



FULBRIGHT FOREIGN STUDENT PROGRAM

Application Guide for French Candidates

PROGRAMME FULBRIGHT DOCTORANTS - VISITING STUDENT RESEARCHERS

Application Cycle 2018-2019

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1- Verify the requirements for submitting an application

All applicants are required to read the [FAQ](#), the [program description](#), and the following instructions for the "Programme Doctorants" before starting their application.

NB : Ce programme est destiné aux doctorants inscrits en thèse en France et désireux d'effectuer un séjour de recherche aux Etats-Unis. Si vous souhaitez faire un PhD dans une université américaine, vous devez postuler au [programme étudiants](#).

Eligibility requirements

To apply for a Graduate Student Award you must:

- **Be a French citizen.** If you hold another citizenship you must [contact the Fulbright Commission in your citizenship country](#). If you hold both French and American citizenships you are not eligible to apply to the Fulbright grant. However, some of our partner foundations will accept your application.
- Be currently enrolled as a doctoral student at a French institution of higher learning.
- Be invited to an American university or research center to conduct research for your doctoral thesis.
- French citizens currently residing in the US are ineligible to apply.

The application deadline for Visiting Student Researchers is: **February 1, 2018 at midnight**

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 chose 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.

3- Complete the application

You do not need to complete this application at one sitting. You can re-enter at any time and edit your application. But remember that once you submit your application, you can NO longer make changes to it.

GENERAL GUIDELINES:

- All forms in this application are to be completed **in English** except the names of your diplomas and proper names (universities, etc) and the Fiche de Synthèse. Please do not translate university names or diploma names.
- Please use upper **and** lower case: Avoid using all capital or all lowercase letters when answering items such as name, address, university. Eg: not ~~jean dupuis~~, nor ~~JEAN DUPUIS~~, but Jean Dupuis
- 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, 5 and 6.
 - We recommend uploading a document with your text. 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 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. If the preview function isn't working, please try again using a different web browser.
- 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.

Preliminary Questions

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

- **Question 1 – Country of Citizenship:** Make sure that you properly identified **France** as the country competition (i.e. country of citizenship) to which you are applying.
- **Question 2 – Program:** Make sure that you correctly identify the Fulbright Program to which you are applying: **Fulbright Foreign Student Program 2018-2019.**
- **Question 3 – Have you checked with your Fulbright Program Office?:** Select « yes » and begin your online application. We do however ask that candidates review the eligibility criteria for the program to which they are applying before starting.
- **Question 4 – For which academic level are you applying?:** **Graduate Study**

STEP 2: APPLICATION FORM

PAGE 1

Item 1— Name: It is very important that you **list your name exactly as it appears (or will appear) at the bottom of your passport** within the bar code. (See the sample below.) Please use upper **and** lower case when entering your name (e.g. Jean Dupuis). Also, do not use accents or diacritical markings as this can sometimes create computer-related problems.

Reminder: First name=Prénom / Middle Name=Deuxième prénom(s)/ Last Name=Nom



Item 3 and 4 – Current, Permanent address: If possible indicate your permanent address (i.e. parental home) in place of your current student address to avoid changes in June. Most communication will be done by email, please indicate an email address that will not change at the end of the academic year.

Item 5 – Date of Birth: Be sure to indicate your birth date in the American order: Month, Day, and Year.

Item 11—

- **Application Cycle:** Please select **2018-2019**
- **Degree Objective:** Please select **Visiting Student Researcher**. This option is for candidates who are currently working on their thesis in France and wish to do research in the USA.

PAGE 2

Item 14—Institutions Attended: Please list all post-secondary institutions attended **in reverse order** (putting the most recently attended first). **Do not translate their names.** List all post-secondary institutions attended even those from which you did not achieve a degree.

PAGE 3

Item 24 – Examination Results: If you have already taken the [TOEFL](#) or [IELTS](#) please indicate the date of the examination and your results. These tests are **optional** for Visiting Student Researchers – see PAGE 6 below for more information.

STEP 3: DOCUMENTS / ESSAYS

PAGE 4

Item 27 —Study/Research Objective: The study/research objective description that you provide is an essential and highly important part of your application. You should take great care to write a clear and very detailed description of the program or research you want to pursue. Clearly identify the area(s) within your field of study in which you want to specialize or concentrate. If there is specific research that you want to accomplish, please describe. 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. **Suggested length: 5 pages.**

Note: Please name the host university/universities you have chosen in the United States and explain your choice(s).

You MUST specify the proposed host institution(s) even if the online application says the opposite ([see FAQ](#)).

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 U.S. 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. **Suggested length: 5 pages.**

PAGE 6

Item 29—Additional Information: Please attach a single document containing a CV in French followed by a CV English. It is advisable to preview your information to check the formatting before submitting your application.

PAGE 7

Item 30—University Transcripts and diplomas: Scan copies of your transcripts and diplomas and upload them here in one document. We only need higher education transcripts (after the Baccalauréat). You can merge and compress files using <http://smallpdf.com/fr>.

Transcripts and diplomas in French or English do not need to be translated.

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Personal Information: The information provided on this form will be used by the Fulbright Program in your home country and Fulbright administrative agencies for internal purposes only.

Item 32—National Identification Number: You do not need to enter anything here.

Item 36 – Other Scholarships: Please indicate the other scholarships you are applying to, including private foundations.

Item 37 – References: Please identify the three people who will write your recommendation letters here. You also need to register them in Step 5 (e-mail address required).

Item 41—University Preference: Please list your proposed host institution(s) in the US. You must also justify your choices on Page 4 - Study/Research Objectives and upload an invitation letter from the proposed host(s) on Page 13 - Additional Upload Page.

PAGE 9

Personal Financial Information: Since the Fulbright grant that may be awarded to you might only cover a portion of your expenses, you may need to provide funds from your own or other sources. Therefore please complete this forms completely and accurately as possible based on information that you have at the time of application. If you should have a major change in your financial resources while your grant is pending, you should immediately inform the Fulbright Program Office in your country. (The Fiche de synthèse has an estimated budget table.)

PAGE 10

Country Specific Questions: Please follow the link to download the “**Fiche de Synthèse**” (2 pages). Once completed, you can upload it on Page 10 of Part 3 (Country Specific Questions). Please be sure to indicate which scholarships you are applying for.

ATTENTION: You are automatically a candidate for the Fulbright grant. You can opt out by checking the box on the Fiche de synthèse: “Vous êtes automatiquement considéré comme candidat à la bourse Fulbright. Si vous ne souhaitez pas postuler à cette bourse merci de cocher cette case.” Check this box only if you do NOT want to be considered for a Fulbright grant and wish only to apply for scholarships from our partners.

PAGE 11

Writing sample (optional). If you wish you may add an article you have written in English or in French. **Maximum 15 pages.**

PAGE 12

Test Scores. Please upload one of the following documents to your online application here:

- TOEFL or IELTS score report if you have them

OR

- “**Report on Proficiency in English**”: You must download this form in Step 4 (Supplemental Forms) of Embark. The form should be completed by a professor who is a native English speaker or a professor of English. Your evaluator can complete the form using the method of his choice. The assessment can be based on previous English language coursework and English language classroom discussion.

Despite the instructions written on this form, **the evaluator should return the completed form to you so that you can add it to your online application.**

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Additional Upload Page. Please upload an invitation letter from your proposed host in the United States on this page. The invitation letter should be as detailed as possible : provisional dates of your stay (invitation period)...

STEP 4: Supplemental Forms

The following forms can be found by clicking on the **Supplemental Forms** button on the Home page of this application.

- a. **Letter of Reference/Recommendation:** Your recommenders are **not** required to use this form. Instead, we ask that you register them in **Step 5** (e-mail address necessary) so that they can submit letters online.
- b. **Report on Proficiency in English:** Visiting Student Researchers can use this form instead of taking the TOEFL or IELTS. Please ask a professor who is a native English speaker or a professor of English to complete the form. The assessment can be based on previous English language coursework and English language classroom discussion.
- c. **Information Concerning Foreign Student Academic Records:** You do **not** need to submit this form for your Fulbright application.
- d. **Transcript Release Form:** You do **not** need to submit this form for your Fulbright application.
- e. **Signature Form:** You must print out, sign, and upload it to Embark, for instance in the “additional upload page” combined into one pdf file with the other documents you wish to upload there.

STEP 5: Recommendations

In this section you will register your recommenders to allow them to submit a confidential letter of reference online. Letters of reference are extremely important! You must have 3 letters submitted on your behalf. No more than 3 will be accepted. **The letters can be written in English or French.**

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. **Your directeur de thèse must be one of your recommenders.** At least one academic and one professional or work related letter should be included among the letters. Letters of reference should not be written by persons related to you either by blood or marriage or by personal friends.

Your recommenders should complete the recommendation online before February 1. You must click the “Recommendation” button of the application to register them. Note that an e-mail address is required for each recommender.

- ✓ Registered recommenders receive an automated e-mail from Embark with a link to sign in and upload their letters.
- ✓ Candidates are not able to access the letters but they can see who has submitted one.
- ✓ Recommenders can still add letters after the candidate has completed and submitted his/her application.
- ✓ If one of your recommenders did not receive the e-mail from Embark please submit a request with Embark Technical Support:

<https://embarksupport.zendesk.com/hc/en-us/requests/new>

For additional technical support you may refer to :

<https://embarksupport.zendesk.com/hc/en-us/categories/202503757-Recommendation-Help>

The screenshot shows the Fulbright application interface. At the top right, there are links for "Update Account", "Help", and "Logout" next to a lock icon. A notification box states: "This Application has NOT been submitted. Update my answers to preliminary questions." On the left, a vertical navigation menu includes: Home, 1 Instructions, 2 Application Form, 3 Documents / Essays, 4 Supplemental Forms, 5 Recommendations (highlighted), 6 Application Inspector, and 7 Submit Application. The main content area is titled "Recommendations" and contains the text: "Click the button below to register a recommender." Below this text is a blue button labeled "Register Recommender" with a right-pointing arrow. At the bottom right of the main area is a link: "Continue to Application Inspector" with a right-pointing arrow. A "Copyright Notice" link is located at the bottom right of the page.

STEP 6: Application Inspector and Printing

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 it. Review a complete PDF version of your application and keep a copy for your records. Attention: the automatic inspector will not check for supplemental or country specific documents.



The screenshot shows the Fulbright application interface. On the left is a navigation menu with buttons for Home, Instructions, Application Form, Documents / Essays, Supplemental Forms, Recommendations, Application Inspector, and Submit Application. The main content area is titled 'Application Inspector' and contains the following text: 'Your application has passed Application Inspector. You may return to Application Inspector if you want to error-check your application again.' Below this, it says 'Click "Print/Preview" to create a PDF of your entire application and print it out for your records.' and 'Make sure your information is complete and correct.' A blue button labeled 'Print/Preview' with a right-pointing arrow is circled in red. At the bottom right, there is a link 'Continue to Submit Application'.

STEP 7: Submit Application

After completing this application and thoroughly reviewing it, you will submit it electronically to the Fulbright Program Office in France. **Please note**, for the French Fulbright Commission to receive your application, it is very important that in the preliminary questions you put **France** as your Country of Citizenship and that on Page 1, Item 11 of the Application Form the application cycle selected is **2018-2019**.

If you answered a question incorrectly, please correct your answer(s) prior to submitting your application. After submitting your application electronically, you will not be able to make any changes. However, you will be able to view it in PDF format. You will also be able to print your application and supplemental forms.

Your application must be submitted online by February 1st at 23h59.

CONFIRMATION: Once you have submitted your application online you will receive an automated email from Embark stating that "You will also receive a confirmation email from the Fulbright agency in your home country/country of application to verify that your application has been received." You will receive that email after we have downloaded and processed all applications, several days after the application deadline. This email will confirm we have received your application, but will not guarantee that your application is complete nor that your project is eligible.

NOTIFICATION: Candidates will be notified of the results of the preselection and final selection by email. Candidates selected for an interview will receive a convocation notice by email.

DOTATION ARTHUR SACHS / HARVARD FRENCH SCHOLARSHIP FUND:

Les candidats aux bourses pour Harvard doivent en plus fournir un autoportrait manuscrit en français d'une feuille recto-verso (il s'agit d'une création libre, il n'y a pas d'autres instructions) en envoyant l'original par la poste ou directement dans la boîte aux lettres, le 2 février au plus tard à :

*Commission Fulbright franco-américaine
Dotation Arthur Sachs / Harvard French Scholarship Fund
9 rue Chardin
75016 Paris, France*

Cet élément ne doit pas être intégré au dossier Embark. Nous vous recommandons de nous en envoyer également un scan à mbouvier@fulbright-france.org copie à eresnier@fulbright-france.org

Thank you for applying to the Fulbright Foreign Student Program – Visiting Student Researcher Category!

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