The International and Area Studies Program
at
Washington University in St. Louis

Fulbright Program for US Students –
Sponsored by the Institute of International Education (IIE)
http://us.fulbrightonline.org/home.html

2011-2012 Competition

Booklet of very useful information including:

➢ WU application schedule
➢ Application requirements
➢ Application components
➢ Application tips
Washington University in St. Louis - Fulbright Program for US Students

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Washington University in St. Louis – Fulbright Program for US Students

Introduction: Campus Schedule and Committee

Fulbright Program for US Students (http://us.fulbrightonline.org/home.html): Grants for research, study and teaching assistantships in 110 nations around the world. The International and Area Studies (IAS) Program offers guidance to WU students in the preparation of their proposals, arranges student interviews with members of the on-campus Fulbright faculty committee, and submits applications to IIE on behalf of the students. Students are strongly urged to take advantage of the resources of the IAS office in preparing their applications. See below for 2011-2012 competition deadlines. An overview of the WU campus application process and general guidelines are included in the rest of this packet.

If you plan on applying, please email Mrs. Toni Loomis at aloomis@wustl.edu. You will be added to the email group so that you receive pertinent information about application instructions, deadlines, interviews, etc.

Washington University's Fall 2010 Calendar for the 2011-2012 Fulbright Program Competition:

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<th>Early September</th>
<th>Application Writing Workshops</th>
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<td>Wed., Sept. 15</td>
<td>ON-CAMPUS DEADLINE</td>
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<td>Mon., Sept. 27 – Mon., Oct. 4</td>
<td>Interview Week</td>
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<td>Wed., Oct. 6</td>
<td>Deadline for final revisions</td>
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<td>Mon., Oct. 18</td>
<td>IIE Deadline</td>
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Applications must be electronically submitted ONLINE by Wednesday, September 15, 2010 at 4pm.

In addition, you MUST meet with Mrs. Toni Loomis, application coordinator, to review your application for completion. To schedule a meeting, please contact her at 935.5073 or aloomis@wustl.edu. Meetings will be held Sept. 15 – Sept. 17, 2010. She is in room 254 McMillan Hall.

Washington University Fulbright Committee

<table>
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<td>Anthropology</td>
<td>1114</td>
<td>9424</td>
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<td>History</td>
<td>1062</td>
<td>5450</td>
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<td>1104</td>
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<td>8232</td>
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<td>8224</td>
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<tr>
<td>MacKeith, Peter (Assoc. Dean)</td>
<td>Sam Fox School of Art</td>
<td>1213</td>
<td>9300</td>
<td>mackeith@wustl</td>
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<td>Marcus, Marvin</td>
<td>ANELL</td>
<td>1111</td>
<td>4797</td>
<td><a href="mailto:mhmarcus@artsci.wustl">mhmarcus@artsci.wustl</a></td>
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<td>acsuelze@wustl</td>
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Chair – Marv Marcus
Advisor – Amy Suelzer
Assistant Advisor – Priscilla Stone
Application Coordinator – Toni Loomis
Fulbright U.S. Student Program
2011-2012 Competition
www.iie.org/fulbright

Mission:
The United States Congress created the Fulbright Program in 1946 to foster mutual understanding among nations through education and cultural exchange.

Eligibility:
- Applicants must be U.S. citizens.
- Applicants must hold a B.A. degree (or the equivalent) before the beginning date of the grant.
- Preference will usually be given to applicants who have not resided or studied in the country to which they are applying for more than six months.
- Applicants must have sufficient proficiency in the written and spoken language of the host country to communicate with the people and carry out the proposed study.
- Good health is required.

Time line:
Wed., September 15, 2010 – Completed applications must be submitted electronically to WU.
Mon., September 27 – Mon., October 4, 2010 – On campus Fulbright interviews
January 31, 2011 – Applicants are informed if their Fulbright applications have been forwarded to the host country.
April - June 2011 – Applicants are informed if they have been awarded Fulbright grants.

Campus Evaluation process:
All applicants who are WU students at the time of application are expected to go through the campus evaluation process, which is meant to help you refine and improve your application. The WU Fulbright committee will review all applications and, based on the application and information gleaned in the interview, assign a numerical rating of 1 (Exceptional) - 4 (Not Recommended) to each according to its strength. A strong evaluation from the WU committee does not guarantee success. All applications, regardless of rating, are forwarded to the Institute of International Education in New York, the administrator of the Fulbright program.

Getting started:
First and foremost, decide whether you wish to follow through with a Fulbright application. It is a tremendous investment of time and energy to put together a strong application and Fulbright grants are very competitive. If your primarily goal is to spend a year abroad after you finish your degree, there may be other means of doing so that are more appropriate and less laborious.

Spend some time familiarizing yourself with the grant opportunities. The Fulbright web site is a wealth of information and can be found at www.iie.org/fulbright. Of particular interest are the grant summaries by country and the competition statistics. The grant summaries are vital because they often tell you in detail the preferences of the host country when awarding grants. The competition statistics can be useful in determining how competitive the grants in a particular country might be.

If you do decide to apply for a Fulbright grant:
If you are applying for a research/study award, begin thinking about and/or drafting your project proposal. The longer you have to work on it and refine it, the better it will be. Ask for feedback from faculty members in and out of the field of proposed study. Remember that this is only a two-page document, so it is essential to be concise. Be careful to write for a reader who is intelligent but perhaps not in your field and to avoid jargon and unnecessary stylistic complexity.
If you are applying for an English Teaching Assistantship (ETA), begin thinking about your preferred country, review its preferences, and begin drafting your 1-page essay.

Applicants for both kinds of Fulbright grants may wish to look at the examples of winning proposals that are available in the International and Area Studies break room in McMillan Hall, room 255, to get a sense of format, tone, level of specificity, etc. These may be read during office hours but not removed or copied. Generally any of the Fulbright advisors will be willing to read and comment on draft proposals.

Begin thinking about and/or drafting your *curriculum vitae*. This is a one page personal statement that is *not* a reiteration of your resume or accomplishments. This is one opportunity for you to give the committee a glimpse of your personality and can take many drafts.

Begin talking to potential recommenders. You need 3 letters of recommendation. If you are applying for a research/study grant all should come from faculty members in your proposed field of study if at all possible. These faculty members should be able to comment on the strength of the proposal, as well as you as an applicant, so it would be preferable if you could give them a draft of the proposal to review. If you request the letter at the last minute, you will almost certainly get a less detailed and perhaps weaker letter. ETA applicants should think about individuals who can speak to their personal suitability and experience in teaching or mentoring positions. ETA applications require that recommenders answer a series of set questions that help the National Screening Committee evaluate suitability for the position.

If you are applying for a research/study grant, begin lining up your *contacts abroad*, learning about admissions requirements for any foreign institutions, and generally doing any foreign legwork you can. This can often take a significant amount of time due to differing academic and vacation calendars around the world. While the letter of invitation/support from a foreign scholar, archivist or institution may not be absolutely essential for an application to be successful, it demonstrates that you have done your homework and have identified resources that you would draw upon if you receive the grant.

**Questions?**
Contact Dr. Amy Suelzer 935-8372 or acsuelze@wustl.edu
Application Tips

Below are some tips for completing your application. They are not all-inclusive, but are intended to help you as you begin the process. **The earlier you begin, the more time you will have to refine your essays and present yourself well.**

- Visit the Fulbright US Student Program website at [http://us.fulbrightonline.org/home.html](http://us.fulbrightonline.org/home.html). Pay particular attention to the sections on eligibility requirements, factors affecting selection, stages in selection, and application procedure.

- *Please be diligent about reading all instructions on each page of the application. There are important things that can be overlooked!*

- Read the Individual Country Summary for the country to which you are interested in applying. Important information is contained in the summaries regarding language requirements, affiliation requirements and special considerations.

- Don’t be intimidated or discouraged by the application process. A well-written proposal is important. The best proposals begin with good ideas. Start by putting your ideas on paper and list the goals and objectives of your project. Share your ideas with your Fulbright Program Advisor, your academic advisor and professional colleagues in your field. As you work on your proposal consider the following questions:
  - What is exciting, new or unique about your project idea?
  - How will it help to further your academic or professional development?
  - What contribution will the project make to the Fulbright objective of promoting cross-cultural interaction and mutual understanding?
  - Why is it important to go abroad to carry out the project?

- Remember your audience. The individuals reading your proposal prefer you get to the point about the “who, what, when, where, why and how” of the project. Avoid discipline-specific jargon.

- Your curriculum vitae should be a picture of you as an individual. It should be a personal/intellectual biography in narrative form and should not repeat facts listed elsewhere on the application.

- Begin to discuss your interest in applying for a Fulbright with those who will be writing your reference letters. Select individuals who can comment not only on you, *but your project as well*, and your preparation for and ability to carry it out.

- If the country in which you wish to study requires that you establish your own affiliation, begin making contacts early. Contact scholars or institutions in the host country and request their academic or professional support for the project. An acceptance letter will lend credence to your application.

- Give yourself enough time to complete the application and gather your support documents.

- Contact the world-area managers in US Student Programs. They are available to answer your questions (212) 984-5525.
Checklist for Essays for Research and Study Applicants

Statement of Proposed Research or Study
The Statement should demonstrate that you are able to plan and implement a successful research project or course of study, and it will be your guide to completing it and meeting your objectives. It should be as specific as possible, while also being flexible enough to make the best of the reality you will find on the ground, which will inevitably be a little different than planned.

- Overall, is the Statement persuasive, direct, concise and easy to read? Short (three or four-line) paragraphs are very effective!
- Does it emphasize the relevance and significance of the project from start to finish?
- Does the first paragraph answer who, what, when, where, why and how?
- Do the next paragraphs detail what you propose to do and how you will do it?
- Is the timeline realistic and specific, including any pre- and post-grant plans?
- Are there clearly defined achievable goals, objectives (the activities/steps to reach your goals), concrete outcomes, and measurable results?
- Is the proposal in the context of your experience and skills? Save the details for your CV.
- Are the methodology and activities comprehensive, relevant, appropriate, feasible, and approved/approvable if necessary?
- Does the Statement describe with whom you will work, why, and the support that they have offered to give you in their letter of support/affiliation/invitation?
- Does it demonstrate why the project or study needs to be in the country selected, the resources the country provides, and how it will benefit from your work there?
- Does it highlight what contribution the project will make to promoting cross-cultural interaction and mutual understanding, including what it will contribute to the US?
- Does it demonstrate a commitment to engage with the host country community through volunteer and extra-curricular activities?
- Does it clearly explain your future plans and how your work will help further your academic or professional development?
- Does the closing paragraph re-emphasize what you will achieve, and what makes your project exciting, necessary and unique?

Curriculum Vitae
Your Curriculum Vitae should narrate your personal and intellectual development. It should show how your proposal is the next logical and necessary step in your life, and how you are qualified to carry it out. It is your opportunity to illustrate what a unique and exceptional individual you are!

- Overall, is your CV interesting and easy to read?
- Does it show, rather than tell, who you are, and make the reader want to know you better?
- Does it demonstrate your motivation and ability to work independently?
- Do you demonstrate your experience and interest in intercultural learning and sharing?
- Do you repeat information included in other parts of your application? Omit them unless they are necessary for further explanation or emphasis.
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Checklist for Essays for English Teaching Assistantship Applicants

Statement of Purpose
Be sure that you have carefully read the Participating Country Summary to understand the nature of the program and specific requirements for your country of choice. In addition, you should have done research on the host country, its culture and society, people, history, and its relationship with the US. Since you are applying for an English Teaching Assistant (ETA) grant, you are not expected to present extensive research plans. Rather, you should structure your essay based on the following questions:

- Why would you like to undertake a Teaching Assistant assignment? Why have you chosen the particular country?
- Specific qualifications, training, and/or experiences that you have had related to the overseas assignment. Successful ETAs are those who value the experience of working in an educational environment first and foremost.
- What use will you make of your time outside the classroom? Most ETAs work no more than 20 to 30 hours per week, and most ETA programs expect that grantees will engage in an independent academic, vocational, or community service project.
- How do you expect to benefit from the assignment, and what use will you make of the experience upon your return to the United States?

Affiliation
Affiliation for ETA recipients is the responsibility of the Fulbright Commission in the host country. Do not indicate an affiliation or preferences for affiliations.

Curriculum Vitae
Your Curriculum Vitae should narrate your personal and intellectual development. It should show how your ETA is the next logical and necessary step in your life, and how you are qualified to do it. It is your opportunity to illustrate what a unique and exceptional individual you are!

- Overall, is your CV interesting and easy to read?
- Does it show, rather than tell, who you are, and make the reader want to know you better?
- Does it demonstrate your motivation and ability to work independently?
- Do you demonstrate your experience and interest in intercultural learning and sharing?
- Do you repeat information included in other parts of your application? Omit them unless they are necessary for further explanation or emphasis.
Checklist for Collecting References

Who to ask:
- Determine who can best speak to your skills relative to the purpose.
- Develop a list of faculty, advisors and others (in most instances, the references will be faculty members, but English Teaching Assistantship applicants may choose to ask people who have observed them in teaching/mentoring activities).

When to ask:
- Don’t wait until the last minute. This will only cause confusion for you, the referees and the International and Area Studies office. It is better to give plenty of advance notice, even as much as several months.
- Remember that faculty sometimes go on leave for six months or a year, and may sometimes be unavailable to write letters for you. Plan ahead.

What to give your referees:
- Faculty may work with hundreds of students every semester, so be sure to hand a willing referee a sheet of paper that includes courses you were in with the faculty member, grades you earned, a paper you wrote, etc.
- You might also consider including a resume or CV so that the referee has a good all-around picture of you.
- Be sure to attach a copy of your proposal and the types of things you would like the writer to emphasize (research skills, teaching skills, writing skills, etc.). You might even want to talk about this as well.
- Be sure to include a deadline for when the letter needs to be electronically submitted on the Fulbright website: September 15, 2010.

How to make sure your letters are in the dossier:
- It is your responsibility to check to see if your letters have been submitted.
- If a referee is not responding within a reasonable length of time, consider dropping a notice off in his or her mailbox. The note should recognize how busy the referee is and gently remind him or her of the deadline date.
- Sometimes, as a last resort, you might ask departmental administrative assistants what might be the best approach to contacting a faculty member.
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Instructions Regarding References

Three (3) references are required. For graduate students, it is recommended that all letters be from professors in the major field. Graduating seniors will not be expected to have all references from professors in their major field. If an applicant has attended more than one academic institution, references may be included from professors at the prior institution(s).

Tips for Requesting References:

- Ask for references from people who have some knowledge of your field of study, project and host country, and who can speak intelligently about your ability to carry out the proposed project. Some applicants may find it difficult to obtain all three letters of recommendation from people who can fulfill these guidelines. It may not always be possible to include references from professors or other field specialists. You will need to use your best judgment as to who can provide the best reference for your application.
- Referees should comment specifically on the feasibility of the project in terms of resources available abroad, your linguistic preparation to carry out the proposed project, and your ability to adapt to a different cultural environment. They are free to comment on any other factors that they believe may have a bearing on a successful overseas experience. They should also indicate their belief as to the merit or validity of the project itself. For arts candidates, letter writers should discuss the potential for growth in your field.
- Do not use reference letters from university placement services. Fulbright recommendation writers must address the specific issues that are indicated on the Letter of Recommendation form. These issues are related to the goals of the Fulbright program and reference letters that address them will be more beneficial to an application. Letters from a placement service will be general and will not be an asset to an application.
- ETA applicants should select referees who know them well and can speak to their specific qualities relative to the ETA program. Be sure to tell your ETA referees they will be asked to complete a fill-in form and may not submit a standard reference letter.

Registering Your Referees:

- In the online application, go to Step F: Reference/Evaluation. From there, you can register up to three referees. Once registered, the referees will receive an email with a login and instructions on how to complete the form. Referees are registered based on the type of grant for which you are applying, so take care to register the Referees correctly so that they receive the correct form.
- Be sure to:
  - Let your referees know in advance that you are requesting an electronic reference.
  - Provide them with a copy or summary of your Proposal.
  - Remind your referees that the reference is due by the campus deadline of Wednesday, September 15, 2010.
- If a referee cannot or will not submit a reference electronically, you may need to ask another person to complete the reference.
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Referee Instructions for Research/Study Grant Applicants

Fulbright applicants must register you in the Embark Online Application system in order to give you the opportunity to complete the form online and have it submitted with the student's online application. In addition, the applicant should provide you with summaries of their Fulbright Project proposals. If you are not familiar with the US Student Fulbright Program, you may wish to visit the Fulbright website at http://us.fulbrightonline.org.

References must be submitted electronically by the campus deadline: Wednesday, September 15, 2010.

In completing the reference, you should keep in mind that the applicant will be serving as a citizen representing the United States and that personal suitability, as well as academic excellence, is an important criterion to be considered. In particular, please comment on any of the following that are appropriate:

- Feasibility of the applicant's proposed project in terms of resources available overseas.
- Ability of the applicant to carry out the project and in the allotted time.
- Linguistic preparation for the proposed plan.
- Candidate's ability to adapt to a different cultural environment.
- In the arts, the candidate's talent and potential for growth.
- Any other factors which you believe may have a bearing on the candidate's experience overseas.

Steps to submit your reference letter:

1. The student will register your name and email in the Online Reference System of the application.
2. An email will be generated and sent to you. If you do not receive this email, please let the applicant know or email Tech Support directly: clientsupport@embark.com and tell them the name and email address of the applicant and your name and email address.
3. Prepare your letter of reference offline and save it as a Word document. Letters of recommendation should be addressed "Dear Fulbright Committee."
4. Login to the system using the User ID and Password sent to you in the email.
5. You will see a page with the names of applicants who have listed you as a reference with this particular Online Application System.
6. Click on the applicant's name (corresponding to the program and year if there is more than one entry for the applicant).
7. In Step 1, complete information to verify your status and respond to the questions.
8. In Step 2, upload your reference letter into the application. Entering your letter via upload is the preferred method. However, instructions are provided for directly typing in your reference.
9. When the upload is complete or your letter is entered, you may Preview it. The first page of your reference will be FORM 9A. This is the online confirmation of the referee's identity.
10. If you are satisfied, the final step is to Submit the reference. Before you click on Submit, be sure that this is the letter that you wish to have reviewed by screening committees in the US and abroad.

Once you submit the reference, you will not have access to edit or change it. However, you will be able to print your letter from the system after you have electronically submitted it.
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Referee Instructions for English Teaching Assistantship (ETA) Applicants

IMPORTANT: the reference for an ETA is a two page form consisting of short answers to five questions; you will NOT be writing a typical letter of recommendation.

Fulbright applicants must register you in the Embark Online Application system in order to give you the opportunity to complete the form online and have it submitted with the student's online application. In addition, the applicant should provide you with summaries of their Fulbright Project proposals. If you are not familiar with the US Student Fulbright Program, you may wish to visit the Fulbright website at http://us.fulbrightonline.org.

References must be submitted electronically by the campus deadline: Wednesday, September 15, 2010.

Please keep in mind that the candidate will be serving as a citizen representing the United States, therefore personal suitability, as well as academic excellence, is an important criterion to be considered. Facility with and knowledge of English usage, grammar, and writing are also important.

Fulbright ETAs are not responsible for designing curricula or teaching full courses. Rather they serve, under supervision, at their assigned placements and will be expected to develop and carry out a variety of learning activities, make presentations on US culture and society, and/or assist faculty in an English Language Department with their teaching responsibilities, as needed.

In addition, some countries request that applicants describe an academic or other project or activity that they would pursue concurrent with the ETA assignment. This is a secondary component of the grant and may provide insight into the applicant's interest in the host country, academic or career interests, and/or suitability for the ETA program.

In formulating responses to the questions on the ETA Reference Form, consider the following general characteristics of US Student Fulbright ETA Programs. Generally, ETA grantees:

- Are placed in elementary or secondary schools or universities outside of capital cities, depending on the country. Please consult the individual country entry at Participating Country Summary for a description of the program in this applicant's chosen country.

- Are assigned various activities designed to improve host country students' abilities in English and knowledge of the United States.

- Are fully integrated into the host community, increasing their own language skills and knowledge of the host country.

- May pursue individual study/research plans in addition to ETA responsibilities.

- Have some background or training in education and/or teaching/tutoring.

Steps to submit your ETA reference form:

1. The student will register your name and email in the Online Reference System of the application.
2. An email will be generated and sent to you. If you do not receive this email, please let the applicant know or email Technical Support directly: clientsupport@embark.com and tell them the name and email address of the applicant and your name and email address.
3. Login to the system using the User ID and Password sent to you in the email.
4. You will see a page with the names of applicants who have listed you as a reference with this particular Online Application System.
5. Click on the applicant’s name (corresponding to the program and year if there is more than one entry for the applicant).
6. In Step 1, complete information to verify your status and respond to the questions.
7. **In Step 2**, respond to the questions for English Teaching Assistants (ETAs). Referees are asked to complete the Reference Form. *Free form letters of reference will not be reviewed for this program.*

8. When you have answered all the questions, you may **Preview** a PDF of the form.

9. If you are satisfied, the final step is to **Submit** the reference. Before you click **Submit**, be sure that this is the reference that you wish to have reviewed by screening committees in the US and abroad.

*Once you submit the reference, you will not have access to edit or change it.* However, you will be able to print the Reference Form from the system after you have electronically submitted it.
ETA Reference Questions

1. Based on your observation of or experience with the candidate, comment on his/her ability to express him/herself competently and clearly in English, orally and in writing. If relevant, comment on specific situations where you have observed the candidate's communication skills (e.g., classroom presentations, coursework, co-curricular activities, etc.).

2. While formal training in teaching is generally not required, successful ETA grantees have exhibited a strong interest in teaching and learning through their classroom behavior and/or in extracurricular activities, jobs or volunteer work, and/or community service projects. In your view, how has this candidate demonstrated qualities associated with teaching or mentoring?

3. Keeping in mind that an ETA’s specific job description at the placement abroad may not be clearly defined, describe the candidate’s abilities relative to working in unstructured situations. Feel free to give a specific example.

4. Comment on how the candidate might interact with students, faculty and, community leaders, among others, in an unfamiliar situation or different cultural environment. Feel free to describe a situation where you have observed the candidate in these circumstances. What kind of impression, in your view, would the candidate make abroad as a representative of the United States?

5. Please comment on any other factors which you believe may have a bearing on the candidate’s experience overseas or potential as a Fulbright English Teaching Assistant.
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Instructions Regarding Foreign Language Forms

You’ll complete one or two language-related forms (7 and 7A) and have a language instructor complete an evaluation form (8). If you aren’t able to access the forms in the online application, you may need to “Update Your Answers” to Preliminary Questions #3 or #4 and answer “Yes”. Even if the language required by the host country is your mother tongue or your first language, you must complete the Language Forms (7 and 8).

Form 7: Language Background Report
Complete this form when applying to a country where English isn’t commonly spoken and knowledge of the host country language is required, or if your project requires knowledge of another language. You’re allowed to complete up to two Language Background Reports.

Form 7A: Critical Language Enhancement Award Supplementary Statement
Complete this form if you’re requesting consideration for the Critical Language Enhancement Award.

Form 8: Foreign Language Evaluation (FLE)
Completed electronically by a professional language instructor who has taught you and knows your language ability.

If you don’t have knowledge of and/or training in the host country language, only complete Form 7, and indicate your plans for obtaining a hospitality/survival level of the language to accomplish the program’s goal of increasing mutual understanding. Since you have no knowledge of the language, Form 8 from a language evaluator is unnecessary.

For applicants who need an evaluation in more than one language, be sure to indicate this in Preliminary Question #3.

Registering Your Language Evaluator:

- In the online application, enter the name of your evaluator in question 40A, Step B, and then go to Step F: Reference/Evaluation. From there, you can register your Foreign Language Evaluator. Once registered, the evaluator will receive an email with a login and instructions on how to complete the form. Referees are registered based on the type of grant for which you are applying, so take care to register the Evaluator for the FLE so that they receive the correct form.
- Be sure to:
  - Let your evaluator know in advance that you are requesting an electronic report.
  - Provide them with a copy or summary of your Proposal. ETA applicants, you should also give them the description of the ETA Program for your host country.
  - **Remind your evaluator that the report is due by the campus deadline of Wednesday, September 15, 2010.**
- If a referee cannot or will not submit a reference electronically, you may need to ask another person to complete the reference.
- If the evaluation is based on an in-person interview, make arrangements to meet with the evaluator, allowing them to complete and submit the Foreign Language Evaluation electronically.
Washington University in St. Louis – Fulbright Program for US Students

Evaluator Instructions for Foreign Language

Fulbright applicants must register you in the Embark Online Application system in order to give you the opportunity to complete the form online and have it submitted with the student’s online application. In addition, the applicant should provide you with summary of their Fulbright Project proposal, as well as a report of their language background. In the case of ETA applicants, they should also supply you with the description of the program for the country to which they are applying. If you are not familiar with the US Student Fulbright Program, you may wish to visit the Fulbright website at http://us.fulbrightonline.org.

Language evaluations must be submitted electronically by the campus deadline: Wednesday, September 15, 2010.

If the candidate who has requested that you evaluate their language ability is a current or former student, you may complete the evaluation based on the candidate’s record and performance in your language study course(s), and/or, you may interview the applicant to determine his/her current proficiency in the language.

You are asked to comment on the candidate’s present language competence relative to their proposed project of study or research for the grant. You may choose to interview the applicant in the language being assessed. You may refer to the ACTFL Proficiency Guidelines for assessing language ability in determining the appropriate rating in each category.

Steps to submit your Foreign Language Evaluation form:

1. The student will register your name and email in the Embark Online Recommendation system of the application.
2. An email will be generated and sent to you. If you do not receive this email, please let the applicant know or email Tech Support directly: support@embark.com and tell them the name and email address of the applicant and your name and email address.
3. Login to the system using the User ID and Password sent to you in the email.
4. You will see a page with the names of applicants who have listed you as an evaluator with this particular Online Application System.
5. Click on the applicant’s name (corresponding to the program and year if there is more than one entry for the applicant).
6. At the top of the page, complete information to verify your status and respond to the questions.
7. Then, respond to the questions assessing the candidate’s competency in several areas.
8. When you have answered all the questions, you may Preview a PDF of the form.
9. If you are satisfied, the final step is to Submit the Evaluation. Before you click Submit, be sure that this is the Evaluation that you wish to have reviewed by screening committees in the US and abroad.

Once you submit the evaluation, you will not have access to edit or change it. However, you will be able to print the Evaluation Form from the system after it has been electronically submitted it.
Washington University in St. Louis – Fulbright Program for US Students

WUSTL Process for Application Submission and Review, Interviews, Revisions, and Beyond – FL10

- You must click the 'submit' button on the on-line application no later than **4pm on Wednesday, September 15, 2010.**

- Clicking the ‘submit’ button does not preclude the possibility of future revisions or additions to the file. On-line submissions will be channeled to Mrs. Toni Loomis, Application Coordinator, who can unsubmit you to allow for changes. Ultimately, the IAS program office is responsible for releasing the on-line application to IIE, Fulbright’s administering agency, before the IIE deadline (October 18, 2010).

- You **must** sign up for an appointment with Toni to review your application for completion! To schedule a meeting, please contact her at 935.5073 or aloomis@wustl.edu. Meetings will be held Sept. 15 – Sept. 17, 2010, in room 254 McMillan Hall. During your meeting, you will also fill out a schedule so that a campus interview time may be set.

- Interviews will occur between Monday, September 27 and Monday, October 4, 2010. They are meant to be constructive. Refer to page 10 of the application for an idea of what your two interviewers will be asking. Please also see the following pages of this handbook for how to prepare for your interview.

- Interview attire: business casual.

- You will have 48 hours after the interview to make revisions (whether to your essays or your actual application). **Revisions to essays must be given to Toni as well as to your two interviewers** (emailed word documents are the preferred method).

- Updated essays should be uploaded to your application, and the application should then be resubmitted.

**After Submitting your Application**

- Continue to work on your language skills. Even if you don’t receive a grant, the time and effort you put into language study will pay off.

- All applicants will be informed by email of the status of their application on January 31, 2011.

- Candidates who are recommended to the host country for further consideration will learn the final decision sometime between mid March and late June.

- After you submit your application, if you need to change your mailing address, you must inform the Fulbright office via email; they won’t accept address changes over the phone.

- Please note that for some country programs (i.e., Swiss Government Grants, ETAs for France or Germany, etc.) additional applications will be required. Applicants recommended for these programs will be contacted at the appropriate time and will be given the opportunity to complete the next steps of the application process.
Washington University in St. Louis – Fulbright Program for US Students

Preparing for Your Fulbright Campus Committee Interview

The Fulbright program expects every currently enrolled student -- graduating seniors as well as graduate and professional school students -- to submit their application for a Fulbright grant through their campus Fulbright Program Adviser (FPA) and to participate in the on-campus evaluation process.

This submission will always involve a formal review of your application materials by a campus committee and a campus committee interview. These assessments provide invaluable information to National Screening Committees here in the U.S. in the fall, as well as to overseas screening committees in the spring.

For enrolled students, campus committee interviews are extremely important. Not only does this interview allow you to supplement your written and supporting materials personally, but the process allows a committee to assess -- in person -- the convergence of your project with the Fulbright program's goals and standards. In a nutshell, the interview provides an opportunity for a committee to gauge how ready you are for the challenges of prolonged immersion in a new culture, as well as how prepared you are to pursue the project you have proposed.

To understand the importance of your campus committee interview, keep one essential fact in mind: this interview will be the only occasion you have in the entire review process, here in the U.S. and overseas, to make a personal case for your abilities to live abroad and to undertake your project successfully. It is essential to know what to expect in your interview and to take the time to prepare as well as you can.

What to Expect

Campus committee interview procedures vary from institution to institution. Generally, you can expect to meet with faculty members or administrators who have read through your application materials carefully and who are familiar with your field, your destination, and the Fulbright process. FPAs recruit committee members from a range of disciplines and with a variety of international experiences, but all of them will have an interest in the Fulbright program, as well as in your success in applying for a grant.

The Fulbright program expects that each campus committee interview will result in a campus committee evaluation (form #10 in the application) and that these evaluations must address six basic questions for each enrolled candidate:

- What are your academic or professional qualifications to pursue your project?
- How valid and feasible is your proposed project?
- What are your language qualifications to pursue your proposed project?
- Do you seem mature, motivated, and able to adapt to new cultural environments?
- What do you know about your host country?
- What sort of ambassadorial potential do you have in representing the U.S. abroad?

Like many interviews, dialogue with your campus committee may be unpredictable, unfolding in several directions. But unlike many interviews, here you can actually anticipate content -- everything you are asked will be designed to address the above questions, usually in the space of about 30 minutes or longer. Because some of this information will be clear in your written and
supporting materials, a fair amount of your interview may address questions of personal suitability: Why are you applying? Are you open to new experiences and ideas? How do you meet challenges or difficulties? Do you interact with people easily? Are you eager to live abroad for up to a year? Are you prepared to do so?

You should expect a portion of your campus committee interview to be conducted in the language of your host country, whether or not you will use that language in your everyday work. You should also expect to demonstrate an interest in and knowledge of your host country that goes beyond the specific disciplinary focus of your proposal.

One further note about your interview: you will be evaluated only in comparison with your peers, and only against set standards. In other words, a graduating senior will not be measured against a more advanced graduate student, nor will a graduate student be measured against a graduating senior with less experience. Neither will be measured against other individuals in the same applicant pool. This commitment keeps the playing field level throughout the evaluation process.

**Take Time to Prepare**

Because the campus committee interview is an opportunity for you to make your case in person to the Fulbright program, be sure to invest some time in preparing for it. The degree to which you prepare will speak volumes about your conscientiousness and enthusiasm; it will boost your confidence; and it will help you give articulate answers to committee members’ questions.

A basic starting point in preparing for any interview is self-assessment -- think about yourself in a specific setting and reflect on your abilities to be successful in that setting. What experience, knowledge, skills, or special training do you have to make you confident in your ability to pursue your project? What aptitudes, experience, or personal traits do you have to make you confident in your ability to navigate a new cultural environment?

Take some time to review the contents of your application -- particularly your statement of proposed study and your curriculum vitae -- and be prepared to expand on any of this. If your project gets more refined after you submit your application, be prepared to introduce these developments in your interview. Think about your supporting materials. How do your recommenders know you and what might they say about you? Can you talk about a paper you wrote for a course, a tutoring job, or a performance, even though you may not have written about these experiences yourself? Can you talk about each of the courses on your transcript?

In preparing your application, you will already have done some research on your host country -- and host institution, if appropriate -- with an eye to the specifics of your project and to current events there. But it won’t hurt to refresh your memory before your interview, especially knowing that the Fulbright program hopes that you will establish connections in your host country beyond the scope of your project. The Internet, your local library, and newsstands are valuable resources.

**Basic Interview Advice**

The best advice for your interview is simple: be yourself. Interviewers expect to meet in person the individual they already have "met" on paper, and you can flounder if you try to be someone you're not. That said, it's important to concentrate on being your best self -- dress appropriately, arrive on time, be courteous to those you meet, and be honest in your interview. The impression you make with your interviewers really does matter.
Without rehearsing or scripting answers, keep the six basic questions mentioned above in mind as you go into your interview. This preparation will help you focus on the sort of information you share and the points you'll want to make with your interviewers. Feel free to take a moment to think before you answer a question, or to ask for clarification if you don't understand a question. If you can't answer a question, say so -- but if you can, connect it to something you do know. If you feel you've said something you wish you hadn't, you can address this issue directly later in the interview. Be sure to address each of your answers to everyone in the room.

It's natural to feel nervous before an interview. But taking care of yourself beforehand -- by preparing, getting a good night's sleep, eating a healthy meal, and giving yourself time to arrive promptly -- will help calm your nerves. If you can be comfortable with the interview as it unfolds, you'll communicate confidence and self-reliance, qualities that will inevitably serve you well during almost a year overseas.

**Finally...**
The campus committee interview is a formal part of your Fulbright application, and it is an important component in the evaluation of your candidacy, here in the U.S. and abroad. Treat it accordingly. But also try to enjoy the experience as much as you can -- this is a singular opportunity for you to share your thoughts and aspirations with people who genuinely care about them.
Washington University in St. Louis – Fulbright Program for US Students

Notes for Creative and Performing Arts Applicants

The creative and performing arts category can include the fields of architecture, ethnomusicology, and creative writing, as well as drama, film, music (composition and performance), dance and the full spectrum of visual arts media. The initial screening for all Fulbright applicants, both in the creative and performing arts and other disciplines, takes place within the US. Each subgroup will have its own National Screening Committee (NSC) made up of professionals in that area. The NSCs are looking for talent and potential and their members may not be experts in the student’s country of application. Portfolios are of vital importance. If the NSC doesn’t like the portfolio, it may not even review the application. If the portfolio passes muster, recommendations will be reviewed quite closely. Recommenders for arts applicants are asked to address the importance of the experience abroad in the applicant’s development as an artist.

NSCs in the arts have no limit on the number of applications they can forward to different host countries for review. They can recommend applications from all people that they feel have the talent and potential as artists to make good use of the grant. The Fulbright Commissions in the host country will look more closely at things like preparation in foreign language (if applicable), knowledge of host country and evidence of appropriate background, viability of the project, etc. In the host country screening, the artists are rolled into the general applicant pool. Most countries do not reserve grants for artists.

While a creative or performing arts proposal does not always require the level of specificity required of a humanities or social science research proposal, you must address the same basic points: when and where you wish to do the project, what resources you will have available to help you do it, and, perhaps most importantly, why you wish to do it. You must be able to state clearly why it is imperative for you to go abroad to carry out your project and why it is important to your development as an artist. Remember that, even if your primary purpose while you are abroad is to create, there is always a research element that needs to be identified and articulated persuasively. Studying light and color, viewing museum or gallery works, attending concerts, and visiting sites all can constitute research for this sort of application. Students should be able to speak to that element of their project and may find that there is clear overlap between defining the research component and explaining the necessity of being abroad to carry out the project. It is important that a student know enough background information in their subject area as it pertains to the host country to be able to present an intelligent proposal.

Potential problem points:

- Language Preparation: Most countries require that you have basic skills in their language so that you can have interactions with nationals of the host country in their language, even if your working language will be English. Some countries, including France, Italy, and Austria, will not consider applicants without strong language skills. Others will provide additional training for Fulbright grant recipients. Again, please check the Fulbright website for further information.

- Affiliation: Applicants in the creative and performing arts, like other Fulbright applicants, must have an affiliation within the host country. This may be with a university, an institute, or, in some cases, with an individual, gallery, or group, but it is an important part of the application. Generally a university affiliation is preferred.

6/24/2010
Some countries are more receptive to applications from creative and performing artists than others. There is a list of those countries on the Fulbright website. Please check the country profiles to make certain you are applying to country that will welcome artists.

WU Fulbright Committee members are happy to advise applicants and offer feedback and insight on their projects as they develop. Fulbright Program managers can do so as well, and may be uniquely suited to comment on which countries are most welcoming to certain projects or where you should look for affiliations.
Visual Arts Portfolio Recommendations

(Based on observation of the National Screening Committee for Painting and Printmaking 2004)

- Begin the portfolio with strongest, most recent work. If you are crafting a portfolio to reflect development, put early work last.

- Avoid a portfolio that shows your work in multiple, dissimilar media. It gives the impression of dabbling. The committee preferred to see multiple examples of work in the same or related media. Thematic continuity was also preferred.

- Only show your best work. Don't feel compelled to supply 10 slides if they aren't all of comparable quality.

- Make sure your Supplementary Record Form lists dates, sizes, media and titles for all slides submitted.

- Detail slides can be useful to show technique or a small section within a larger work.

- Avoid a portfolio that looks like a series of class exercises. The committee wants to see original work and get a sense of the student's voice both in style and subject matter.

- Most importantly, the art contained in the portfolio needs to speak for itself. The committee may not consider the Fulbright CV, project proposal, or any sort of artist's statement when it reviews slides.