early summer to be sure this is on their radar. Most often, this is done through a brief oral interview in early/mid-September, but you need to arrange this with the evaluator. If you have the same person complete both a recommendation and language evaluation, you will need to use two different email addresses to register them in the embark system.

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