

Email Generated by G5 System Requesting References

Each referee (graduate references and language references) will receive an email like the one below once you initiate the request in G5 by entering their name and email address. Encourage them to submit well before the deadline given, as that is the federal deadline and MSU's internal deadline is earlier. Be sure to remind your referees to check their junk/spam mail folder, as these auto-generated emails often end up getting screened.

From: <noreply@ed.gov>
Date: Sun, Mar 2, 2021 at 8:27 PM
Subject: Fulbright-Hays DDRA Language Reference Form – Jane Smith
To: <professorname@refereeuniversity.edu>

The subject line will be populated with your name.

Paulina Professor,

You have been selected to provide a reference for Jane Smith from Michigan State University for the U.S. Department of Education's Fulbright-Hays Doctoral Dissertation Research Abroad program. Please click on the link provided to access the electronic reference form. Please complete and submit the reference form electronically. Since the DDRA is an institutional grant program, all student applications must be submitted by the university's designated project director by MM/DD/YYYY 04:30:00 PM (Washington, DC time) in a single submission to the Department.

Therefore please submit your reference form well in advance of MM/DD/YYYY 04:30:00 PM (Washington, DC time) to ensure its inclusion in the student's application. Any questions regarding the due date for references should be directed to the university's project director Joy Campbell at joycamp@msu.edu or the student.

For further details and to access the reference form, please click on the following <http://www.g5.gov/g5/home/eApplicationReferee>

Provide your EMAIL: professorname@refereeuniversity.edu and
Use the following PIN: 123456

Click the 'Access Reference Form' button to view the Reference Form.

Helpful Hints:

- To Save the Reference Form select the 'Save' button.
- To Save and Submit the Reference Form to the student's application package select the 'Submit' button.

If you need any technical assistance please contact the Helpdesk at 1-888-336-8930 (TTY: 1-866-697-2696, local 202-401-6238).

These dates will reflect the federal deadline each year. Make sure your referee or language evaluator knows the MSU deadline, because your entire application (including references and evaluations) MUST be submitted by that date, not the federal deadline.