2021 Fulbright US Student Program Application: Recommendations, Evaluations, and Letters of Affiliation

Information for students and alumni applying for a 2022-23 Fulbright grant

Recorded June 29, 2021

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Topics to Cover Today

• Assumptions
• Important dates and deadlines
• Recommendation letters
• Language evaluations
• Letters of affiliation
• Next Steps
Assumptions

• You attended or have viewed a **pre-application information session**
  • Missed them? Check MSU Fulbright website for recordings
  • May 12 recording is the most current session

• You have watched the first “on demand” video
  • MSU Fulbright website homepage under “Recorded Events,” dated April 6, covers **getting started with online application**

• You have watched the second “on demand” video
  • MSU Fulbright website homepage under “Recorded Events,” dated May 19, **covers first few sections of application**
Important Dates and Deadlines

• Ongoing throughout summer ➜ Weekly office hours, communications from me, one-on-one advising, GroupMe or other peer contact, “write-ins” and other application sessions

• Ongoing until deadline ➜ Keep an eye on upcoming IIE webinars
  • May 31 ➜ Draft of personal statement due
  • June 15 ➜ Draft of statement of grant purpose due
  • July 15 ➜ Draft of “Host Country Engagement” section due
  • July 31 ➜ Draft of “Plans Upon Return to the US” section due
  • August 15 ➜ Draft of “Abstract” section due
  • September 1 by 11:00pm * ➜ MSU deadline (entire application, including letters)
  • Throughout September ➜ Campus interviews
  • October 12 by 5:00pm ➜ National deadline

* All times Eastern Time Zone
Recommendation Letters

• Three recommendations required
  • Not personal or character references
  • People who can address academic background as well as experiences outside academia
    • Professor, work/internship supervisor, EA leader, volunteer coordinator
• ETA awards
  • Form completed within online portal, five questions with 750 characters for each response
• Study/Research awards
  • Letter on institutional letterhead, typically one page
Recommendation Letters: Process

• Initial request email – find out what time of summer is best for them
  • Provide instructions from IIE
  • Provide Statement of Grant Purpose
  • Provide September 1 MSU deadline
• Register recommender in online application portal
  • Initiate request in system
  • Follow up in separate email with information on “from” address and subject line
• Monitor submissions and send gentle reminders if needed
Language Evaluations

- Refer to your country’s award description page to determine whether there is a language requirement.

<table>
<thead>
<tr>
<th>Language Required</th>
<th>Language Recommended</th>
<th>Language Not Required</th>
<th>English-Speaking Country</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mandatory</strong></td>
<td><strong>Helpful</strong></td>
<td><strong>Helpful</strong></td>
<td>Only if another language is needed for your project</td>
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Language Evaluations: Process

- **Identify** evaluator
  - CTLs – professional language teacher, preferably university professor
  - LCTLs – teaching professional best, but can be college-educated native speaker if none available
- Send initial **request** email – find out what time of summer is best for them
  - Provide instructions from IIE
  - Provide Statement of Grant Purpose (even if still a draft)
  - Provide September 1 MSU deadline
- **Register** recommender in online application portal
  - Initiate request in system
  - Follow up in separate email with information on “from” address and subject line
- **Schedule** appointment for in-person or virtual evaluation
Letters of Affiliation: Study/Research Only

• Refer to your country’s award description page
  • Is letter of affiliation required at the time of application
  • Acceptable affiliation types

• Identify an appropriate affiliation for your proposed project
  • Current or former professors, visiting scholars, international students, Fulbright Scholar directory, contacts from education abroad, Fulbright Commission in host country, Google

• Some letters are simple, others more detailed
  • Samples available
Letters of Affiliation: Making the Request

• Provide Statement of Grant Purpose

• Make clear that Fulbright funds the project
  • Affiliates do not need to provide funding

• Letter should address
  • Author’s willingness to work with you on the intended project
  • Feasibility and validity of what is being proposed
  • Any additional resources or contacts that the adviser can provide to support the work

• Submission
  • Not confidential; you will upload a scan in your application
  • Institutional letterhead and signature; no emails
Next Steps

• Keep in touch with me
  • Joy Campbell, joycamp@msu.edu
• Regularly review the MSU timeline document and IIE website to stay on track
• Check your award description page regularly for updates and new perspectives
• Keep working on your statement drafts
• Identify your recommenders and language evaluators and make initial contact
• Contact an affiliate in your host country, if needed