

Fulbright U.S. Scholar International Education Administrators Program Application Instructions

The following are instructions for completing the application for the Fulbright U.S. Scholar International Education Administrators (IEA) Program through the Embark online application platform. **Applicants may only apply for one higher education administrator's award per competition cycle (see [timeline](#)).**

Read the following instructions carefully before completing the application. We recommend printing them for reference when completing the application.

Application content questions: fsponline@iee.org.

Technical difficulties using the online application system: Embark help center: <http://support.embark.com>.

IEA Application Checklist

- [Online Application Form](#)
- [Project Statement](#)
- [Institutional Statement](#)
- [Curriculum Vitae](#)
- [Three Reference Letters](#)

GETTING STARTED

CREATE YOUR EMBARK USER ACCOUNT

New users: click on Create an Account and proceed through steps to register.

Tip: use your preferred email address for your sign-in email address.

MANAGING YOUR APPLICATION

1. You may log in any time to review and edit your application prior to submission. Remember to save your application after completing each page. *The application will automatically log you out after 20 minutes of inactivity.*
2. After completing and submitting your application, you may log in to view your completed application and check on the status of references. Letters of reference may be submitted before or after you submit your application.

PRELIMINARY QUESTIONS

1. Are you a U.S. citizen?
 - Applicants must be U.S. citizens at the time of application for the Fulbright U.S. Scholar Program.
2. For which program are you applying?
 - Select *Fulbright U.S. Scholar Program*, then click 'Save and Continue'.

APPLICATION: SEVEN STEPS TO SUBMIT

Fulbright U.S. Scholar International Education Administrators Program Application Instructions

1. [Instructions](#)
2. [Application Form](#)
3. [Attachments](#)
 - [Project Statement](#)
 - [Curriculum Vitae or Resume](#)
 - [Institutional Statement](#) (International Education Administrators (IEA) Seminars only)
5. [Register References](#): sends a request to referee to submit a letter of reference
6. [Application Inspector](#): highlights missing or incorrect information before the application can be submitted
7. [Submit Application](#)

STEP 1: INSTRUCTIONS

Before proceeding, review instructions contained in this document, the [Application Guidelines](#), and other resources listed in this section.

STEP 2: APPLICATION FORM

AWARD INFORMATION (PAGE 1)

Item 1. Country of Interest or Regional Program

- Click "Select Country of Interest".
- Select the desired country in the new window that appears.

Item 2. Award Number

- Click "Select Award Number" and in the new window that appears select the appropriate award number.
This number is found in the Catalog of Awards.

Item 3. Type of Activity

- Click "Select Type of Activity" and select "Seminar." This activity should match what is requested in the [award description](#) in the Catalog of Awards.

PROFESSIONAL PROFILE

Item 4. Title

- Select appropriate title from the drop down menu.
- If not listed, use text box to enter correct title.

Item 5. Name

- Enter name as it appears on your passport.

Item 6. Preferred Name

- If you have a preferred name, e.g. Steve versus Steven, please enter it here.

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Item 7. Current Primary Academic/Professional Title and Starting Date in that Position

- Select your formal title (e.g. Director) from the dropdown menu.
- If you do not find your title in the menu, please select "Other" and type your title into the Other text box.
- Enter the start date of this position using the Month and Year dropdown lists.

Item 8. Professional Address

- Applicants from U.S. colleges or universities, click "Search Institution." Enter the university's name or keyword in the search field that appears. If the university is not found or the university is outside of the U.S., enter keyword "Other" in the search field and select "Other Affiliation". Enter the institution's full name in the Institution Other text field.
 - o **Tip:** It is best to do a partial search for the institution's name. For example, search for "Maryland", when searching for the University of Maryland.
- Applicants who are not affiliated with a college or university, enter keyword "Not Affiliated" in the search box, and then select Not Affiliated.
- Once an institution is entered, enter the School, Department Name and the Address of the institution.
 - o **Tip:** Spell out department, building, street names, etc. (e.g., Office of International Studies; Hall of Arts; Main Street). Do not use dashes in phone numbers.
- Are you a postdoctoral applicant? Please answer **no**.
- Work email: enter your preferred email here.

CITIZENSHIP INFORMATION

Item 9. Date of Birth

Item 10. City/State/Country of Birth

- If you were born a U.S. citizen outside of the U.S. select "Amer. Outside US" from the State of Birth dropdown list.
- Naturalized citizens: select "Naturalized Citizen" from the State of Birth dropdown list.

Item 11. Country of Citizenship

- Enter your country of citizenship and any second country of citizenship. List the United States first.

Item 12. Date of Naturalization

- If you are a naturalized citizen, enter the date of naturalization using the Month, Day and Year dropdown lists.

Item 13. Gender

Item 14. U.S. Veteran

ACADEMIC CREDENTIALS (PAGE 2)

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Item 15. Awarded Degree(s)

- A terminal degree is not required for the IEA awards.
- Enter your highest or terminal degrees first (e.g. Ph.D., M.F.A., J.D.) and include name of institution, city and state of institution, discipline and degree conferral date.
- If your discipline is not listed, enter it using the Other Discipline text field.
- Do not enter high school information.

Item 16. Academic Discipline and Primary Specialization

- Using the dropdown list, select the appropriate academic discipline (field of study).
- Click "Find Specialization" and select the specialization in the new window that appears.
- **If your discipline is not listed**, choose Education for part A and International Education for part B.

Item 17. Most Significant Professional Accomplishments

- *Maximum 700 characters. Characters include spaces, returns and punctuation.*
- Include items such as significant professional awards and achievements. Do not write "See C.V."
- Limit your list to a **maximum** of five accomplishments.
Tip: separate each item with a semicolon and/or number rather than a hard return.

Item 18. Language

- Skip this section. Foreign language proficiency is not required for IEA awards.

Item 19. Residence or Professional Trips Abroad

- Indicate residence or professional trips abroad of three consecutive months or longer during the last five years.

Item 20. Previous Fulbright Grant(s)

- Enter the type of grant, the academic year and the host country or program using the dropdown lists for prior grant(s).
- Refer to [Project Statement Guidelines](#) and [Review Criteria](#) for guidance on how to address prior grant(s) in the project statement.

PROJECT DETAILS (PAGE 3)

Item 21. Project Title

If a grant is awarded, the title as submitted will appear on formal Fulbright communications, including the [Fulbright Scholar List](#). Please type in the appropriate option that corresponds to the IEA award you are applying for:

- U.S.-Germany International Education Administrators Seminar
- U.S.-France International Education Administrators Seminar
- Fulbright-Nehru International Education Administrators Seminar
- U.S.-Japan International Education Administrators Seminar

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- U.S.-Korea International Education Administrators Seminar
- Fulbright Community College Administrators Seminar in Russia

Item 22. Abstract or Summary of Project Statement

- Enter Not Applicable.

Item 23. Proposed Start Date, Length of Grant, Flex

- For the length of the grant, please enter .5 months. For the start date of the grant, select the month and year given in the [award description](#) for the IEA award to which you are applying.

Item 24. Preferred Host Institution

- Please leave both boxes blank.

Item 25 and 26. Letter of Invitation

- Choose “No” from the drop-down menu.
- A letter of invitation should not be sought.

Item 27. Alternate Country and Awards

- Skip this question. Alternate preferences are not available for IEA awards.

Items 28 & 29. Research Subjects

- Choose “No” from the drop-down menu.

PERSONAL INFORMATION (PAGE 4)

Item 30. Home Mailing Information

- Enter your *home (residential)* mailing information in this section.
- Do not enter university or other address information.

Item 31. State of Legal Residence

- Select your state of legal residence from the dropdown menu. If outside of U.S., leave blank.
Tip: spell out street names; do not use dashes in phone numbers.

Item 32. Social Security Number

- This is a required field. This number will appear masked to reviewers, and only a very small number of CIES staff will have access to it. We understand privacy concerns and work diligently to handle your information securely.

Item 33. Marital Status

- Select your marital status from the dropdown list

Item 34. Dependent Information

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- Skip this question. Dependents will not be accommodated on the IEA Seminars.

Item 35 and 36. Felony and Misdemeanor

- If you answered 'yes' to either question 35 or 36, a CIES staff member will be in touch following initial (technical) review of your application. You will be asked to provide additional information, including a description of the factual circumstances of the charge or conviction and supporting documentation. These materials should **not** be included with your application; they will be reviewed separately by the J. William Fulbright Foreign Scholarship Board.
- If you are arrested for, indicted for, charged with, or convicted of a felony or misdemeanor (excluding minor traffic violations) after the submission of this application, you must promptly inform CIES in writing.
- Details on ineligibility factors, including certain recent misdemeanor convictions, may be found in the Fulbright Program Policies, Chapter [600](#): U.S. Lecturers and Research Scholars, 626.2
- Persons Arrested for, Indicted for, Charged with, or Convicted of a Felony or a Misdemeanor.

Item 37. Fulbright Race/Ethnicity Survey (Optional)

- The information collected will be used for statistical purposes only; survey results will not be seen by reviewers or used in any way during the selection process.

Item 38. Signature

- Your electronic signature attests to the accuracy of the information supplied in the application and verifies that you waive or do not waive, as indicated, your right of access to the evaluations submitted by your referees.
- Type your name and enter the date in the text box provided.

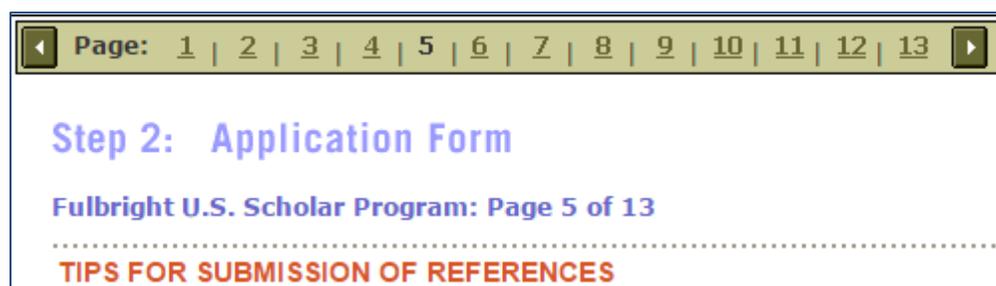
REFERENCES (PAGE 5)

REFERENCES ARE ENTERED IN **TWO** PLACES IN THE APPLICATION.

You will not be able to submit your application unless both steps are complete.

- The applicant is responsible for notifying referees of their request for letters and for ensuring those letters are submitted to CIES via the online system by the deadline.
- You can submit your application after you have registered your referees.
- You can submit your application before or after your letters of reference have been uploaded on your behalf.

Part One Instructions (page 5)



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- Waiver: Indicate whether you waive your right to access your submitted letters of reference. If you do not waive your right, contact CIES on how to view your letters.
- Enter the information for your three referees.
- Do not enter more than three referees. If more than three are submitted, surplus references will be removed on your behalf.

Reference Letter Guidelines

- Provide your referees with your project statement.
- Referees should keep an electronic copy of submitted letters.
- All letters of reference must be in English.
- One reference must be from your current supervisor.
- One reference must be from a colleague in your field.
- One reference can be from any colleague who can speak to your qualification for this grant.
- If you have recently moved to a new home institution, one of the reference letters should be from your previous institution.
- References from relatives or colleagues by cooperating agencies such as the U.S. Department of State, U.S. embassies, or Fulbright commissions will not be accepted.

Part Two: Step Five



- You must complete Register References (Step 5) before submitting your application. In this step, you register your referees to automatically generate an email sent from Embark. This email will guide the referees through the process of uploading reference letters. See detailed instructions: Register References (Step 5).

FULBRIGHT LANGUAGE PROFICIENCY REPORT: SELF-EVALUATION (PAGE 6)

Skip this section. Foreign language proficiency is not required for IEA awards.

FULBRIGHT PUBLICITY SURVEY (PAGE 7)

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This information is used solely used for statistical purposes and will not be accessible or used in the review and selection process.

STEP THREE: ATTACHMENTS

In this step, you upload documents to your application, as required by the award:

- Project Statement
- Curriculum Vitae or Resume
- Institutional Statement

Instructions on how to upload attachments, format requirements, and content guidance follows.

HOW TO UPLOAD ATTACHMENTS

Format Requirements:

- See individual attachment pages for page formatting requirements
- File type: Adobe PDF or Word document.
 - o Note: Word documents will be converted to a PDF by Embark. Conversion by Embark can change formatting occasionally. We recommend converting the document to PDF and using the preview function in the application.
- File size cannot exceed 2MB

Step-by-Step Instructions

- 1) Near the bottom of the attachment page, click “Choose File” (grey button).
- 2) In the window that appears, navigate to the document you wish to upload. Once selected, click Open.
- 3) The path of your document will now appear in the grey text box next to the browse button. Click “Upload” (red button).
 - If uploading a Word document, a processing page will appear. When the document is successfully uploaded, you will be returned to the attachment page.
 - If uploading a PDF, a notification will appear when your document is successfully uploaded at the top of the screen.
- 4) Click “Preview” (green button) to view your document.
- 5) If needed, click “Delete Document” and repeat above steps to replace document.

Note: *Do not* enter anything in the Name field. It is not necessary to name your document in the upload process.

PROJECT STATEMENT (PAGE 8)

All applications require a project statement. This is your opportunity to explain your specific strengths as a candidate to those [reviewing your application](#) and to potential hosts. It must be clear and compelling to audiences both inside and outside your field. Consult the [award description](#) for details and any specific instructions.

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Format Requirements:

- 3 to 5 pages, single spaced, 12-point-font, 1-inch margins
- Page numbers, headers and/or bullets to organize and convey key elements may be helpful
- File type: Adobe PDF or Word document
- File size cannot exceed 2MB

Content Guidelines:

- What you propose to do.
- How you propose to do it.
- Why it is important.

Project Statements for **International Education Administrators Awards** specifically describe:

- Your current job responsibilities and how they relate to this grant.
- The impact your participation would have on your career, professional development, home institution, and/or community.
- How you would share what you have learned with your home institution and others.

Previous Fulbright grant recipients must also address:

- What accomplishments and contributions resulted from your earlier grant(s)?
- How will this grant build on your previous Fulbright experience(s)?

CURRICULUM VITAE OR RÉSUMÉ (PAGE 9)

All applicants must include their current curriculum vitae or resume with detailed list of publications

Format Requirements:

- Up to 6 pages, single spaced, 12-point-font, 1-inch margins
- Headers and/or bullets to organize and convey key elements, and page numbers may be helpful
- File type: Adobe PDF or Word document
- File size cannot exceed 2MB

Content Guidelines:

- Include employment history and list of publications, presentations, exhibitions, etc.
- Use full citations.
- List items chronologically, starting with the most recent.
- Refereed publications should be listed separately from non-refereed publications.

SELECT BIBLIOGRAPHY (PAGE 10)

Skip this section. A bibliography is not required for IEA awards.

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COURSE OUTLINES OR SYLLABI (PAGE 11) – INSTITUTIONAL STATEMENT

International Education Administrators (IEA)

Seminars: Required for IEA applications (only):

Use this section to upload your Institutional Statement. Do not include syllabi or course outlines.

Content and Format Requirements:

- 1 to 2 pages, single spaced, 12-point-font, 1-inch margins
- General information about your home institution (type of institution, total enrollment, number of degrees offered, etc.).
- The number of international students on campus and where they are coming from.
 - o Note: If you are applying for the IEA Program in Japan or Korea, you must include the number of Japanese or Korean students currently on your campus.
- The study abroad opportunities available on your campus.
- Any institutional partnerships, particularly with universities in the country where the grant takes place.
- Any future goals/plans for internationalizing the campus.
- File type: Adobe PDF or Word document
- File size cannot exceed 2MB

LETTER OF INVITATION (PAGE 12)

Skip this section. A letter of invitation should not be sought.

WRITING SAMPLE (PAGE 13)

Skip this section. A writing sample should not be included within your IEA Seminar application.

STEP FOUR: SUPPLEMENTAL MATERIALS

Skip this section. Supplemental materials should not be included within your IEA Seminar application.

STEP FIVE: REGISTER REFERENCES

This is Part Two in the application to submit reference letters. In this section, you will enter the name and email address for the **same** three referees entered in the Application Form (Step 2: Page 5).

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- The applicant is responsible for ensuring all three letters are uploaded by the application deadline.
- The applicant is responsible for notifying referees of their request for letters via Embark.
- CIES is not able to upload letters to applications.
- You do not need to complete the application form (Step 2) before you register references.
- Once referees are registered, even if they have not uploaded their letters, you will be able to submit your application.

Step-by-Step Instructions to Register a Reference

1. Click the purple Register Referee button.
2. Select the type of reference letter/report you wish your reference to complete:
 - Fulbright Letter of Reference for your recommender to upload a letter of reference regarding your qualifications and proposed project.
3. On the next page, enter your referee's first and last name and email address. The link to the upload site and instructions on how to submit a letter of reference will be sent to this email address.
4. Check the box, and enter your full name and date.
5. Click Submit Registration
6. If you wish to submit another referee, click Register another Referee.
7. Do not register more than three referees.

As soon as you click Submit Registration, an email will be sent to your referee. It is best to check they have received this email. The message will be sent from: Embark Online Recommendations (noreply@embark.com)

Checking Letter of Reference Status

Once the referee is registered, you will be able to check the status of their progress.

Status Definitions

- Registration Unconfirmed: You have successfully registered the referee, but they have not logged into the reference letter site. If this status remains unchanged, check with your referee to ensure they received the registration email.
- In Progress: Your referee has successfully logged into the reference letter site, but has not submitted a letter.
- Submitted: Your referee has successfully submitted a reference letter.

Resending Registration Emails

If needed, you can resend the reference letter registration email at any time, even after you have submitted your application.

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1. Log into your application and click Step 5: Register Reference
2. Next to the referee's name, check the box
3. Click Resend Registration Email

Deleting Referees

If one of your referees is unable to submit a letter, you can delete them from your list **before** they submit a letter. Once they have submitted a letter, you will need to contact [CIES](#) to have their letter removed.

1. Log into your application and click Step 5: Register Reference
2. Under Delete Referee, use the dropdown list to select the reference you wish to delete
3. Click Delete Referee
4. Update the referees listed in Step 2 of the application form. If the application is already submitted, contact [CIES Program Staff](#) for guidance.

STEP SIX: APPLICATION INSPECTOR

The application inspector report will display incomplete questions and required attachments that are missing. Scroll to the far right side of the page to view a "hint" as to why a question was flagged.

Commonly Flagged Issues

- Using all upper case or all lower case letters (use appropriate capitalization)
- Using a 5 digit zip code (use 9 digits)
- Phone numbers containing dashes or other non-numeric characters

STEP SEVEN: SUBMIT APPLICATION

- Enter your electronic signature by typing in your full name and click Confirm Signature.
- Click Submit My Application.
- Once submitted you will receive an email confirmation.

For reference: [Review Criteria](#) and [Review Process - Notification Timeline](#).