

# **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**

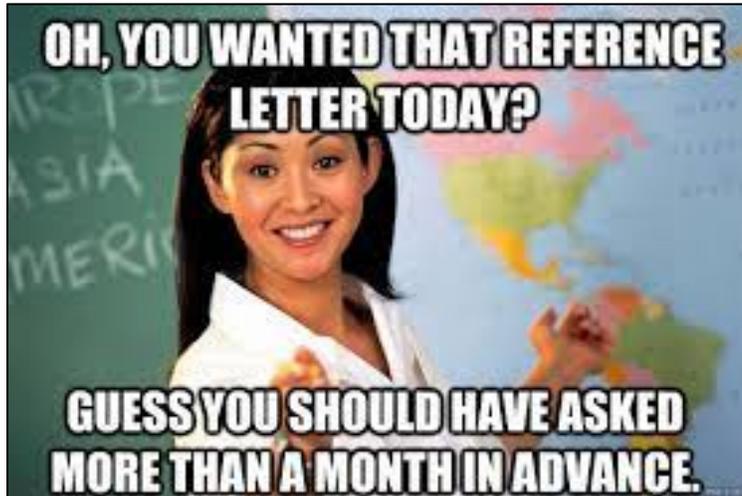
\* All times Eastern Time Zone

# 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



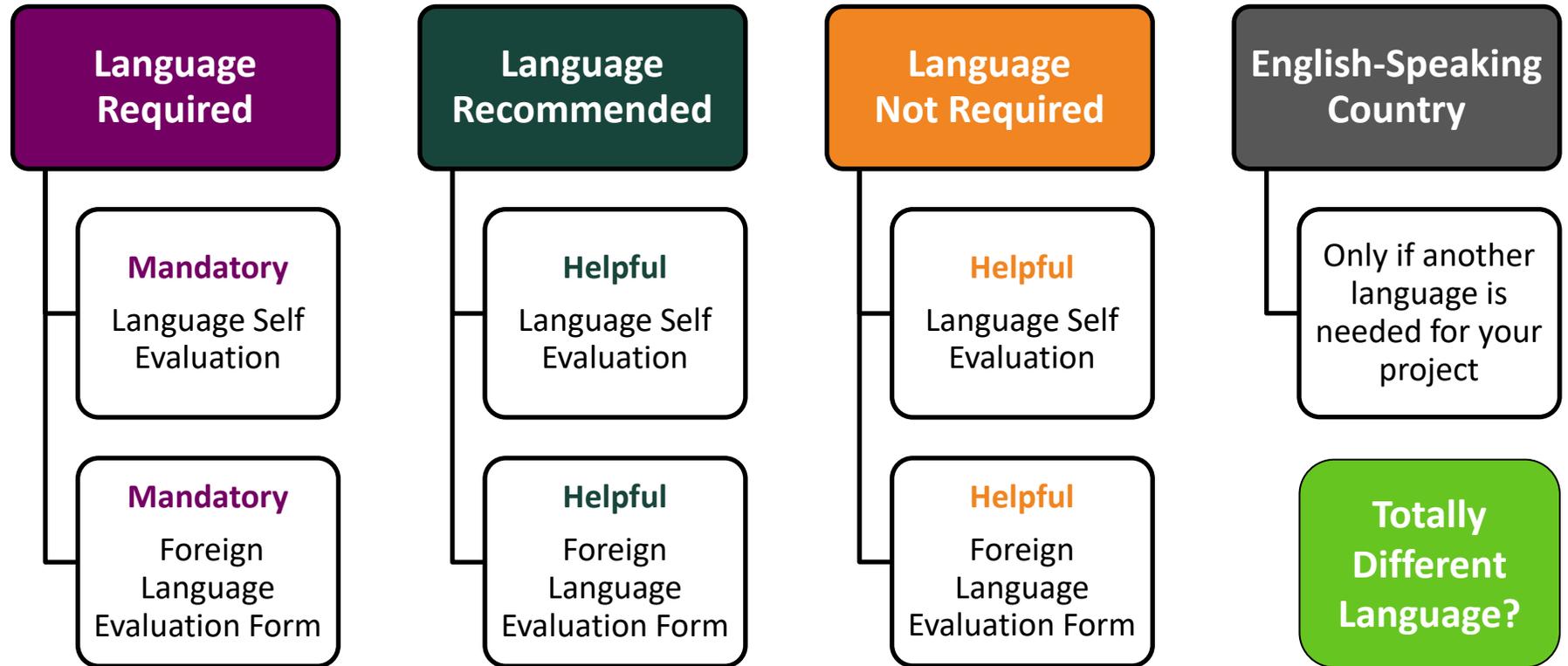
## Recommendation Letters: Process



- 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.



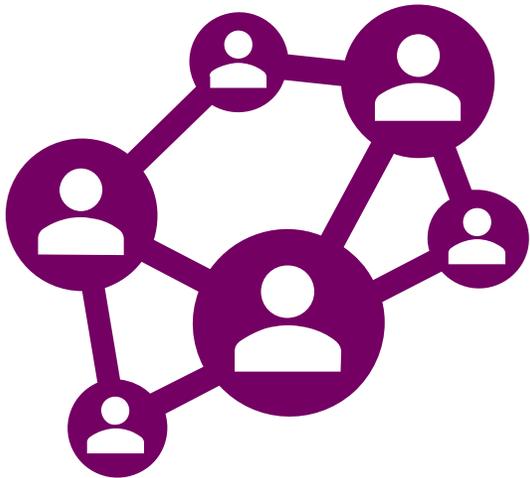
# Language Evaluations: Process

- **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



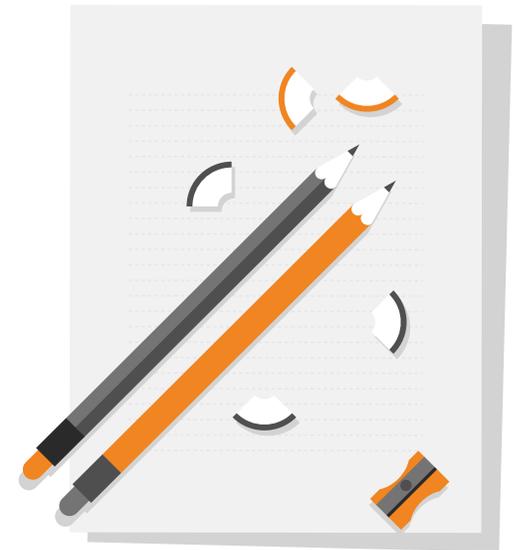
## Letters of Affiliation: Study/Research Only

- 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](mailto: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