



## FULBRIGHT FOREIGN STUDENT PROGRAM Application Guide for French Candidates Cycle 2019-2020

### INSTRUCTIONS PROGRAMME DOCTORANTS - VISITING STUDENT RESEARCHERS

Contact Information for French Candidates:

**Commission Fulbright franco-américaine**  
Mme Emily Resnier [eresnier@fulbright-france.org](mailto:eresnier@fulbright-france.org)

**Please read these instructions completely before starting your online application!**

The application deadline for Visiting Student Researchers (Programme Doctorants) is: **February 1, 2019 at 23h59**

#### 1- Verify the eligibility requirements

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 doctorale aux Etats-Unis. Si vous souhaitez faire un PhD dans une université américaine, vous devez postuler au [programme étudiants](#).*

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 education.
- 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.

With just one dossier, French candidates can apply simultaneously to the Fulbright grant and our partner foundation grants. If you are also applying to a grant from our partner foundations, please verify their eligibility requirements under “**A quelle(s) bourse(s) puis-je candidater?**” You must indicate which partner grants you are applying for in the “Fiche de synthèse” (Country Specific Questions).

#### 2- Print this application guide



**Print this guide and refer to it step-by-step as you complete your online application.**

### 3- Create your Embark account

Go to <https://iie.embark.com/apply/ffsp> and click on "Register." Record your password in a safe place.

### 4- Complete the application

You do not need to complete this application in one sitting. Until submission, you can log in and out of the application as frequently as you like with your email and password to edit your application. But once you have submitted your application, you can NO longer make changes to it.

All forms and essays 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.**

## PRELIMINARY QUESTIONS

It is crucial that the following questions are answered correctly:

- **Through which program country are you applying?** Make sure that you properly identified **France** as the country of competition (i.e. country of citizenship) to which you are applying.
- **To which program are you applying?** **Fulbright Foreign Student Program**
- **Have you checked with your Fulbright Program Office?:** Select « **Yes** » and begin your online application. You do not need to contact the French Fulbright Commission. We do however ask that candidates carefully review the eligibility criteria for the program to which they are applying before starting.
- **For which academic level are you applying?:** **Graduate study.**  
The Commission **does not** offer grants for undergraduate level studies (premier cycle universitaire).

Program/Course selection

Your application will be sent for review and selection to the country that you indicate below.

Through which program country are you applying? \*

To which program are you applying? \*  Fulbright Foreign Student Program

Many Fulbright Program Offices require applicants to check with them before beginning this online application. Please click [here](#) for a listing of Fulbright Program Offices and their contact information.

Have you checked with your Fulbright Program Office? \*  Yes  No

For which academic level are you applying? \*

## GDPR

Please select YES so that we can process your application.

## INSTRUCTIONS

Please use the following instructions written by the Commission Fulbright franco-américaine specifically for French candidates as you complete your application. The application platform is the same for all countries and must be adapted for each program.

## GENERAL INFORMATION



**Name:** It is important that you list your name as it appears at the bottom of your passport within the bar code.

Please use upper and lower case when entering your name (eg. **Jean Dupuis** instead of jean dupuis).

Do not use accents or diacritical markings as this can sometimes create computer-related problems.

**Current, Permanent address:** If possible indicate your permanent address (i.e. parental home) in both items 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.

### Study Plans:

- **Application Cycle:** Please select **2019-2020**
- **Degree Objective:** Please select **Visiting Student Researcher**

**If you select the incorrect cycle or degree objective your application will not be taken into account!**

Study Plans	
Which application cycle are you applying to? *	2019-2020 ✓
Degree Objective *	Visiting Student Researcher ✓
What is your proposed major field of study? *	
What is your specialization/subfield of study? *	Please complete previous fields before selection.
Briefly describe the specific area of the field in which you plan to specialize. *	

## EDUCATION

**Institutions Attended:** Please list all post-secondary (post-bac) 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 earn a degree.

## EXPERIENCE, LANGUAGE SKILLS AND TEST SCORES

**Examination Results: (optional)** If you have already taken the TOEFL or IELTS please indicate the date of the examination and your results. Please upload your score report in the "TRANSCRIPTS AND ADDITIONAL DOCUMENTS" section.

## PERSONAL INFORMATION

**National Identification Number:** You do not need to enter anything here.

**University that you plan to attend and to which you have been admitted:** Please indicate the name of your proposed host institution in the United States. You will need to upload a copy of your invitation letter in the "Additional Documents" section. **It is crucial that you justify your choice of host in the study/research objectives essay!**

### References

**The Family Educational Rights and Privacy Act of 1974:** You may select either option. Note that reference letters submitted by your recommenders shall remain confidential and cannot be consulted by candidates or grantees.

Please list the contact information for the 3 recommenders who will submit letters of support on your behalf.

**Authorization of Release of Information:** You may select either option. Note that this section applies to candidates who are placed in their host universities by the Fulbright program, and does not apply to French candidates. The Commission Fubright franco-américaine (Fulbright Student Program in France):

1. Will NOT request your test scores from any testing agency.
2. Will NOT send standardized test score reports to U.S. institutions on your behalf;
3. Will NOT apply on your behalf to U.S. institutions;
4. Will NOT request and receive information on the status of your application, including financial aid, from U.S. institutions; and,
5. Will NOT accept and decline offers of admission and financial aid on your behalf.

## PERSONAL FINANCIAL INFORMATION

**Personal Financial Information:** Since the Fulbright grant that may be awarded to you might only cover a portion of your expenses, you will need to provide funds from your own or other sources. Please complete this form as completely and accurately as possible based on information that you have at the time of application.

## ESSAYS AND RESUME/CURRICULUM VITAE

**Study/Research Objective:** (Length: 3-5 pages) 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 research you want to pursue.** Clearly identify the area(s) within your field of study in which you want to specialize or concentrate. We recommend including the following information:

- **Background:** Introduce the research topic. Place the project in academic or professional context by referring to major works by others on the subject.
- **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, or laboratory experiments).
- **Justification for Residence in the United States:** Indicate why it is necessary to research in the United States. Explain your choice of host institution.
- **Duration:** Explain how the project can be completed within the time period proposed.

**You MUST specify the proposed host and justify your reasoning behind your choice, even if the online application says the opposite ([see FAQ](#)).**

**Personal Statement:** (Length: 3-5 pages) The personal statement is a narrative statement in which you can include information about your background, education, practical experience, special interests, career plans, and your purpose in applying for research in the U.S. It is recommended to cover both **why** you are applying (your ambitions and what interests you about the subject) and **what** makes you suitable (your relevant experience, training, and skills).

**Resume/Curriculum Vitae:** Please upload a document containing two versions of your CV - one in French AND one in English.

## TRANSCRIPTS AND ADDITIONAL DOCUMENTS

**Transcripts:** Scan copies of your transcripts and diplomas and upload them here as a single document. If you need to compress the file, please make sure your documents are legible!

- Only higher education transcripts are required (post-Bac).
- Transcripts and diplomas in French or English do not need to be translated.

**Country Specific Questions: (Fiche de synthèse)** Please follow the link to download the “Country Specific Questions” for France. **Then upload your completed form to your application.**

- **ATTENTION:** You must indicate which of our partner grants you are applying for on this form, after confirming your eligibility.
- 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.

**Writing Sample:** (optional) If you wish you may add a paper or article you have written in English or in French. **15 pages maximum!** Please respect this limit and do not submit articles longer than 15 pages.

**Test Scores:** Please upload one of the following documents here

- TOEFL/IELTS score report
- OR**
- “Report on Proficiency in English” (see “Supplemental Forms” below)

**Additional Documents:** Please upload both of the following documents here

- **Invitation Letter** from your proposed host in the United States. The letter should be as detailed as possible and include your provisional dates of stay.
- **Signature Form** (see “Supplemental Forms” below)

## SUPPLEMENTAL FORMS

- All candidates must complete and sign the **Signature Form** and then upload it under the “Additional Documents” section.
- Candidates who do not have TOEFL or IELTS results should upload a **Report on Proficiency in English** under the “Test Scores” section.

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 their 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 the candidate so they can add it to their online application.**

**You may disregard the other supplemental forms** (Transcript Release, etc.). Please **do not** include them with your application.

## REGISTER RECOMMENDERS

Letters of reference are extremely important. They may be submitted in either **French or English**.

Please register exactly **three (3)** recommenders and invite them to submit a confidential reference letter online on your behalf. Enter their contact details here, then click on “Invite Recommenders.” Registered recommenders will receive an automated e-mail from Embark containing a personalized link allowing them to sign-in and upload their letter.

All three reference letters **must be submitted online before February 2**. It is your responsibility to ensure that your recommenders submit their letters before the deadline! Reference letters submitted after the deadline will not be taken into account.

Letters of reference can be written by 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. **Your directeur de thèse must be one of the recommenders.**

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 persons related to you either by blood or marriage or by personal friends.

Please note:

- If one of your recommenders did not receive their personalized e-mail invitation, you can use the “Resend” button to send it again. They should also check in their spam folder.

- Recommenders can still add letters after the candidate has completed and submitted his/her application, but once the applications have been downloaded by the Fulbright Commission after the competition deadline, documents can no longer be added.
- Candidates are not able to read the letters, but they can see who has submitted one.

For any technical issues with the recommendation platform, please submit a request with Embark Technical Support: <https://embarksupport.zendesk.com/hc/en-us/requests/new> or [support@embark.com](mailto:support@embark.com)

## REVIEW

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. Please note that the automatic inspector will not check if you have uploaded the necessary country specific and additional documents.

Don't forget to upload your completed **Fiche de synthèse** under "Country Specific Questions" or "Additional Documents" before submitting the application.

**IMPORTANT:** In order for the French Fulbright Commission to receive your application:

- the country of competition selected in the "Preliminary questions" must be **France**
- the application cycle selected under "Study Plans" must be **2019-2020**
- the Degree Objective must be **Visiting Student Researcher**

If you answer any of these questions incorrectly, **your application will not be taken into account**. Please verify your answers prior to submitting!

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 and print a complete PDF version.

## SUBMIT YOUR APPLICATION ONLINE

After completing your application and thoroughly reviewing it, you will submit it electronically to the Fulbright Program Office in France.

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

**Late applications will not be accepted.**

**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 this email after we have downloaded and processed all applications, around 2 weeks 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.

## DOTATION ARTHUR SACHS (HARVARD)

Les candidats à la bourse Dotation Arthur Sachs (Harvard) doivent 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, à :

**Commission Fulbright franco-américaine  
Dotation Arthur Sachs  
9 rue Chardin  
75016 Paris, France**

Merci de nous en envoyer également un scan à [eresnier@fulbright-france.org](mailto:eresnier@fulbright-france.org)

**Cet élément ne doit pas être intégré au dossier en ligne.**

### INTERVIEWS AND NOTIFICATION OF RESULTS

Please note that the calendar varies slightly from year to year.

**FULBRIGHT:** Candidates will be notified of the results of the preselection and final selection by **e-mail**.

Applications are first evaluated by experts in the appropriate field then reviewed in a preselection committee. The Commission will notify **all** candidates of the results of this first round of selection by email, generally sometime in early March.

Candidates selected for an interview at the Commission headquarters in Paris will receive a convocation notice by email. Interviews for the *Programme Doctorants* typically take place in late March. Candidates are matched with a jury panel comprised mainly of Fulbright alumni according to their field of study. 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, both successful and unsuccessful candidates are notified by email typically sometime in April or May.

**PARTNER FOUNDATIONS:** We will process your application and transfer it to our partner foundations if you are eligible. They will contact you directly if you are selected for an interview. Interviews for partner foundations generally take place between March and June.

For more information on completing the application and the interview process, please consult our FAQ page:  
<https://fulbright-france.org/fr/vos-questions-programme-doctorants>

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

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[www.fulbright-france.org](http://www.fulbright-france.org)