

GUIDE DE CANDIDATURE – PROGRAMME NGO LEADER

Instructions for Completing the 2023-2024 Fulbright Visiting Scholar Program Application

Application Form: <https://apply.iie.org/fvsp2023>

Application Deadline: March 15, 2023

LATE APPLICATIONS CANNOT BE ACCEPTED.

Applicants may only apply for one Fulbright award per application cycle.

Read all instructions carefully before completing the application.

Website: <https://fulbright-france.org/fr/bourses-fulbright-partenaires/programmes/special-fulbright-ngo-leaders>

Please consult these instructions and the [FAQ](#) before contacting the Commission.

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General Information

The application is supported by all modern browsers. We highly recommend that you use a current version of [Google Chrome](#), which supports Windows, Mac, and Linux platforms.

Prior to starting an application, please complete the following steps:

Step 1: Learn requirements for submitting an application

Deadline dates and application requirements for a Fulbright grant vary from country to country. This Guide de candidature is for French citizens only.

To apply to the NGO Leader Program, you must:

- Be a French citizen.
Dual Franco-American citizen are not eligible.
- Have at least a Bac+2 education level
- Have at least five years of professional experience working in a management or senior management position at one or several French NGOs, associations, foundations or social & solidarity economy companies located in France and carrying out missions in France
- Be proficient in English. Grantees should be able to participate in professional discussions.
- Be officially invited by an American university, NGO or foundation.
A letter of invitation is required. Candidates are responsible for choosing their own affiliation and securing an invitation letter.
- Eligible disciplines: Equal Opportunity; Human Rights; Women's Rights; Anti-Discrimination; Intercultural Dialogue; Interreligious Dialogue; Community Harmony; Integration; Immigration; Anti-extremism; Access to Healthcare, Education, Employment, or Housing; Sports Education; Conflict Resolution; research in any of these fields.

Step 2: Record user name and password in a safe place

Your email address is your user name. When you create an account for this online application, record your password in a secure place. You can log in and out of the application as frequently as you like using your user name and password. If necessary, you can reset your password by clicking the "Forgot Your Password" link on the log-in page.

Step 3: Complete the application

You do not need to complete this application at one time. You can re-enter at any time to edit your application. **However, once you SUBMIT your application, you CANNOT make changes to it.**

Please submit all documents online in Slate. NO MATERIALS WILL BE ACCEPTED OUTSIDE OF THE ONLINE APPLICATION PLATFORM. Please do not send any documents to the Franco-American Commission unless explicitly asked to do so.

To complete your application correctly, please answer all questions completely and carefully. Review these additional tips:

- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents and save them in PDF format. It is highly recommended that to preserve any formatting and special characters in your documents, you upload them in PDF format.
- Some questions are “required.” They are marked with an asterisk (*). You will not be able to submit your application until all required items are complete.

Step 4: Submit the application

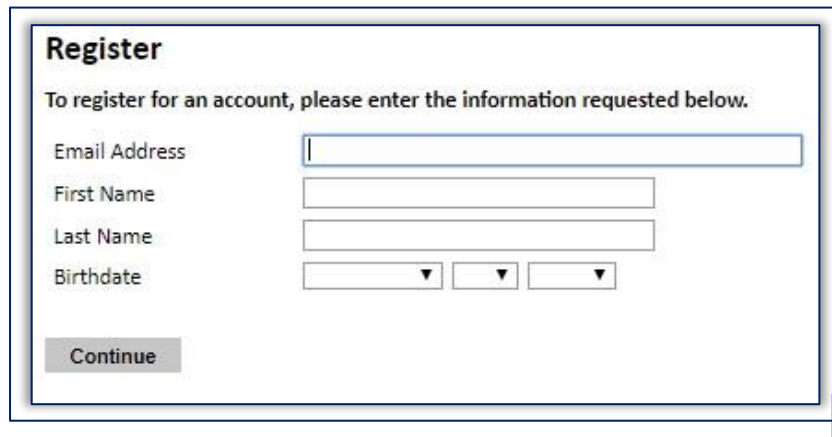
Once you have entered all required information, including recommenders, review your application for errors. If all information is correct, submit your application. **Once you submit you CANNOT make changes to your application.**

Your complete application, including recommendation letters, must be submitted online **before March 15, 2023 at 23h59**. As the website may be experiencing high traffic at this time, we strongly recommend submitting your application well before the deadline!

Late applications will not be accepted.

Creating Your Online Account

1. To start, click *Create an account*.
2. Enter your email address, first name, last name, and select your date of birth (Month-Date-Year) from the drop-down menus. **Your name must be entered exactly the way it appears (or will appear) on your passport.**



Register

To register for an account, please enter the information requested below.

Email Address

First Name

Last Name

Birthdate

Note: Use an email address that you will be able to access for at least two years after submitting your application. This is the email address you will use to log in to your application account. We recommend you do NOT use a work email address if you will not have access to it during your grant in the U.S.

3. Click Continue. You will receive an email from apply@iie.org confirming that you have started the application. The email will include a temporary PIN. Follow the instructions in the email to activate your account using the temporary PIN.
4. You will be prompted to enter your pin and then create a password to complete login.

Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email
Account
Temporary PIN
Birthdate

Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password
New Password (again)

- ✗ At least one letter
- ✗ At least one capital letter
- ✗ At least one number
- ✗ Be at least 12 characters
- ✗ New passwords must match

5. Returning users: Click *Log in* and enter your email address and password. If you do not remember your password, click *Forgot your password?* and follow the resulting instructions.

Managing Your Application

EDITING YOUR APPLICATION PRIOR TO SUBMISSION

1. You may log in at any time to review and edit your application form, upload documents, and enter recommender information.
2. Remember to save your application after completing each page by pressing the *Continue* button at the bottom of each page.

Note: The application will automatically log you out after 60 minutes of inactivity, so it is best to save your application frequently.

REVIEWING YOUR APPLICATION AFTER SUBMISSION

1. After you SUBMIT your application, you CANNOT make any changes.

2. You may continue to log in to your account to view the information you have submitted, save a PDF of your application form, and manage your recommenders.
3. You can manage your recommenders by clicking on the *Recommendations* section of the online application.

LETTERS OF RECOMMENDATION

Letters of recommendation will be submitted directly to Fulbright by the recommenders you registered via your application.

1. Letters of recommendation and language evaluations may be submitted before or after you submit the application.
2. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.
3. It is your responsibility to ensure that your recommenders submit their letters before the application deadline – March 15, 2023.

Preliminary Questions and Data Privacy

These questions address essential program eligibility, share data privacy policy, and requests consent. All questions are required.

Preliminary Questions

Through which program country are you applying?*

To which academic year are you applying?*

Important! In the U.S. academic calendar, the academic year begins in August (2023) and runs through the following May (2024). If you intend to apply for a period that begins outside of academic year 2023-2024, make sure to consult with your home country Fulbright office (see [Country Information](#) page at left) to ensure you are filling out the correct application.

Do you hold or are you applying for:*

1. U.S. citizenship; or
2. Dual citizenship with the U.S.; or
3. U.S. permanent residency?

Have you reviewed and do you meet all program eligibility requirements for the country through which you are applying? *Please review the [program details](#) and [eligibility requirements](#) for the country through which you are applying before selecting a response.**

1. **Select FRANCE** from the dropdown menu as the country through which you are applying.
If you do not select France, we will not receive your application.
Reminder: **only French citizens are eligible** for the NGO Leader Program.
2. **Select the 2023-24 program year** from the drop-down menu.
If you do not select this program year, we will not receive your application.
3. U.S. Citizenship, Dual Citizenship with the U.S. or Permanent Residency: select 'yes' or 'no' to indicate your response.
 - Applicants cannot be U.S. citizens or permanent residents of the U.S. to participate in the Fulbright Visiting Scholar Program.

4. Select 'yes', 'no', or 'unsure' to indicate if you are aware and meet all program eligibility requirements.
 - a. Please review the program eligibility requirements for the country through which you are applying before proceeding.

IIE Data Privacy Consent for Applicants in IIE-Managed Programs

IIE values your privacy, and we encourage you to read our [Program Privacy Statement](#) that is located on the privacy page on IIE's website.

As this notice is intended for all applicants and participants of IIE-managed programs, the Program Privacy Statement outlines how IIE handles your data and includes the types of data we process, why we process it and with whom we share it.

Please note that IIE may be required to process data that is generally considered to be sensitive. IIE only processes this information when it is necessary to execute the management of your application or program. Please review the "What Types of Sensitive Personal Data Do We Process?" section of the Program Privacy Statement for more details.

*I have read IIE's Program Privacy Statement and give consent for IIE to process my data.**

Yes ▼

Continue

1. Carefully review the Data Privacy information. If prompted, indicate your acceptance of data privacy terms by selecting 'yes' or 'no'.
2. Click *Continue* to proceed to the next section

Country Information

1. Review all information in this section!
2. **Award Information:** Select the **Programme Fulbright NGO Leader** in the dropdown menu. If you do not select this program, we will not receive your application.
3. **Supplemental Forms:** the report on Proficiency in English, the Letter of Reference Form or any writing samples/bibliography are not required for this program. You do not need to include these forms with your application.
4. Click *Continue* to proceed to the next section.

Personal Information

Enter all required biographical information. Please review country-specific guidance (provided in the Country Information section of the application) to determine whether you must provide additional information.

1. **Name:** Enter your name exactly as it appears on your passport. Only enter a preferred name if it is DIFFERENT than your legal name (e.g. Alex instead of Alexander).
2. **Name on Previous Records:** If your name is recorded differently on any previous records, list it in the Name on Previous Records section (e.g. maiden name).
3. **Biographical Information:** The birthdate that you used to create your account will automatically appear. Enter your city of birth, country of birth, sex (as it appears or will appear on your passport or travel document), preferred gender identity, marital status, and number of dependents.
4. **Please indicate any additional countries in which you hold citizenship.** However, it is not necessary to enter a national identification number.
5. Click *Continue* to save your responses and advance to the next section.

Contact Information

Enter all required contact information. Please review country-specific guidance to determine whether you must provide additional information

1. **Address:** Select the country where you live from the dropdown list first when entering your permanent address (i.e. physical address where you live).
 - a. Based on your country selection, the subsequent fields will change to match the address format of that country.
 - b. Complete the remaining address fields. Do not use accents or special characters.
 - c. Select 'yes' or 'no' to indicate if your current mailing address (i.e. the address where you receive mail) is the same as the permanent address you entered above. *They do not have to be the same.*
 - ✦ If you answer 'no,' then a second address section will appear where you may enter your mailing address information.
 - ✦ If you answer 'yes' to this question, proceed immediately to the next section.
2. **Telephone Numbers:** Enter your contact phone numbers as appropriate. Include the country code. If the field turns red, please review the numbers that you have entered to look for any errors. To find the correct country code, click on the blue 'country code' link
3. **Email:** The email address used to create your account will appear in the primary email address field and will not be editable. You may provide an Alternate/Secondary Email that can be used to contact you if Fulbright Program officers cannot reach you via your primary email address. **Note:** All system-generated emails will continue to go to your primary email address.
4. **Emergency Contact Information:** Entering emergency contact information is not required unless directed by the country-specific instructions. If you would like to provide emergency contacts in your home country, please enter the appropriate information. The individuals you list may be contacted in the event of an emergency while you are participating in grant activities, including any required travel for interviews in your home country. You may also enter emergency contact information for individuals in the United States.
 - a. When entering the address, choose the country that corresponds to your emergency contacts' address first and the following fields will update to match the address format of the selected country.
5. Click *Continue* to save your responses and advance to the next section

Academic & Professional Information

This section collects information about your academic and professional background, including your curriculum vitae/resumé, academic degrees, professional experience, organizational memberships, letter of support from home institution, experience abroad, and previous Fulbright grants, if applicable.

Prepare and upload documents in PDF format as required (*). Note any page limits and ensure your documents do not exceed page limits.

1. **Curriculum Vitae/Resume:** Upload your curriculum vitae/resumé in English in PDF format that does not exceed six (6) pages.

Note: If your file exceeds 6 pages, an error message will appear on the Review page and will prevent submission of your application.

Curriculum Vitae/Resume	Please upload a PDF document that does not exceed six (6) pages.	<input type="button" value="Choose File"/> No file chosen
		<input type="button" value="Upload"/>

1. **Academic Background:** List all post-secondary educational institutions (après le baccalauréat) from which you have received a degree or academic credential. **PLEASE DO NOT TRANSLATE THEIR NAMES.** You MUST include any education institutions you are currently attending (even if you have not yet completed your educational program) and estimated date of graduation/completion.
 - a. Click *Add Institution*
 - b. Type in the name of the institution
 - c. Choose the level of study (graduate or undergraduate) from the dropdown menu
 - d. Select the country where the institution is located from the dropdown menu
 - e. Enter the appropriate city and region/state
 - f. Provide the website of the institution (optional)
 - g. Select the U.S. equivalent of the degree or diploma earned (e.g., BA – bachelor’s degree)
 - h. **Please also provide the actual name of the degree or diploma** (e.g., licence, doctorat, etc.)
 - i. Enter the discipline in which this degree or diploma was earned
 - j. Select the month and year of the date this degree was received (Month – Year format) from the drop-down menu
 - ✦ If a degree is in progress, list expected date of conferral for Date Degree Received.
 - k. Click *Save*.

Educational Institution	
Institution*	<input type="text"/>
Level of Study*	<input type="text"/>
Institution Location (all address fields are required)*	
Country	<input type="text" value="United States"/>
City	<input type="text"/>
State	<input type="text" value="Select State"/>
Website	<input type="text"/>
Name of Diploma or Degree Equivalent*	<input type="text"/>
Actual Name of Degree or Diploma	<input type="text"/>
Discipline*	<input type="text"/>
Date Degree Received*	<input type="text"/> <input type="text"/>
If a degree is in progress, list expected date of conferral for Date Degree Received.	

2. To add additional entries for post-secondary educational institutions, click *Add Institution* and follow the bulleted instructions above.

3. **Current Professional Profile:** List your current professional affiliation or employer by clicking *Add Experience* under Position Title
 - a. Choose the role which most closely corresponds to your current role from the dropdown menu
 - b. If you are an independent/unaffiliated scholar, check the box underneath the Current Role field. The Institution Name and Department Name fields will disappear after the box is checked
 - c. Enter your current position title (e.g. Professor, Assistant Professor, etc.)
 - d. Enter the name of the institution and, if relevant, the department where you are currently employed
 - e. Enter the start and end dates for the position you entered (Month-Year format). If you are currently employed in this role, leave the End Date fields blank.
 - f. Select the country where your current place of employment is located from the dropdown menu. Enter in the street address, city, state/region, and post code as applicable

g. Click *Save*

Professional Experience

Current Role*

I am an independent/unaffiliated scholar.

Position Title

Institution Name*

Department Name

If you are currently employed, please leave the End Date field blank.

Start Date

End Date

Institution Address

Country*

Street Address*

City*

State/Region*

Postal Code*

4. If you have more than one current position, click *Add Experience* and follow the instructions above.
5. List your most significant professional accomplishments, honors and awards, and up to three significant publications in the text box.
 - a. List no more than five accomplishments, honors, or awards
 - b. Separate each entry with a semicolon (;)
 - c. 700-character limit

6. **Organizational Memberships:** List up to four professional memberships in cultural, educational, and professional organizations.

- a. Select the number of Organizational Memberships you'd like to add (up to 4)
- b. Enter the name of the organization
- c. If you held an elective office in the organization, enter the name of your role (e.g., Treasurer)
- d. Enter the start and end dates (Month-Year format) that correspond with your membership in this organization.
 - ✦ If you are still an active member, leave the End Date blank. e. Click *Save*

Organizational Memberships

List up to four professional memberships in cultural, educational, and professional organizations.

Please select how many Organizational Memberships you would like to add.*

2 ▼

Organizational Membership 1	Organizational Membership 2
Organization* <input style="width: 95%;" type="text"/>	Organization* <input style="width: 95%;" type="text"/>
If you held an elective office, list this in your Role.	If you held an elective office, list this in your Role.
Role* <input style="width: 95%;" type="text"/>	Role* <input style="width: 95%;" type="text"/>
Start Date* <input style="width: 45%;" type="text"/> ▼ <input style="width: 45%;" type="text"/> ▼	Start Date* <input style="width: 45%;" type="text"/> ▼ <input style="width: 45%;" type="text"/> ▼
If you are still an active member, leave the End Date blank.	If you are still an active member, leave the End Date blank.
End Date <input style="width: 45%;" type="text"/> ▼ <input style="width: 45%;" type="text"/> ▼	End Date <input style="width: 45%;" type="text"/> ▼ <input style="width: 45%;" type="text"/> ▼

7. **Letter of Support from Home Institution**

OPTIONAL - We do not require a Letter of Support from your home institution in France. You do not have to include anything here.

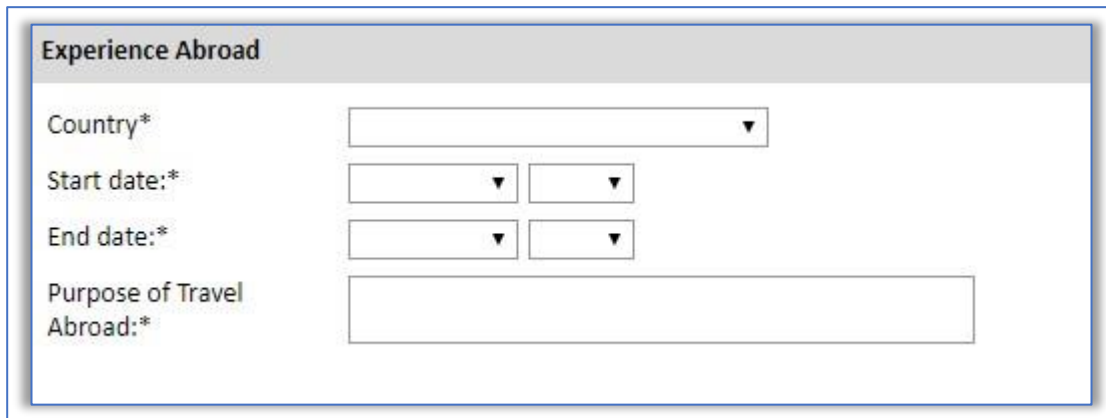
Letter of Support Please upload any letters of support/leave from your home institution.

Choose File

 No file chosen

Upload

8. **Experience Abroad:** List any professional travel and/or residence abroad that exceeds three (3) months, including any stays in the United States, during the last six years.
- Click *Add New Experience Abroad*
 - Select the country in which you spent your professional travel and/or residence abroad from the dropdown menu provided
 - Select the start and end dates (Month-Year format) of your travel/residency
 - Enter the purpose of your travel abroad
 - Click *Save*



Experience Abroad

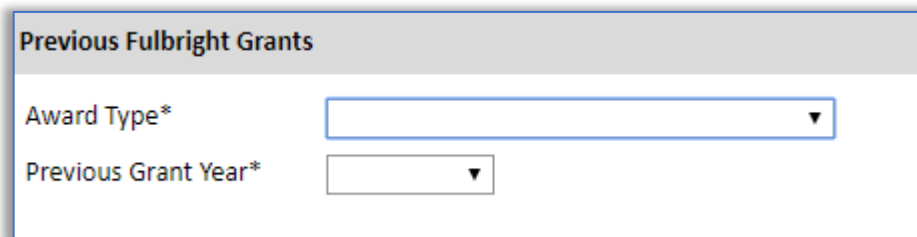
Country*

Start date:*

End date:*

Purpose of Travel Abroad:*

- If you have more than one trip abroad to enter, click *Add New Experience Abroad* again, and follow the bulleted instructions until all entries have been saved.
9. Select 'yes' or 'no' to indicate if you have previously entered the United States **on a J-1 or J-2 visa**
- If 'yes', you are required to select the J category of sponsorship from the list and **upload a copy of your previous DS-2019**. *If you have participated in a J-1 or J-2 visa exchange program in the Professor or Research Scholar categories, please check with your Fulbright Office to confirm you are eligible to apply for the program at this time.*
10. Select 'yes' or 'no' to indicate if you have previously been awarded a Fulbright grant.



Previous Fulbright Grants

Award Type*

Previous Grant Year*

11. If you are applying for another Fulbright Scholar Opportunity, please provide justification as to why you should be considered for another award in the text box.
12. Click *Continue* to save your responses and advance to the next section

Language Skills

This section collects information about your native language, English language skills, and any additional languages that are relevant to your project proposal.

1. **Native Language:** Select your native language from the dropdown menu provided.
2. **English Language Proficiency:** If your native language is not English, a section collecting your English language proficiency will appear.
Rate your English language proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.
3. **Additional Language Skills:** Select the number of additional languages that you would like to include that may be of use for your project or study plans.
 - Select the language you are reporting from the dropdown menu and rate your proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.

Click “Continue” to save and move to the next section.

Standardized Test Scores

OPTIONAL - We do not require examination results for this program. However, if you have previously taken an official English language exam (TOEFL, IELTS, etc.) you can submit the results here.

1. If you enter test scores, you will be redirected to the Score Reports section, where you will upload copies of your available score reports



The screenshot shows a form titled "Add Test". It contains two main sections. The first section is labeled "Type" and has a single dropdown menu. The second section is labeled "Test Date" and consists of three separate dropdown menus for the day, month, and year.

Plagiarism Agreement

1. Carefully review the Plagiarism Agreement and indicate your acceptance of the terms by selecting 'Yes' or 'No'.

Plagiarism in any part of your application will result in your disqualification from participating in the Fulbright Visiting Scholar Program.

Plagiarism will be understood to include any of the following:

Presenting wording, statistics or concepts as your own which should be attributed to someone else or to publications (online or offline). This includes, but is not limited to:

- Copying the exact wording of a written source (with or without citation)
- Presenting material with alterations in wording (with or without citation)
- Paraphrasing the content of a source without citation

It is expected that your responses to all questions in the following application will be your own work and writing, with clear citation of secondary sources if describing academic work and the writing of others (including one's own previously published work). Any sources used in the construction of your responses must be clearly cited.

2. Click *Continue* to save your responses and advance to the next section.

Project Proposal

This section collects information about your proposed project. Please carefully review country-specific guidance to determine if you must submit any additional documentation.

1. Select the category **RESEARCH** as the category of grant for which you are applying then enter your project title and a brief summary.
2. **Project Statement:** this is **the most important component of the Fulbright application**. Candidates with the most compelling, theoretically sound, well-written, feasible proposals are generally recommended for awards.
Suggested length: 3-5 pages.

As an indication, we suggest including the following points in your proposal:

Background: Introduce your NGO experience, in context with your project proposal.

Objectives: Clearly define the aims of the project.

Methodology: Describe the project. Explain the approach, methods and plan you will use (for example, interviews, library or archival research...)

Significance: Explain the importance of the project for your NGO, your home country and your own professional development. Describe briefly the expected impact of your participation for your NGO and community.

Evaluation and Dissemination: Describe plans for assessment and distribution of research results in your home country and elsewhere.

Justification for Residence in the United States: Indicate why it is necessary for the accomplishment of the project to conduct research in the United States.

Duration: Explain how the project can be completed within the time period proposed.

3. **Project Statement Uploader:** Upload a detailed project statement of three (3) to five (5) pages in **English in PDF format**
4. **Bibliography: OPTIONAL**
(1-3 pages max if uploaded).
5. **Academic Discipline:**
Select the most appropriate major academic discipline for your project from the dropdown menu.
 - a. Select the most appropriate primary specialization from the dropdown menu.

- b. Enter a brief description of the area of the field in which you plan to specialize/conduct research in the United States in the text box.
 - Some fields (for example, Arts) will ask you if you'd like to upload portfolio materials as part of your application. **OPTIONAL**
 - If you select 'yes,' you will be directed to upload your materials on the next page. Please follow the upload instructions listed.

6. Intended Grant Period:

- a. Select your proposed grant length (in months) from the dropdown menu
- b. Enter your proposed grant start and end dates (Month-Day-Year format)

Note: the mobility must start between August 1, 2023 and May 1, 2024.

7. Host Institutional Affiliation: select YES, indicate your proposed host in the United States and upload the invitation letter.

French candidates are required to arrange an affiliation with an American university or public research center before applying.

The letter should be as detailed as possible and include your provisional dates of stay.

If your letter will arrive after the application deadline, please attach the communications you've had with your host in anticipation of the invitation. The official invitation letter should be forwarded by email to the Franco-American Fulbright Commission as soon as possible.

8. Alternate Awards: If the country you are applying through allows you to opt in to consideration for other awards offered through their country (refer to the Country Information Page for information), select "yes" and indicate those award names in the box provided.

9. Click *Continue* to save your responses and advance to the next section

Grant and Travel Plans

This section gathers information on your personal finances, additional grants you may have applied to/received, passport, and accompanying dependents.

- 1. Financial Information:** Select 'yes' or 'no' to indicate if you have other sources of financial support during your Fulbright grant
 - a. If 'yes', select the number of other sources of funding you expect to receive
 - Enter Source Description (e.g., salary from home institution in France, other grant)

- Estimated Amount (in U.S. dollars)
- The Other Funds Total field will automatically update based on the amounts provided above
- Financial Support Documentation: Once you enter a number for additional sources of funding expected, upload supporting documentation by selecting *Choose file*, select the relevant file and click *Open*.

- b. **Additional Grants:** Indicate if you are planning to apply for other sources of funding to supplement the Fulbright grant award in the text box (1000-character limit). Include the duration and amount for all funding.
2. **Passport/Travel Document:** upload a copy of your **French** passport. If you are currently in the process of obtaining or renewing your passport, please indicate whether you have started this procedure and submit the corresponding documentation (if possible, an appointment confirmation or *récépissé de dépôt d'une demande*).
3. **Accompanying Dependents:** Select the number of dependents you intend to have accompany you to the U.S. (select 0 if you do not have dependents or your dependents will not accompany you to the U.S.).
- a. Enter required information for each dependent, including relationship to you, name, and intended length of stay in the U.S. (in number of months), previously held U.S. J-1 or J-2 visa, and intended length of stay in the U.S.
 - b. Enter information for how you will provide for your dependents during your time in the U.S. in the text box
- Note:** The Fulbright program can sponsor dependent visas for **a grantee's married spouse and children under the age of 21**. The PACS is not recognized in the United States.
4. Click *Continue* to save your responses and advance to the next section.

Additional Information

1. **Country Specific Materials:**

Please download the “*Fiche de synthèse*”, complete the form in French, then submit it as a **PDF** under the Country Specific Materials section of the application.

This document is mandatory.

2. Outreach Survey: Complete the Outreach Survey.
3. Click *Continue* to save your responses and advance to the next section

Recommendations

Use this section to register your recommenders. We accept letters in **English or French**.

Letters of reference are an extremely important element of your application. Please register exactly three (3) recommenders and invite them to submit a confidential reference letter online on your behalf.

Once you register your recommenders, they will receive an automatic email with instructions on completing the online recommendation form. You can track the status of recommendations, send reminders, and add/delete recommenders through this system before **and** after submission of your application. Letters of recommendation **must be** submitted directly by your recommenders either via the online application or emailed directly by your recommenders to your Fulbright Program Office.

All three reference letters must be submitted online before March 15, 2023.

It is your responsibility to ensure that your recommenders submit their letters before the deadline.

Reference letters submitted after the deadline cannot be taken into account.

Note that letters of reference can be written by teachers/professors under whom you have studied or pursued research, or by someone who has supervised you in work related to your proposed field of study. If possible, at least one academic and one professional letter (work or internship) should be included among the letters. Letters of reference should not be written by people related to you either by blood or marriage, or by personal friends.

1. Click *Add Recommender*
2. Complete all fields in the pop-up form
3. Click *Send to Recommender* to generate automatic email to recommender
4. Click *Continue* to save your responses and advance to the next section
5. Once sent, you will have the option to Edit Recommender information if they have not yet started progress on their response:

Send Reminder → Resend the automatic email with instructions on submitting their recommendation

Exclude → Remove the recommender and replace with another individual

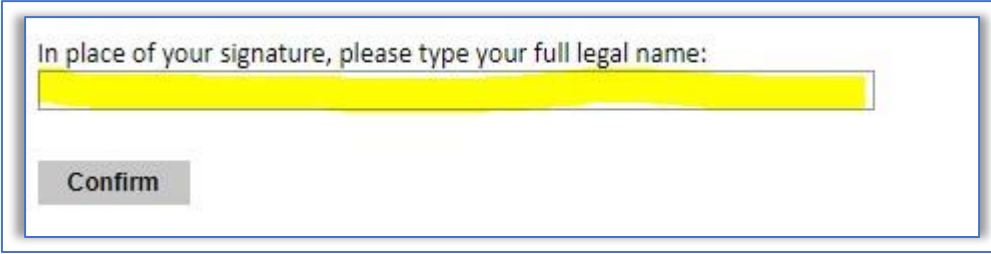
Edit Recommender

Prefix	<input type="text" value="▼"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Institution	<input type="text"/>
Position/Title	<input type="text"/>
Relationship	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>
Personal message to recommender	<input type="text"/>

Status **Sent to recommender on 12/20 at 11:18 AM**

Signature

Certify that the information you provided in the application is true and complete by typing your full legal name in the Signature Box:



In place of your signature, please type your full legal name:

Confirm

Click *Confirm* to continue to the next page.

Review

The application will review the responses entered and will display any incomplete questions and required attachments that are missing.

- If no errors appear, then your application is ready for submission.
- If any errors appear, correct or complete these sections and return to the Review section to determine if your application is ready for submission.

NOTE: the platform will not indicate if country specific materials are missing (such as the Fiche de synthèse). **Be sure to include the completed *Fiche de synthèse* with your online application.**

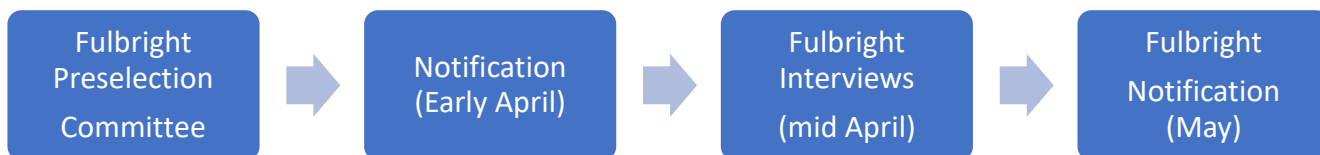
REVIEW ALL RESPONSES. CLICK SUBMIT.

REMEMBER, ONCE YOUR APPLICATION HAS BEEN SUBMITTED YOU CAN NO LONGER MAKE CHANGES.

You will be able to download a PDF of your complete application following submission.

Selection Process

Note: The Fulbright selection process is separate from the selection processes for our partner foundations.



The Commission will notify all candidates of the results of this first step of selection in early April.

Candidates selected for an interview will receive a convocation notice by email. Interviews for the NGO Leader Program typically take place at the Commission headquarters in Paris from mid to late April. As each jury is present for one day only, **the date of the interview cannot be changed under any circumstances**. We can however accept interviews via Skype if a candidate is not able to come in person.

Following the interviews, the jury's recommendations are sent to Washington, DC for final approval from the [J. William Fulbright Foreign Scholarship Board](#).

Both successful and unsuccessful candidates are notified by email typically in early May, pending final approval from the FFSB Board.

**Thank you for applying to the
Fulbright Visiting Scholar Program - Programme Fulbright NGO Leader!**