GUIDE DE CANDIDATURE - PROGRAMME DOCTORANT

Instructions for French candidates completing the
2021-2022 Fulbright Foreign Student Program Application

Application: https://apply.iie.org/ffsp2021/

Application deadline: February 1, 2021

LATE APPLICATIONS CANNOT BE ACCEPTED.

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

Read the following instructions carefully before completing your application!

CONTACT INFORMATION FOR FRENCH CANDIDATES

Commission Fulbright franco-américaine

Website: https://fulbright-france.org/fr/bourses-fulbright-partenaires/programmes/doctorants

Email: Emily RESNIER eresnier@fulbright-france.org
Email: Lucille DELBECCHI ldelbecchi@fulbright-france.org

Please consult these instructions and the FAQ before contacting the Commission.

Please note that French candidates must complete the Fiche de synthèse linked on page 24 of this Guide and submit it with their online application under the "Additional Information – Country Specific Materials" section

Contents

General Information 3

Creating Your Online Account 5

Managing Your Application 7

Preliminary Questions 8

Country Information 9

Data Privacy 9

Personal Information 10

Contact Information 11

Academic & Professional Information 12

- **Curriculum Vitae/Resume** 12
- **Academic Background** 12
- **Current Professional Profile** 13
- **Awards and Recognitions** 14
- **Experience Abroad** 15

Academic Materials 16

Language Skills 17

- **English Language Proficiency** 17
- **Additional Language Skills** 17

Test Scores 18

Study Plan 19

- **Intended Grant Period** 19
- **Study/Research Objective** 20
- **Personal Statement** 20
- **Proposed U.S. Institution** 20
- **Applied U.S. Institutions** 21

Grant and Travel Plans 22

- **Expected Additional Funding** 22
- **Passport/Travel Document and Dependents** 23

Additional Information (Required) 24

Recommendations 25

Signature 27

Review and Submission 27

Selection Process.....27

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 the country-specific 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. Please read the program page, the FAQ, and these instructions for the Programme Doctorant in France before starting an application.

To apply to the Programme Doctorant, you must:

- **Be a French citizen**. If you are not a French citizen, you must contact the Fulbright Commission in your citizenship country. If you hold both French and American citizenships you are not eligible to apply for a 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 public research center (a letter of invitation must be included with your application).
- Candidates already in the United States or whose mobility in the U.S. begins before August 1, 2021 are not eligible.

Partner Foundation Grants: With just one dossier, French candidates can apply simultaneously to a Fulbright grant as well as any partner foundation grants for which they are eligible.

You will need to indicate the partner grants you're applying for in the **"Fiche de synthèse"** (link farther below) and upload it to your application under "Additional Documentation." Note that the Arthur Sachs grant requires supplemental materials.

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: Print this guide and complete the application online

Print this guide and refer to it step-by-step as you work.

You do not need to complete this application at one single time. You can save your work and re-enter at any time to continue 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.
- Limit your responses to the space provided in all text boxes. Use abbreviations if necessary.
- 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.
- Required questions 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

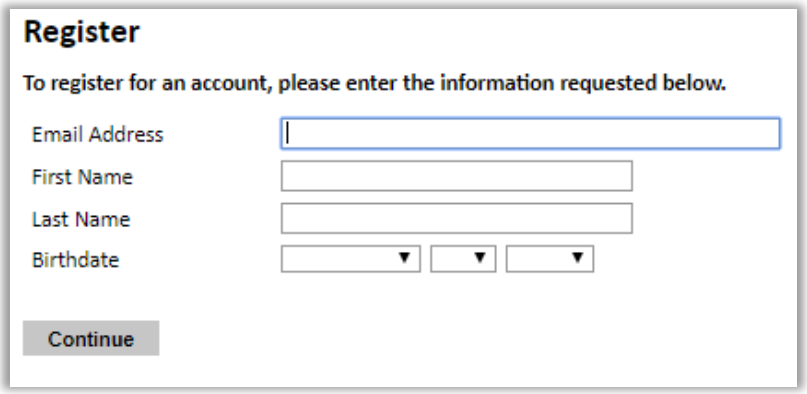
Once you have entered all required information, including recommenders, and submitted the necessary documents, please review your application for errors. If all information is correct, submit your application. **Remember, once you submit you CANNOT make changes to your application.**

Your complete application, including recommendation letters, must be submitted online before **February 1, 2021 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*.

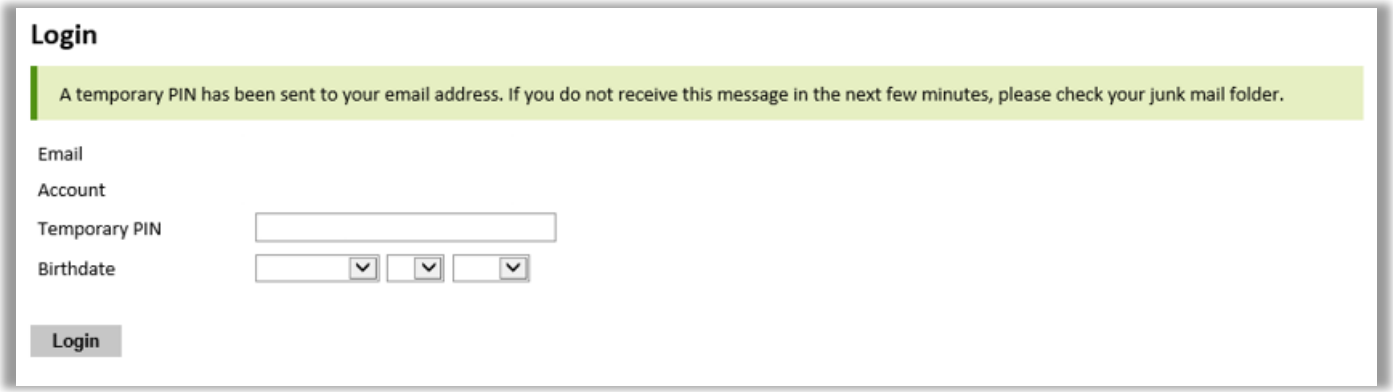
2. Enter your email address, first name, last name, and select your date of birth (Month-Date-Year) from the drop-down menus. **Your name must be entered exactly the way it appears (or will appear) on your passport.**

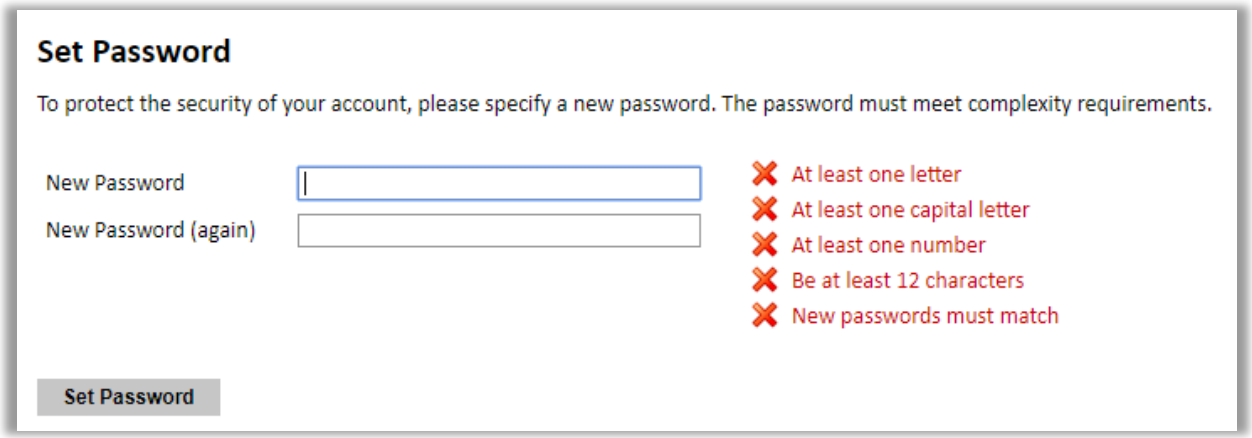


Note: Use an email address that you check frequently and will be able to access for at least two years after submitting your application. This is the email address you will use to log in to your application account. We recommend you do NOT use a work email address if you will not have access to it during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





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

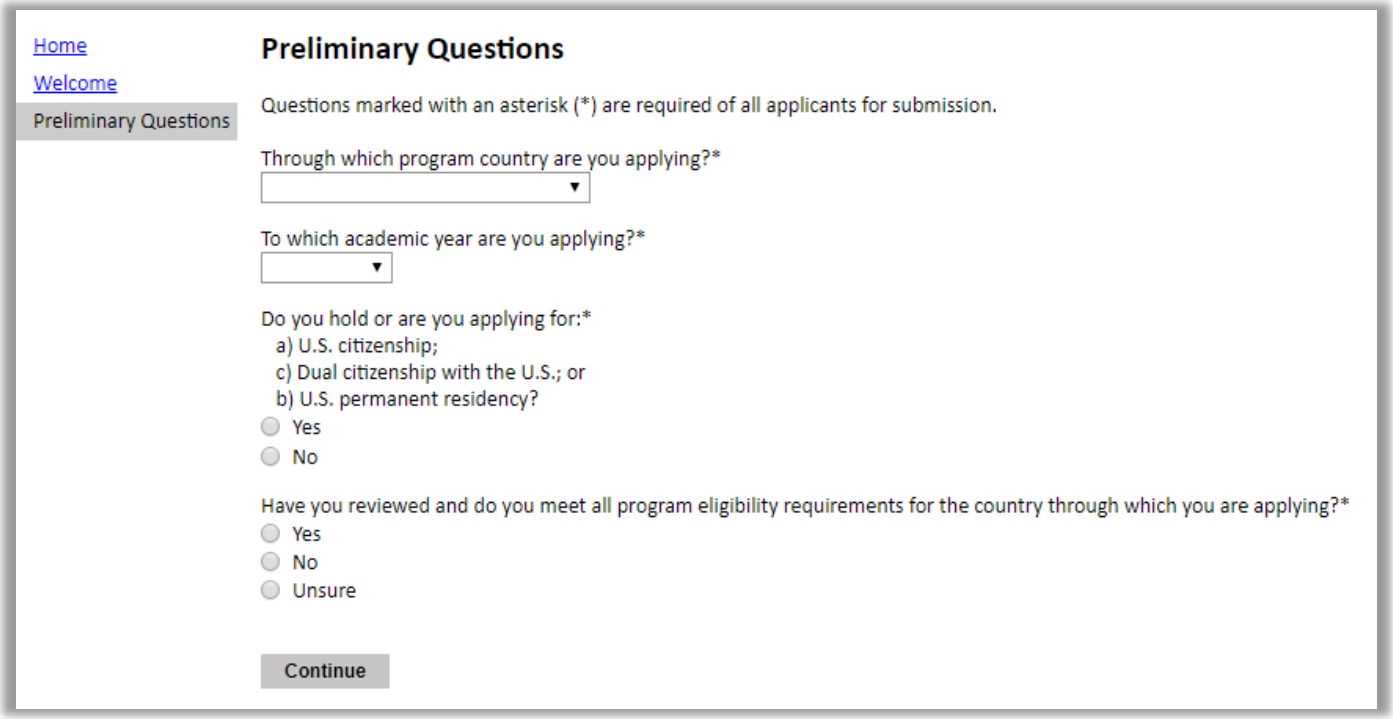
1. After you SUBMIT your application, you CANNOT make any changes.
2. You may continue to log in to your account to view the information you have submitted, save a PDF of your application form, and manage your recommenders.
3. You can manage your recommenders by clicking on the *Recommendations* section of the online application.

LETTERS OF RECOMMENDATION

1. Letters of recommendation will be submitted directly to Fulbright by the recommenders you registered via your application.
2. Letters of recommendation and language evaluations may be submitted before or after you submit the application.
3. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.
4. **It is your responsibility to ensure that your recommenders submit their letters before the application deadline (February 1).**

Preliminary Questions

These questions address essential program eligibility. All questions are required.



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 a Fulbright grant through France. If you are not a French citizen, please do not select France as your country of competition.

2. Select **2021-2022** **as** the program year from the dropdown menu. **If you do not select 2021-2022, 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.

    a. Applicants cannot be U.S. citizens or residents of the U.S. to participate in the Fulbright Foreign Student 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.

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

Country Information

1. Review all information in this section carefully!

2. **Award Information:** Please select the "Programme Fulbright Doctorant" award to which you are applying:
    - **Fulbright Doctorant National** (doctorants inscrits en thèse en France)
    - **Fulbright Doctorant – Hauts-de-France** (doctorants inscrits en thèse dans un établissement de la Région Hauts de France)
    - **Fulbright Doctorant – Grand-Est** (doctorants inscrits en thèse dans un établissement de la Région Grand-Est)
    - **Fulbright Doctorant – CY Cergy Paris Université** (doctorants inscrits en thèse dans une école doctorale de CY Cergy Paris Université)
    - **Fulbright Doctorant – Université Paris-Saclay** (doctorants inscrits en thèse dans une école doctorale de l'Université Paris-Saclay)
    - **Fulbright Doctorant – Université de Bordeaux** (doctorants inscrits en thèse dans une école doctorale de l'Université de Bordeaux ou de l'Université Bordeaux Montaigne)

3. **Supplemental Forms : The Report on Proficiency in English and the Letter of Reference Form 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

Data Privacy

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

Personal Information

1. 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. If your name is recorded differently on any previous records, list it in the Name on Previous Records section (e.g. maiden name).

3. The birthdate that you used to create your account will automatically appear. If you entered this date incorrectly during your account creation, you may correct it now.

4. Enter your city of birth and select country of birth, sex (as it appears or will appear on your passport or travel document), preferred gender identity, and marital status from the dropdown menus provided. Enter number of dependents.

5. Select your country of citizenship (France) and country of residence from the dropdown menus provided.

6. **Please indicate any additional countries in which you hold citizenship**. However, it is not necessary to enter a national identification number.

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

Contact Information

1. 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.

2. 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.*
    a. If you answer 'no,' then a second address section will appear where you may enter your mailing address information.
    b. If you answer 'yes' to this question, proceed immediately to the next question.

3. Enter your contact 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.
    a. To find the correct country code, click on the blue 'country code' link

4. 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.

5. Please provide emergency contacts in your home country and 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.
    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.

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

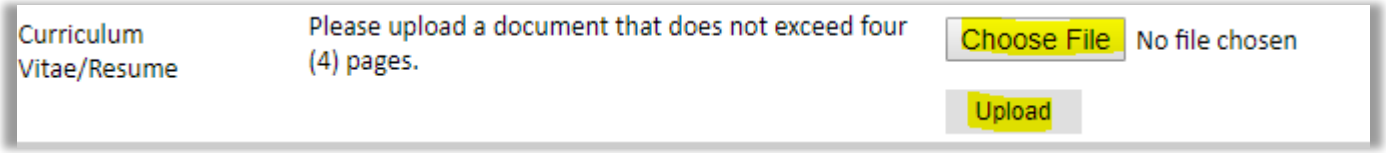
Academic & Professional Information

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

Curriculum Vitae/Resume

1. Upload your curriculum vitae/resumé **in PDF format that does not exceed four (4) pages**.
   Note: If your file exceeds 4 pages, an error message will appear on the Review page and will prevent submission of your application.

   a. Click *Choose File (Parcourir)*
   b. Locate and select the file that you previously saved to your computer
   c. Click *Open*
   d. Click *Upload* to complete the file upload

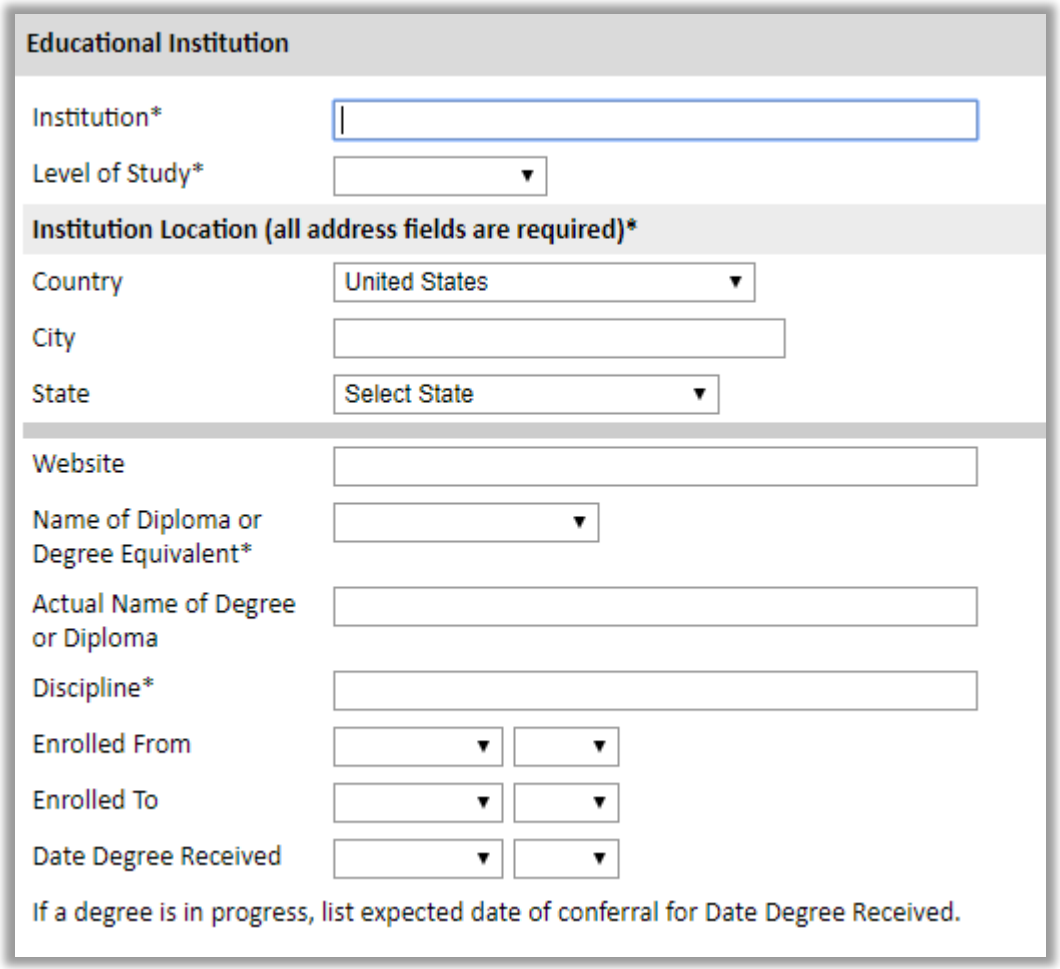


Academic Background

2. List all higher education institutions (post 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, DUT, classes préparatoires, etc.)
   i. Enter the discipline in which this degree or diploma was earned
   j. Select the month and year of start and end dates (Month – Year format) that you attended this institution
      - If a degree is in progress, list expected end date of academic program

k. Select the date (Month-Year format) that you received your degree from this institution
    - If a degree is in progress, list expected date of conferral in this field
l. Click *Save*.



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

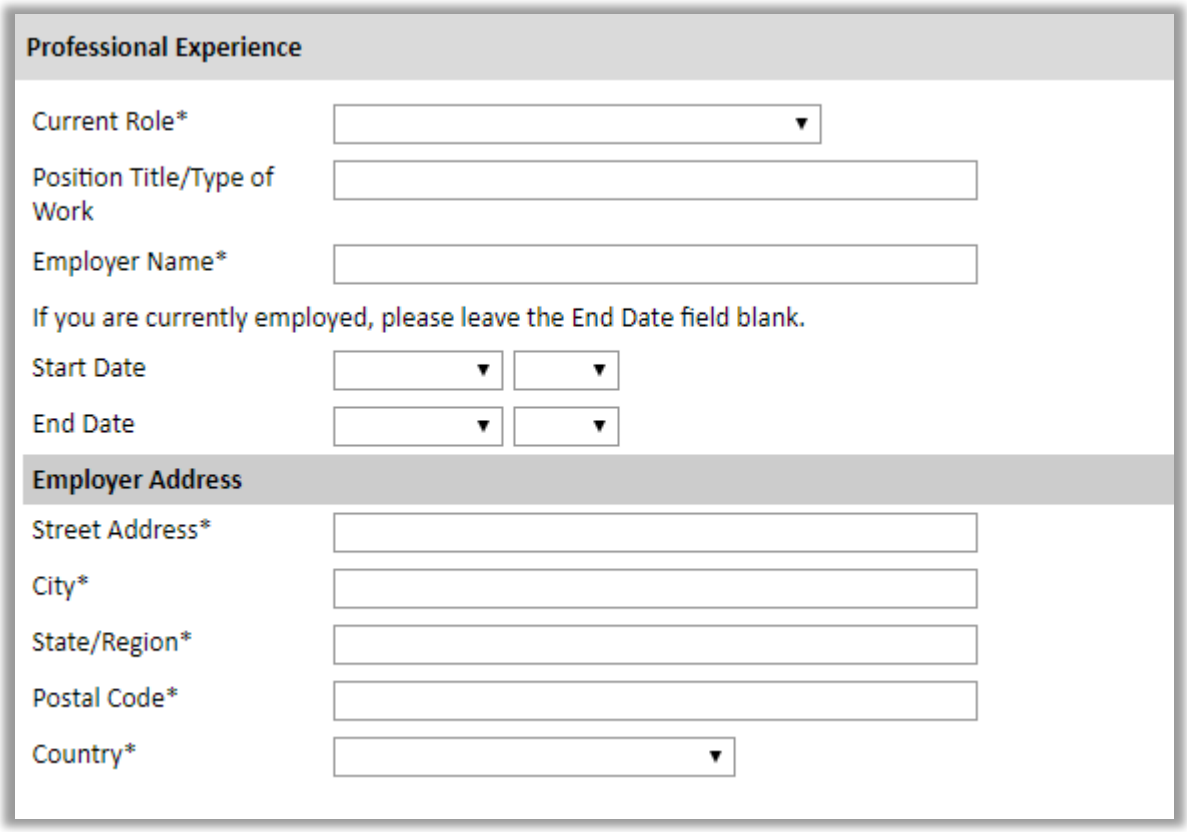
Current Professional Profile

4. If applicable, 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. Enter your current position title or type of work
    c. Enter the name of your employer
    d. Select 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.

e. 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
f. Click *Save*



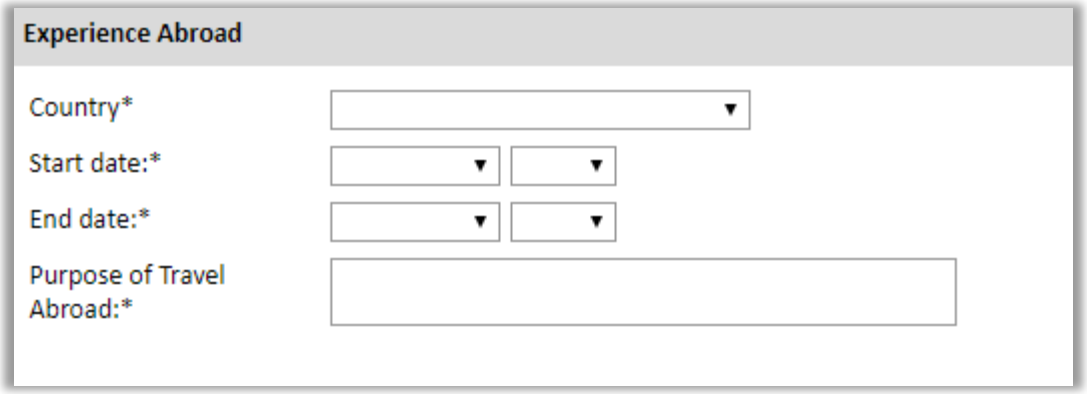
5. If you have more than one current position, click *Add Experience* and follow the instructions above.

Awards and Recognitions

6. If applicable, enter a list of the following items into the text boxes provided (all text boxes have a 250-word limit). If you do not have anything to add, leave text boxes blank:
    a. Any scholarships and/or fellowships you currently or previously received (include the source or sponsor, amount, where held and duration)
    b. Any academic honors and prizes that you have received in the text box (include any titles and/or dates)
    c. Any books, articles, and/or thesis published by you, particularly in your proposed field of study (include the title, place, and date of publication)
    d. Any teaching experience (current or previous positions)
    e. Any research you have completed or in which you are currently involved

Experience Abroad

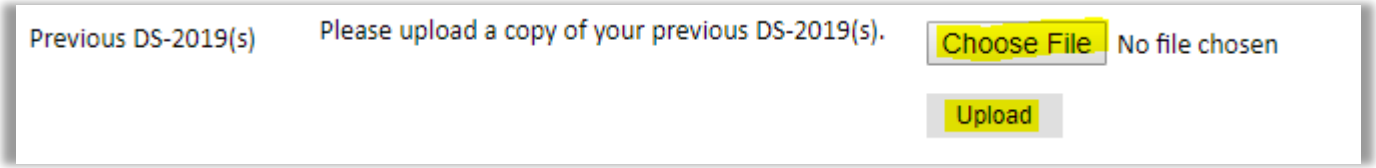
7. List any travel, study or residency you have had abroad (in any country other than your own) **for longer than one month**. This can include time overseas for education, research, business, vacation, etc.



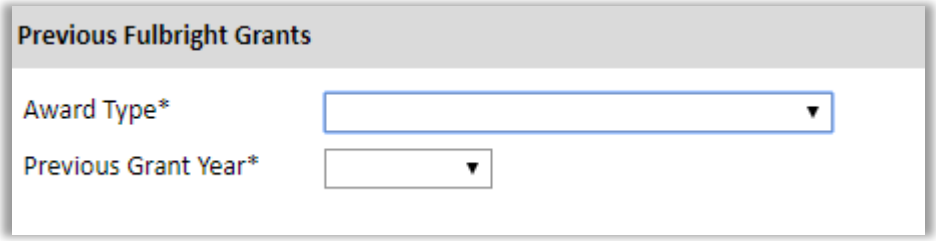
8. If you have more than one trip abroad to enter, click *Add New* again, and follow the bulleted instructions until all entries have been saved.

9. Select 'yes' or 'no' to indicate if you have previously entered the United States on a **J-1 or J-2** visa.

    a. If 'yes', you are required to select the J category of sponsorship from the list and upload a copy of your previous DS-2019 certificate.



10. Select 'yes' or 'no' to indicate if you have previously been awarded a Fulbright grant.
    a. If 'yes', you are required to list the grant(s):



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

Academic Materials

Please upload scans of all available transcripts and diplomas from higher education institutions you have attended (**post-baccalauréat**), even unofficial. **We accept transcripts and diplomas in French or English.** Transcripts in other languages should be translated.

1. Select the corresponding institution from the list

2. Review the institution information (which you provided on the previous page). If this information is incorrect, please return to the previous page to edit.

3. Select *Choose File (Parcourir)* and locate the desired file on your computer. Click *Open.*
    a. You may upload transcripts/diplomas as a multi-page documents or upload single page documents. PDF, JPEC, and TIFF image files are all accepted.

4. Click *Save.* Repeat these steps for all applicable institutions.

5. 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. Select your native language from the dropdown menu provided.

English Language Proficiency

If your native language is not English, a section collecting your English language proficiency will appear.

2. Rate your English language proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.

Additional Language Skills

3. Select the number of additional languages that you would like to include that may be of use for your project or study plans.

4. 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.

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

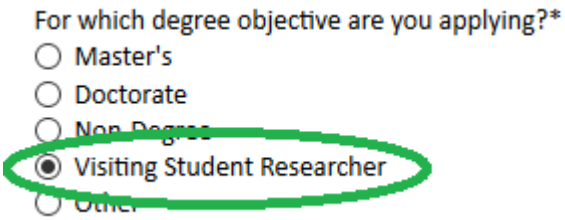
Test Scores

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
    a. Click *Choose File (Parcourir)*
    b. Locate and select the file that you previously saved to your computer
    c. Click *Open*
    d. Click *Upload* to complete the file upload

Study Plan

1. **Select "Visiting Student Researcher" as your Degree Objective.**



If you do not select "Visiting Student Researcher," we will not receive your application!

OPTIONAL. Some fields will trigger a prompt to ask you if you'd like to upload portfolio materials as part of your application (for example music, fine arts, dance, theater, architecture). You can select 'yes' or 'no.'

   a. If you select 'yes,' you will be directed to upload your materials on the next page. Please follow the upload instructions listed. If the file is large please submit a pdf containing a direct link to your online portfolio.

2. Select the most appropriate major academic discipline and primary specialization from the dropdown menus

3. Enter a brief description of the field in which you plan to specialize in the U.S. in the text box

4. Enter a brief description of your future plans in the text box

Intended Grant Period

5. Enter your proposed length of stay in the U.S. and select your proposed date of arrival in the U.S. (Month-Day-Year format) from the dropdown menu.
   Attention : Les séjours doivent impérativement débuter entre août 2021 et mai 2022. Les mobilités qui commencent avant le 1er août 2021, ou après le 1er mai 2022, ne peuvent pas être acceptées.

Study/Research Objective

6. (Suggested length: 3-5 pages) The study/research objective description that you provide i**s 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 would like to pursue in the United States. **You must specify your proposed host institution and explain your choice here!**

   We recommend including the following information:

   - **Background**: Introduce the research topic. Place the project in academic or professional context.
   - **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.

Remember, French candidates are required to specify their host institution in the U.S. and explain their choice, even if the online application says the opposite. For more details please consult the FAQ.

Personal Statement

7. (Suggested 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 to conduct research in the U.S. It is suggested 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).

   Again, remember that **French candidates should mention their host university in the United States** even if the online application says the opposite.

Proposed U.S. Institution

8. **Please indicate your proposed host in the United States.** (French candidates are required to arrange an affiliation with an American university or public research center before applying**.**)

9. **Please upload an invitation letter from your host.** The letter is an essential part of your application and 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 Commission Fulbright franco-américaine as soon as possible.

Applied U.S. Institutions

10. You can select "No"

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

Grant and Travel Plans

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.

1. Where applicable, enter your father's, mother's and spouse's occupations

2. Enter the total estimated amount your family can provide for your stay in the U.S. (in USD).

3. Enter the total estimated amount you can provide from your own funds for your stay in the U.S.

Expected Additional Funding

List all non-Fulbright funding you expect or estimate to receive during your stay in the U.S.

4. Select 'yes' or 'no' to indicate if you have been awarded or expect to receive financial assistance from a university or institution in your home country while in the U.S., or funding from any other sources.
    a. If 'yes', select the number of other sources of funding you expect to receive
        - Enter Source Description (e.g. doctoral allocation)
        - Estimated Amount (in U.S. dollars)
        - The Other Funds Total field will automatically update based on the amounts provided above

5. Enter any other sources of estimated funding such as fellowships, educational grants or loans, etc. that you are planning to apply for in the text box (700-character limit).

6. You can select 'no'

7. Select 'yes' or 'no' to indicate if you have travel funds available and can pay for your round-trip travel to the U.S. if necessary
    a. If yes, enter the amount of travel funding available
    b. If no, move to the next section

Passport/Travel Document and Dependents

8. Please 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)

9. Please select the number of dependents you intend to have accompany you the U.S. (Select 0 if you do not have dependents or your dependents will not accompany you to the U.S.)

   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.

   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)
   b. Enter information for how you will provide for your dependents during your time in the U.S. in the text box

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

Additional Information (Required)

Country Specific Materials:

Please download the "Fiche de synthèse" (Word) by clicking **here** (https://fulbright-france.org/sites/default/files/documents/france_country_specific_materials_2021_doctorant.doc), complete the form in French, then submit it as a **PDF** under the Country Specific Materials section of the application.

This is a mandatory part of your application

Supplemental Materials:

b) **ARTHUR SACHS GRANT**: Candidates applying for the Arthur Sachs grant (Harvard) must provide a handwritten "auto-portrait" in French (2 pages). Documents longer than 2 pages will not be accepted. This a completely free creation and there are no additional instructions.

Please do not submit your autoportrait via the application portal - we ask that you email a scanned version (pdf) to the following addresses before February 2 : eresnier@fulbright-france.org and ldelbecchi@fulbright-france.org

Complete the Outreach Survey.

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

Recommendations

We accept letters in **English or French**.

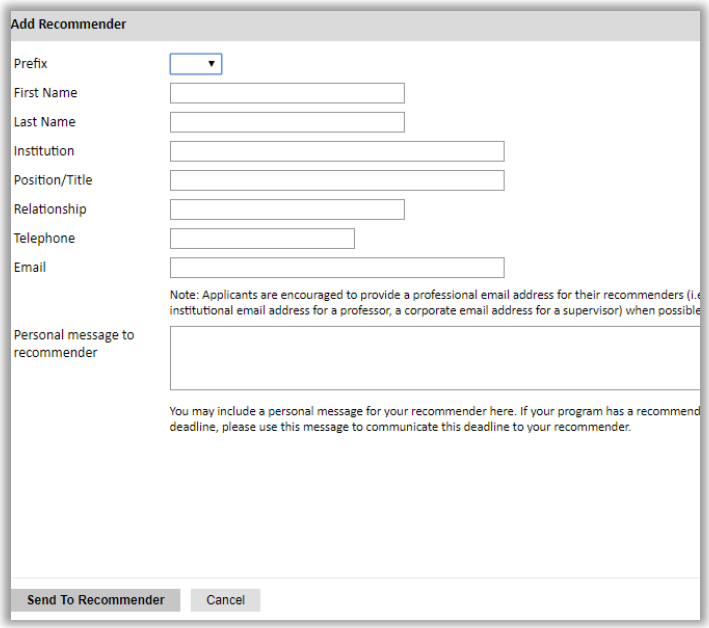
Letters of reference are an extremely important element of your application. Please register exactly three (3) recommenders and invite them to submit a confidential reference letter online on your behalf. **Your *directeur de thèse* must be one of the recommenders.**

Once you register your recommenders, they will each receive an automatic email with a personalized link and instructions for submitting their letter. You can track the status of your recommendations, send reminders, and add/delete recommenders through this system before **and** after submission of your application.

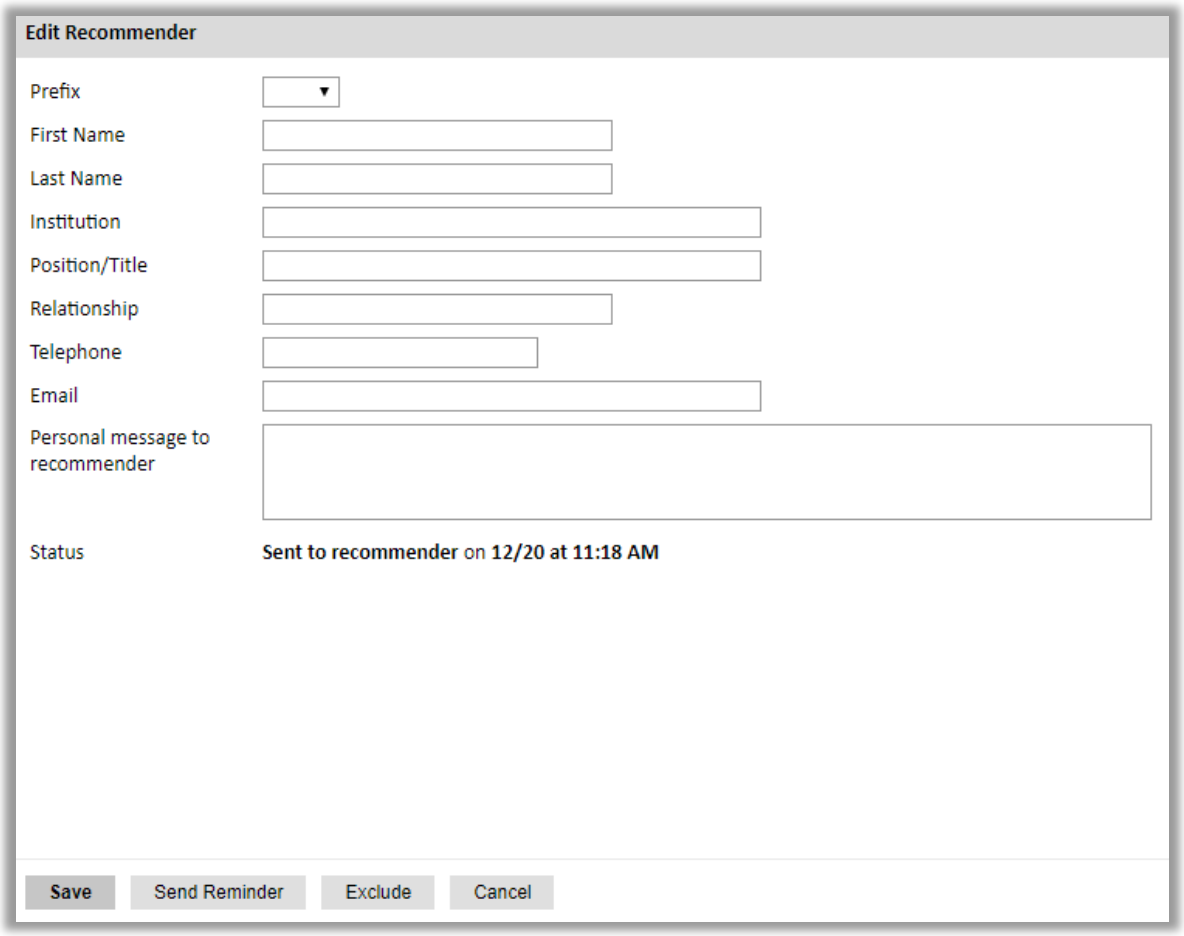
All three reference letters must be submitted online before February 1, 2021. It is your responsibility to ensure that your recommenders submit their letters before the deadline! Reference letters submitted after the deadline cannot be taken into account.

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 research. If possible, at least one academic and one professional letter (work or internship) should be included among the letters. Letters of reference cannot 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:

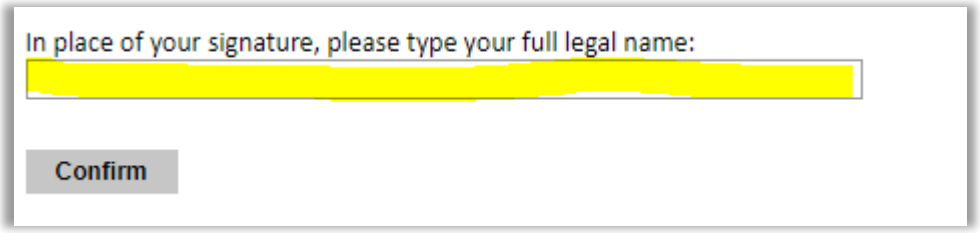


3. Click *Send to Recommender* to generate automatic email to recommender
4. Click *Continue* to save your responses and advance to the next section
5. Once sent, you will have the option to **edit each recommender's information** if they have not yet started progress on their response:
    - **Send Reminder** → Resend the automatic email with instructions on submitting their recommendation
    - **Exclude** → Remove the recommender and replace with another individual



Signature

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



Click *Confirm* to continue to the next page.

Review and Submission

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

Note : The platform will not indicate if country specific materials are missing. **Be sure to include the completed Fiche de synthèse and an Invitation Letter with your online application!**

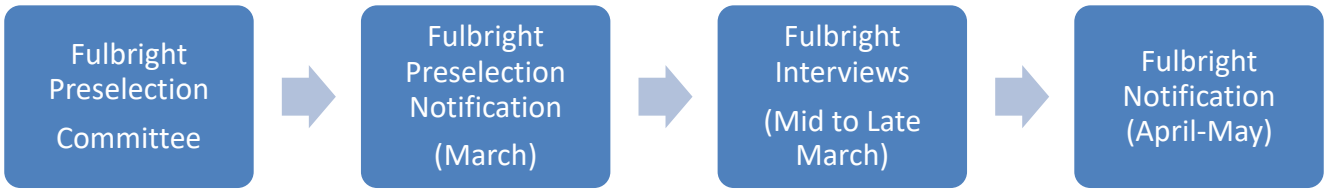
- If no errors appear, then your application is ready for submission.
- If any errors appear, correct or complete these sections and return to the Review section to determine if your application is ready for submission.

REVIEW ALL RESPONSES. CLICK SUBMIT.

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

Selection Process

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



Eligible 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 step of selection in **early March.**

Candidates selected for an interview will receive a convocation notice by email. Interviews generally take place mid to late March at the Fulbright Commission headquarters in Paris. **(Interview method subject to change depending on the sanitary conditions.)** Candidates are matched with a multidisciplinary 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 in April or May, but in some cases as late as June.

- Regional candidates (**Grand-Est, Hauts-de-France**) must be approved by the Conseil Régional prior to notification.
- Institutional candidates (**Université de Bordeaux, CY Cergy Paris Université, Université Paris-Saclay**) must be approved by the partner university prior to notification.

All selected candidates are submitted to the J. William Fulbright Foreign Scholarship Board for final approval and validation.

PARTNER FOUNDATION GRANTS: We will process your application and transfer it to our partner foundations. They will contact you directly if you are selected for an interview. Interviews for our different partner foundations take place between **February and June**.

For more information, please consult the FAQ page : https://fulbright-france.org/fr/vos-questions-programme-doctorants

Thank you for applying to the
Fulbright Foreign Student Program - Programme Fulbright Doctorant!

Commission Fulbright franco-américaine
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