



FULBRIGHT FOREIGN STUDENT PROGRAM Instructions for French Candidates

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PROGRAMME FULBRIGHT DOCTORANTS : VISITING STUDENT RESEARCHERS

Bourses de mobilité destinées aux doctorants français inscrits en thèse en France

APPLICATION CYCLE 2017-2018

STEP 1: Learn 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.

Deadline: The application deadline is **[February 1, 2017 at midnight](#)** for Visiting Student Researchers.

STEP 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.

STEP 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.

All forms in this application are to be completed in English except the names of your diplomas and proper names (universities, etc). **Please do not translate university names or diploma names.** Items must be answered completely and carefully.

Some helpful tips:

- Avoid using all capital or lowercase letters when answering items, e.g. name, address, etc. It is better to use upper and lower case, e.g. Jerome Deschamps.
- In the text boxes, you must **limit your responses to the space provided**. Information that exceeds the space provided will **not** display or print. If what you have typed or copied exceeds the size of the box, you must edit it. It is a good idea to ‘preview’ each page of your application to make sure that all your data displays.
- 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. On the essay pages, text entered that exceeds the space provided **will display** and print.
- You have several ways in which you can create your essays.
 - You can compose your essay on-line. Please note, there is a 40-minute ‘time out’ function. In other words, you will need to either complete your essay in 40 minutes or periodically save your essay. You will not be able to customize the formatting of your essay.
 - You can copy and paste text from another document and edit online. Again, you will have a 40-minute “time-out” function. You will not be able to customize the formatting.
 - You can upload text from another document. 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.
- 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 2017-2018.**
- **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**

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).

For Ph.D. students, please be very specific and detailed in your research plan.

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

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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.

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Item 29—Additional Information: Please attach a 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.

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Item 30—University Transcripts and diplomas: Scan copies of your transcripts and diplomas and upload them here. We only need higher education transcripts (after the Baccalauréat). If possible **try to scan all your transcripts and diplomas into a single pdf**. You can merge and compress files using <http://smallpdf.com/fr>.

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

If for some reason you're unable to upload scanned transcripts, you can mail copies directly to the Fulbright Program Office with your paper application. However we strongly advise candidates to upload their transcripts online.

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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.

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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.)

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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.

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Writing sample (optional). If you wish you may add an article you have written in English or in French. **Maximum 15 pages please.** Please respect this limit and do not submit articles longer than 15 pages!

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Test Scores. Please submit one of the following documents:

- TOEFL or IELTS score report

OR

- “Report on Proficiency in English” form completed by a professor who is a native English speaker or a professor of English. Download the form to be completed in Step 4 “Supplemental Forms.”

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Additional Upload Page. Please upload an invitation letter from your proposed host in the United States on this page.

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 mail this form to the Franco-American Fulbright Commission with your paper application. This form does not need to be uploaded to Embark.

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.

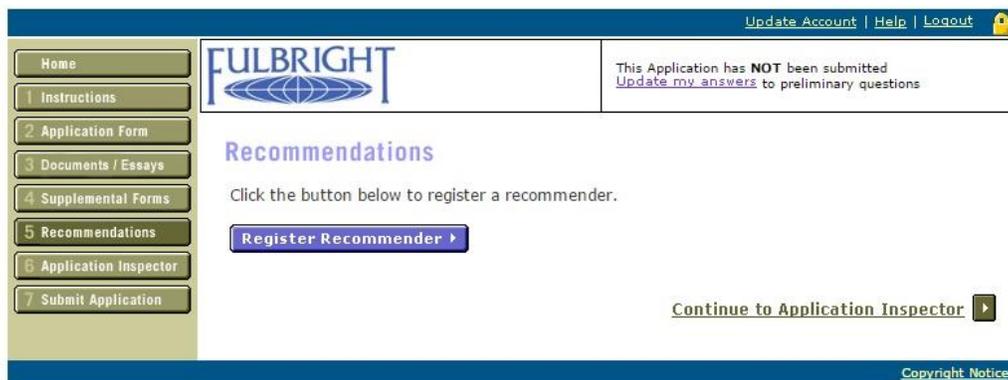
Your recommenders should complete the recommendation online before February 1. You must click the "Recommendation" button of the application to register them. Note that an e-mail address is required for each recommender.

- ✓ 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>



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 print 2 copies. Keep 1 copy for your records and **mail the 2nd copy to the Commission** with all the supporting documents:

*Commission franco-américaine
Programme Fulbright Doctorants
9 rue Chardin
75016 PARIS*



STEP 7: Submit Application

Please note, it is very important that the following questions were answered correctly in the Application Form on Page 1, Item 11:

- **Cycle:** Make sure that you have selected **2017-2018** as the application cycle.
- **Degree Objective:** Make sure that you have selected **Visiting Student Researcher**

If you answered a question incorrectly, please correct your answer(s) prior to submitting your application.

After completing this application and thoroughly reviewing it, you will submit it electronically to the Fulbright Program Office in France. **Your application must be submitted online by February 1st at midnight. The paper copy of your application should be postmarked by February 2nd at the latest.**

After submitting your application electronically, you will not be able to make any changes. However, you will be able to access it in a viewable PDF format and access supplemental forms. You will also be able to print your application and supplemental forms.

Please make sure to submit your application on time. Late applications will not be accepted.

CONFIRMATION : Once you've 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." Due to the large number of applications we receive, please note that presently **Fulbright France does not contact individual candidates to confirm receipt of their application (electronic or paper).**

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.

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