

# FULBRIGHT VISITING SCHOLAR PROGRAM

## Instructions for Completing the 2020-2021 Fulbright Visiting Scholar Program Application

Application: <https://apply.iie.org/fvsp2020>

**Read all instructions carefully before completing the application.**

Applicants may only apply for one award per application cycle.

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## General Information

The application is supported by all modern browsers. We highly recommend that you use a current version of [Google Chrome](https://www.google.com/chrome/), which supports Windows, Mac, and Linux platforms.

Prior to starting an application, please complete the following steps:

### **Step 1: Learn requirements for submitting an application**

Before you begin an application, visit [www.fulbright.cz](http://www.fulbright.cz) or contact our office for specific information on deadlines, eligibility, and special requirements. Additional information and a list of participating countries can be found here: <https://www.cies.org/>.

### **Step 2: Record user name and password in a safe place**

Your email address is your user name. Set up your password by clicking the “Forgot Your Password” link on the log-in page.

When you create an account for this online application, record your password in a secure place. You can log in and out of the application as frequently as you like using your user name and password. If necessary, you can reset your password by clicking the “Forgot Your Password” link on the log-in page.

### **Step 3: Complete the application**

You do not need to complete this application at one time. You can re-enter at any time to edit your application. However, **once you SUBMIT your application, you CANNOT make changes to it.**

To complete your application correctly, please answer all questions completely and carefully. Review these additional tips:

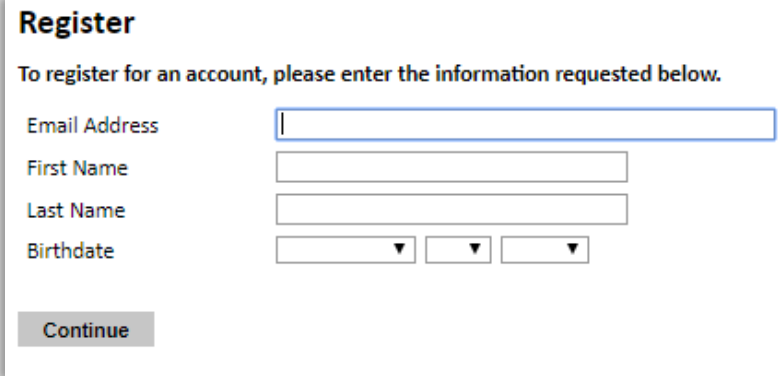
- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). **Do not use special characters**, such as accent marks or **any diacritics**. Otherwise your application would not be legible.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents and save them in PDF format. It is highly recommended that to preserve any formatting and special characters in your documents, you upload them in PDF format.
- Some questions are “required.” They are marked with an asterisk (\*). You will not be able to submit your application until all required items are complete.

### **Step 4: Submit the application**

Once you have entered all required information, including recommenders, review your application for errors. If all information is correct, submit your application. Once you submit you CANNOT make changes to your application.

## Creating Your Online Account

1. To start, click *Create an account*.
2. Enter your email address, first name, last name, and select your date of birth (Month-Date-Year) from the drop-down menus. **Your name must be entered exactly the way it appears (or will appear) on your passport – but without any diacritics or special characters.**  
**Example:** Šárka Příjemná would transcribe as Sarka Prijemna



**Register**

To register for an account, please enter the information requested below.

Email Address

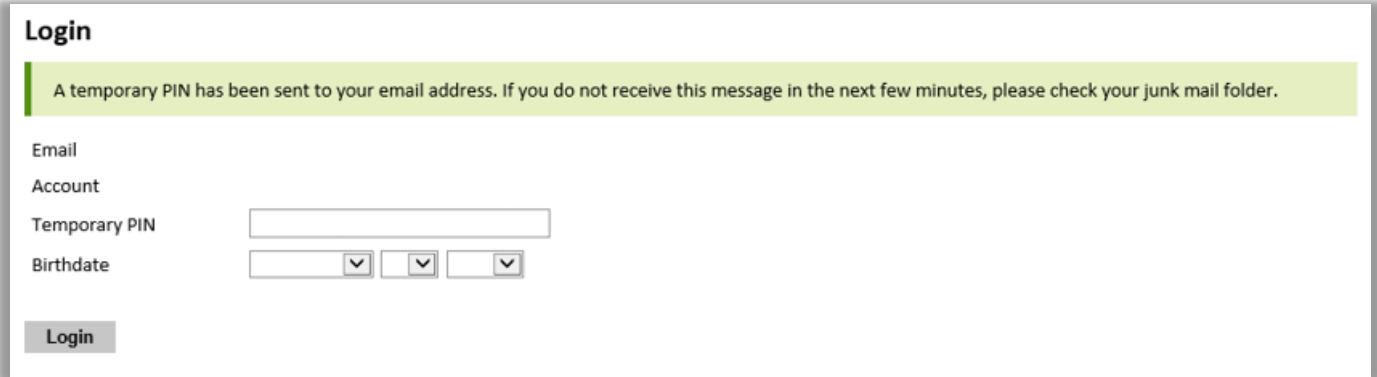
First Name

Last Name

Birthdate

**Note:** Use an email address that you will be able to access for at least two years after submitting your application. This is the email address you will use to log-in to your application account. We recommend you do NOT use a work email address if you will not have access to it during your grant in the U.S.

3. Click Continue. You will receive an email from [apply@iie.org](mailto:apply@iie.org) confirming that you have started the application. The email will include a temporary PIN. Follow the instructions in the email to activate your account using the temporary PIN.
4. You will be prompted to enter your pin and then create a password to complete log-in.



**Login**

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email Account

Temporary PIN

Birthdate

## Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

New Password (again)

- ✗ At least one letter
- ✗ At least one capital letter
- ✗ At least one number
- ✗ Be at least 12 characters
- ✗ New passwords must match

Set Password

5. Returning users: Click *Log in* and enter your email address and password. If you do not remember your password, click *Forgot your password* and follow the resulting instructions.

## Managing Your Application

### EDITING YOUR APPLICATION PRIOR TO SUBMISSION

1. You may log-in at any time to review and edit your application form, upload documents, and enter recommender information.
2. Remember to save your application after completing each page by pressing the *Continue* button at the bottom of each page.

**Note:** The application will automatically log you out after 60 minutes of inactivity, so it is best to save your application frequently.

### REVIEWING YOUR APPLICATION AFTER SUBMISSION

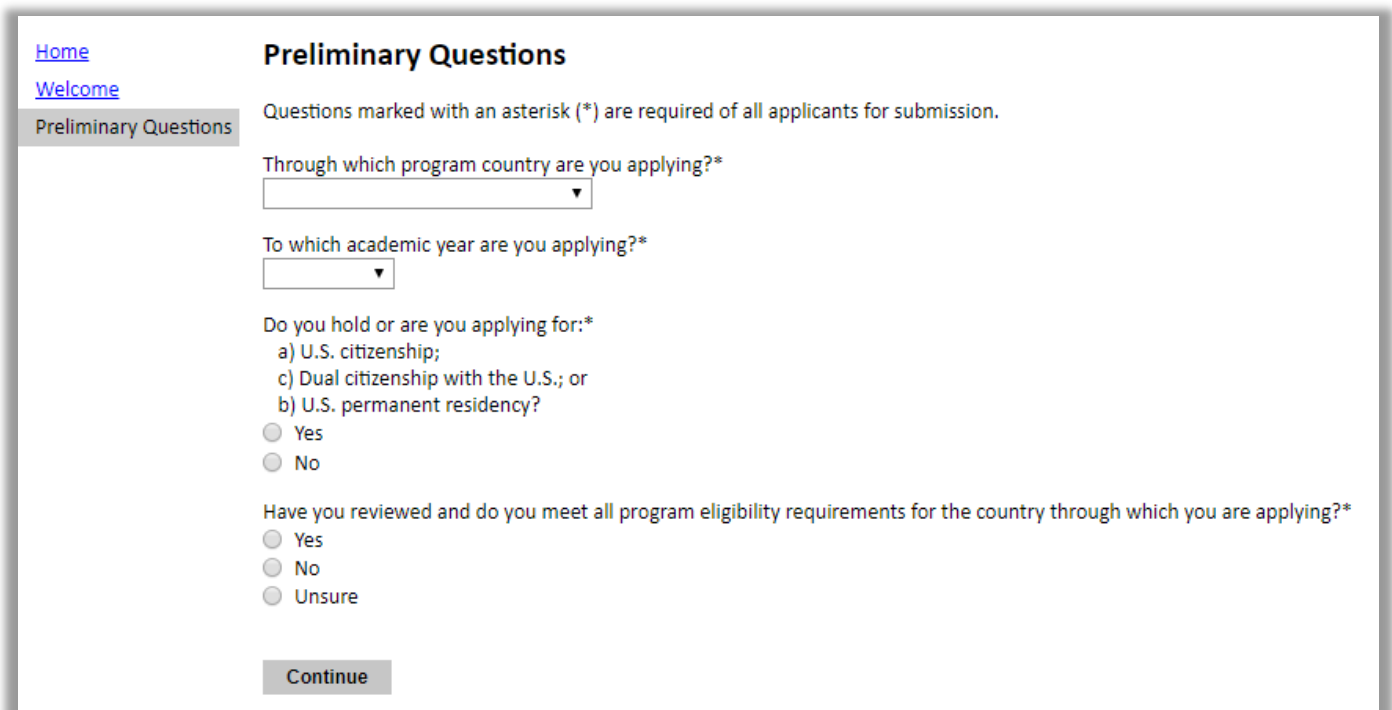
1. After you SUBMIT your application, you CANNOT make any changes.
2. You may continue to log-in to your account to view the information you have submitted, save a PDF of your application form, and manage your recommenders.
3. You can manage your recommenders by clicking on the *Recommendations* section of the online application.

### LETTERS OF RECOMMENDATION

1. Letters of recommendation will be submitted directly to Fulbright by the recommenders you register via your application.
2. Letters of recommendation and language evaluations may be submitted before or after you submit the application.
3. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.

## Preliminary Questions

These questions address essential program eligibility. All questions are required.



The screenshot shows a web form titled "Preliminary Questions". On the left is a navigation menu with links for "Home", "Welcome", and "Preliminary Questions" (which is highlighted). The main content area has the title "Preliminary Questions" and a note: "Questions marked with an asterisk (\*) are required of all applicants for submission." The form contains three required questions, each marked with an asterisk. The first question is "Through which program country are you applying?\*" with a dropdown menu. The second question is "To which academic year are you applying?\*" with a dropdown menu. The third question is "Do you hold or are you applying for:\*" with three radio button options: "a) U.S. citizenship;", "c) Dual citizenship with the U.S.; or", and "b) U.S. permanent residency?". Below these are two more radio button options: "Yes" and "No". The fourth question is "Have you reviewed and do you meet all program eligibility requirements for the country through which you are applying?\*" with three radio button options: "Yes", "No", and "Unsure". At the bottom of the form is a "Continue" button.

[Home](#)  
[Welcome](#)  
**Preliminary Questions**

### Preliminary Questions

Questions marked with an asterisk (\*) are required of all applicants for submission.

Through which program country are you applying?\*

To which academic year are you applying?\*

Do you hold or are you applying for:\*

a) U.S. citizenship;  
c) Dual citizenship with the U.S.; or  
b) U.S. permanent residency?

☐ Yes  
☐ No

Have you reviewed and do you meet all program eligibility requirements for the country through which you are applying?\*

☐ Yes  
☐ No  
☐ Unsure

**Continue**

1. Select Czech Republic or European Union (for Fulbright-Schuman program) for the Fulbright grant from the dropdown menu.
2. Select the appropriate program year from the dropdown menu.
3. U.S. Citizenship, Dual Citizenship with the U.S. or Permanent Residency: select 'yes' or 'no' to indicate your response.
  - a. Applicants cannot be U.S. citizens or permanent residents of the U.S. to participate in the Fulbright Visiting Scholar Program.
4. Select 'yes', 'no', or 'unsure' to indicate if you are aware and meet all program eligibility requirements.
  - a. Please review the program eligibility requirements for the country through which you are applying before proceeding.
5. Click *Continue* to save your responses and advance to the next section.

## Country Information

1. Review all information in this section!
2. Note any country-specific and award-specific instructions for completing the rest of the application, including:
  - a. Country website
  - b. Deadline information
  - c. Open application cycle
  - d. Additional required materials
3. If prompted, you must select an Award before proceeding. Be aware you can choose from Fulbright Visiting Scholar, Fulbright-Masaryk or Fulbright-Proshek programs.
4. Click *Continue* to proceed to the next section.

## Data Privacy

1. Carefully review the Data Privacy information. If prompted, indicate your acceptance of data privacy terms by selecting 'yes' or 'no'.
2. Click *Continue* to proceed to the next section.

## Personal Information

Enter all required biographical information. Please review country-specific guidance (provided in the Country Information section of the application) to determine whether you must provide additional information.

1. Enter your name exactly as it appears on your passport – do not use CAPs lock or diacritics:  
Sarka Prijemna (for Šárka Příjemná)
2. If your name is recorded differently on any previous records, list it in the Name on Previous Records section (e.g. maiden name).
3. The birthdate that you used to create your account will automatically appear.
4. Enter your city of birth, country of birth, sex (as it appears on your passport), preferred gender identity, marital status, and number of dependents. It is irrelevant whether you choose the Czech Republic or Czechoslovakia as your country of birth.
5. Select the Czech Republic as your country of citizenship and country of residence from the dropdown menus provided.
6. If applicable, enter your national identification number and any additional countries in which you hold citizenship.
  - a. To select multiple countries, hold down the CTRL (PC) or Command (Mac) button when selecting options.
7. Click *Continue* to save your responses and advance to the next section.

## Contact Information

Enter all required contact information marked with \*. Please review country-specific guidance to determine whether you must provide additional information.

1. Select the Czech Republic from the dropdown list first when entering your permanent address.
  - a. The subsequent fields will change to match the address format of the Czech Republic.
  - b. Complete the remaining address fields. Do not use diacritics.
2. Select 'yes' or 'no' to indicate if your **current mailing address** (i.e. the address where you receive mail) is the same as the permanent address you entered above. *They do not have to be the same. This address will be used by the Fulbright Commission to deliver documents for you.*
  - a. If you answer 'no,' then a second address section will appear where you may enter your mailing address information.
  - b. If you answer 'yes' to this question, proceed immediately to the next section.
3. Enter your contact numbers as appropriate. Include the country code. If the field turns red, please review the numbers that you have entered to look for any errors.
  - a. The country code for the Czech Republic is +420
4. The email address used to create your account will appear in the primary email address field and will not be editable. You may provide an Alternate/Secondary Email that can be used to contact you if Fulbright Program officers cannot reach you via your primary email address.

**Note:** All system-generated emails will continue to go to your primary email address.
5. Emergency contact information is required. If you provide emergency contacts in your home country, please enter the appropriate information. The individuals you list may be contacted in the event of an emergency while you are participating in grant activities. An emergency contact in the USA is not required.
  - a. When entering the address, choose the country that corresponds to your emergency contacts' address first and the following fields will update to match the address format of the selected country.
6. Click *Continue* to save your responses and advance to the next section.

## Academic & Professional Information

This section collects information about your academic and professional background, including your curriculum vitae/resumé, academic degrees, professional experience, organizational memberships, letter of support from home institution, experience abroad, and previous Fulbright grants, if applicable.

Prepare and upload documents in PDF format as required (\*). Note any page limits and ensure your documents do not exceed page limits.

### Curriculum Vitae/Resume

1. Upload your curriculum vitae/resumé in PDF format that **does not exceed six pages**. If necessary, split the resume into two documents and upload them all using the option “add another.”

**Note:** If your file exceeds 6 pages, an error message will appear on the Review page and will prevent submission of your application.

- a. Click *Choose File*
- b. Locate and select the file that you previously saved to your computer
- c. Click *Open*
- d. Click *Upload* to complete the file upload

Curriculum Vitae/Resume	Please upload a PDF document that does not exceed six (6) pages.	<input type="button" value="Choose File"/> No file chosen
		<input type="button" value="Upload"/>

### Academic Background

2. List all post-secondary educational institutions from which you have received a degree or academic credential. You **MUST** include any education institutions you are currently attending (even if you have not yet completed your educational program) and estimated date of graduation/completion.
  - a. Click *Add Institution*
  - b. Type in the name of the institution
  - c. Choose the level of study (graduate or undergraduate) from the dropdown menu
  - d. Select the country where the institution is located from the dropdown menu

- e. Enter the appropriate city and region/state
- f. Provide the website of the institution (optional)
- g. Select the U.S. equivalent of the degree or diploma earned (e.g., BA – bachelor’s degree)
- h. If relevant, provide the actual name of the degree or diploma (e.g., license)
- i. Enter the discipline in which this degree or diploma was earned
- j. Select the month and year of the date this degree was received (Month – Year format) from the drop down menu
  - If a degree is in progress, list expected date of conferral for Date Degree Received.
- k. Click *Save*.

**Educational Institution**

Institution\*

Level of Study\* 

▼

**Institution Location (all address fields are required)\***

Country 

United States ▼

City

State 

Select State ▼

Website

Name of Diploma or Degree Equivalent\* 

▼

Actual Name of Degree or Diploma

Discipline\*

Date Degree Received\* 

▼

▼

If a degree is in progress, list expected date of conferral for Date Degree Received.

3. To add additional entries for post-secondary educational institutions, click *Add Institution* and follow the bulleted instructions above.

## Current Professional Profile

4. List your current professional affiliation or employer by clicking *Add Experience* under Position Title
  - a. Choose the role which most closely corresponds to your current role from the dropdown menu

- b. If you are an independent/unaffiliated scholar, check the box underneath the Current Role field. The Institution Name and Department Name fields will disappear after the box is checked
- c. Enter your current position title (e.g. Director, Assistant Director, etc.)
- d. Enter the name of the institution and, if relevant, the department where you are currently employed
- e. Enter the start and end dates for the position you entered (Month-Year format). If you are currently employed in this role, leave the End Date fields blank.
- f. Select the country where your current place of employment is located from the dropdown menu. Enter in the street address, city, state/region, and post code as applicable
- g. Click *Save*

**Professional Experience**

Current Role\*

☐ I am an independent/unaffiliated scholar.

Position Title

Institution Name\*

Department Name

If you are currently employed, please leave the End Date field blank.

Start Date

End Date

**Institution Address**

Country\*

Street Address\*

City\*

State/Region\*

Postal Code\*

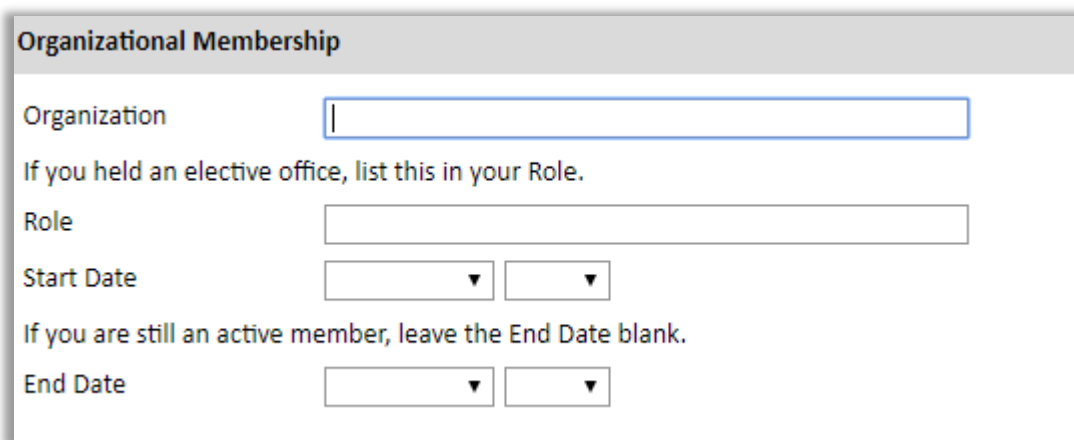
Save

Cancel

5. If you have more than one current position, click *Add Experience* and follow the instructions above.
6. List your most significant professional accomplishments, honors and awards, and up to three significant publications in the text box.
  - a. List no more than five accomplishments, honors, or awards
  - b. Separate each entry with a semicolon (;)
  - c. 700-character limit

## Organizational Memberships

7. List up to four professional memberships in cultural, educational, and professional organizations.
  - a. Click *Add Organization*
  - b. Enter the name of the organization
  - c. If you held an elective office in the organization, enter the name of your role (e.g., Treasurer)
  - d. Enter the start and end dates (Month-Year format) that correspond with your membership in this organization.
    - If you are still an active member, leave the End Date blank.
  - e. Click *Save*



The screenshot shows a form titled "Organizational Membership". It contains the following fields and instructions:

- Organization:** A text input field.
- Role:** A text input field. Above it is the instruction: "If you held an elective office, list this in your Role."
- Start Date:** Two dropdown menus for month and year.
- End Date:** Two dropdown menus for month and year. Above it is the instruction: "If you are still an active member, leave the End Date blank."

## Letter of Support from Home Institution

8. Upload a PDF file of your letter of support/confirmation of leave from your home institution, confirming your ability to participate in a Fulbright award.
  - a. Click *Choose File*
  - b. Locate and select the file that you previously saved to your computer

- c. Click *Open*
- d. Click *Upload* to complete the file upload

Letter of Support	Please upload any letters of support/leave from your home institution.	Choose File	No file chosen
		Upload	

## Experience Abroad

9. List any professional travel and/or residence abroad **exceeding three (3) months during the last six years:**
  - a. Click *Add New*
  - b. Select the country in which you spent your professional travel and/or residence abroad from the dropdown menu provided
  - c. Select the start and end dates (Month-Year format) of you travel/residency
  - d. Enter the purpose of your travel abroad
  - e. Click *Save*

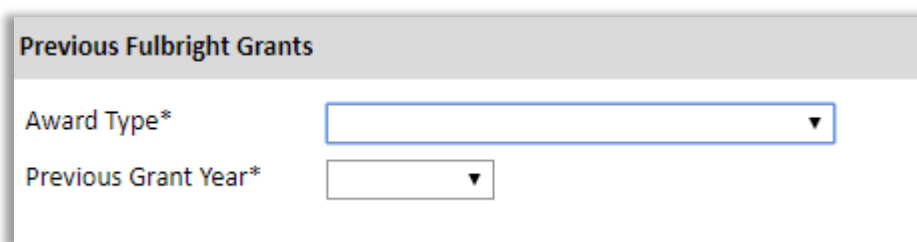
Experience Abroad	
Country*	<input type="text"/>
Start date:*	<input type="text"/> <input type="text"/>
End date:*	<input type="text"/> <input type="text"/>
Purpose of Travel Abroad:*	<input type="text"/>

10. If you have more than one trip abroad to enter, click *Add New* again, and follow the bulleted instructions until all entries have been saved.
11. Select 'yes' or 'no' to indicate if you have previously entered the United States on a J-1 or J-2 visa
  - a. If 'yes', you are required to select the J category of sponsorship from the list and upload a copy of your previous DS-2019

Previous DS-2019(s)	Please upload a copy of your previous DS-2019(s).	Choose File	No file chosen
		Upload	

*\*If you have participated in a J-1 or J-2 visa exchange program in the Professor or Research Scholar categories, please check with your Fulbright Office to confirm that you are eligible to apply for the program at this time.*

12. Select 'yes' or 'no' to indicate if you have previously been awarded a Fulbright grant.
  - a. If 'yes', you are required to list the grant(s):
    - Click *Add Grant*.
    - Select the Fulbright award type from the dropdown menu provided (e.g., Fulbright FLTA, Fulbright Foreign Student, etc.)
    - If you select "Other (please specify)", enter in the name of the Fulbright grant that you received in the "Other, please specify" field
    - Select the academic year that corresponds to the year in which you received the Fulbright grant.
    - Click *Save*



The screenshot shows a form titled "Previous Fulbright Grants" with a light gray header. Below the header, there are two fields. The first field is labeled "Award Type\*" and has a dropdown menu with a downward arrow. The second field is labeled "Previous Grant Year\*" and has a dropdown menu with a downward arrow.

13. If you are applying for another Fulbright Scholar Opportunity, please provide justification as to why you should be considered for another award in the text box.
14. Click *Continue* to save your responses and advance to the next section.

## **Language Skills**

This section collects information about your native language, English language skills, and any additional languages that are relevant to your project proposal.

1. Select your native language from the dropdown menu provided.

### **English Language Proficiency**

If your native language is not English, a section collecting your English language proficiency will appear.

2. Rate your English language proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus, as appropriate.

### **Additional Language Skills**

3. Select the number of additional languages that you would like to include that may be of use for your project or study plans.
4. Select the language you are reporting from the dropdown menu and rate your proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus, as appropriate.
5. Click *Continue* to save your responses and advance to the next section.

## Project Proposal

This section collects information about your proposed project.

1. Select the category of grant for which you are applying.
  - a. If you select Research, you must upload a Bibliography
  - b. If you select Teaching/Research, you must upload a Bibliography and Course Syllabus
  - c. If you select Teaching, you must upload a Course Syllabus
2. Enter your Project Title.
3. Enter a summary of your Project Proposal in the text box (maximum of 700 characters).
4. Upload a detailed project statement of three (3) to five (5) pages in PDF format. Follow the suggested structure:
  - a. Brief background of the proposed research topic
  - b. Objectives of the project proposal
  - c. Methodology used
  - d. Significance of the proposed research project
  - e. Evaluation and Dissemination
  - f. Justification for Residence in the USA for the proposed project
  - g. Duration and timeline
  - h. Click *Choose File*
  - i. Locate and select the file that you previously saved to your computer
  - j. Click *Open*
  - k. Click *Upload* to complete the file upload
5. Upload a Bibliography of one (1) to three (3) pages of references in PDF format following the instructions above.
6. If requested, upload Course Syllabi of up to ten (10) pages in PDF format following the bulleted instructions above.
7. Select the most appropriate academic discipline for your project from the dropdown menu.
8. Select the most appropriate primary specialization from the dropdown menu.
9. Enter a brief description of the area of the field in which you plan to specialize/conduct research in the United States in the text box.
  - a. Some fields will ask you if you'd like to upload portfolio materials as part of your

application. Select 'yes' or 'no'

- b. If you select 'yes,' you will be directed to upload your materials on the next page. Please follow the upload instructions listed.

10. Select your proposed grant length (in months) from the dropdown menu.

11. Enter your proposed grant start and end dates (Month-Day-Year format).

12. Indicate whether you have already made affiliation arrangements with a U.S. Host Institution by selecting 'yes' or 'no'. An invitation letter is an obligatory part of application for projects submitted in the Czech Republic.

- a. If 'yes', add the Host Institution by selecting *Add Institution*

- Enter Institution Name
- Enter Name and Contact Information of the person at the Institution who will be your primary contact
- Enter the address of the Institution
- Indicate whether you have received a letter of invitation
- Click *Save*
- Upload the Letter of Invitation (if available) by clicking *Choose File*

- b. If 'no', and you are not required to arrange an affiliation before applying, list any host institution preferences in order of priority by selecting *Add Institution*

- Enter Institution Name
- Enter Name and Contact Information of the person at the Institution who you have communicated with previously, OR the main contact for the department that you are interested in joining
- Enter the address of the Institution
- If you are in contact with the Institution, enter the date (Month-Day-Year form) of your initial contact
- Enter a reason for the suggested affiliation
- Click *Save*

13. Click *Continue* to save your responses and advance to the next section.

## Grant and Travel Plans

This section gathers information on your personal finances, additional grants you may have applied to/received, passport, and accompanying dependents. Please note that these sections may not be required if you are from certain countries. Review country-specific information before completing.

1. Select 'yes' or 'no' to indicate if you will have other sources of financial support during your Fulbright grant.
  - a. If 'yes', select the number of other sources of funding you expect to receive
    - Enter Source Description (e.g., NSF grant)
    - Estimated Amount (in U.S. dollars)
    - The Other Funds Total field will automatically update based on the amounts provided above
    - Upload supporting documentation by selecting *Choose File*
2. Indicate if you are planning to apply for other sources of funding to supplement the Fulbright grant award in the text box (700 character limit). Include the course and amount for all funding.
3. Upload a copy of your valid passport by selecting *Choose File*.
4. Select the number of dependents you intend to have accompany you to the U.S. (select 0 if you do not have dependents or your dependents will not accompany you the U.S.).
  - a. Enter required information for each dependent, including relationship to you, name, date of birth, sex, country of citizenship, previously held U.S. J-1 or J-2 visa, and intended length of stay in the U.S.
5. Click *Continue* to save your responses and advance to the next section.

## Additional Information

Use this section to upload any required additional documentation per your country-specific guidance.

Complete the Outreach Survey.

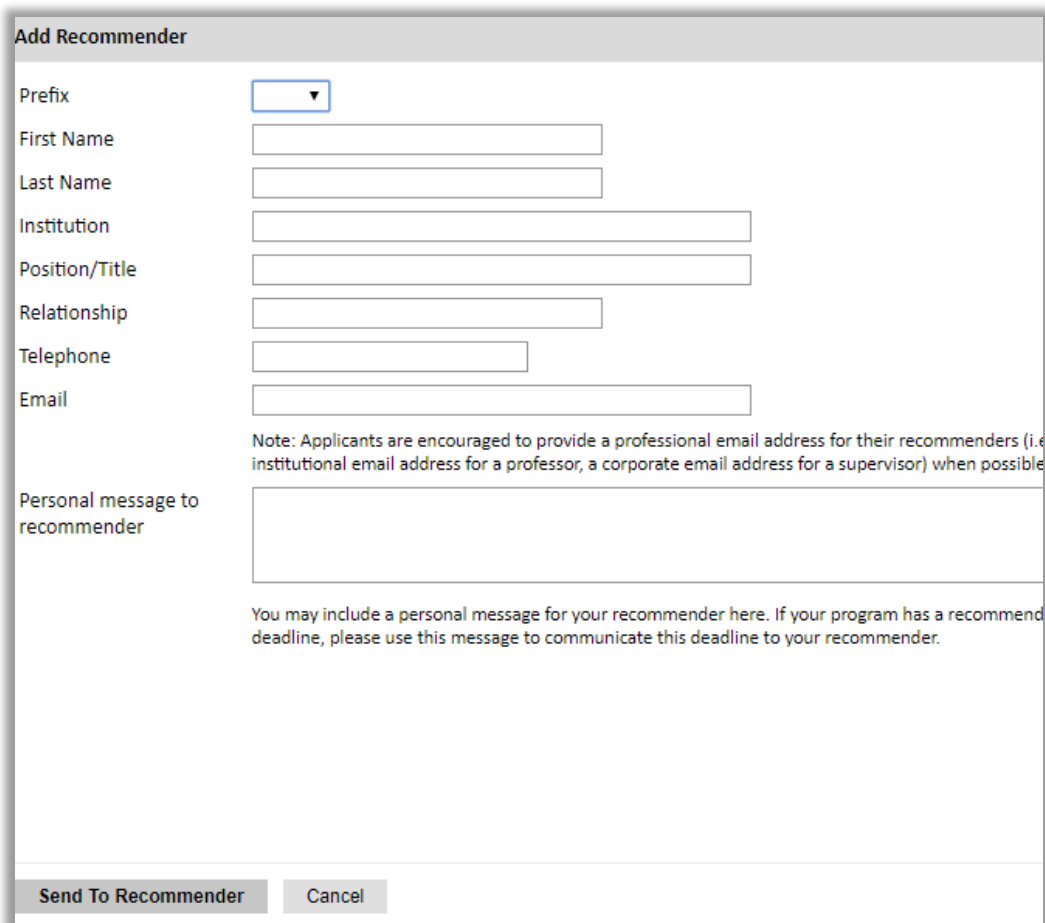
Click *Continue* to save your responses and advance to the next section.

## Recommendations

Use this section to register your recommenders. Refer to your country-specific instructions for details on the required number of recommenders.

Once you register your recommenders, they will receive an automatic email with instructions on completing the online recommendation form. You can track the status of recommendations, send reminders, and add/delete recommenders through this system before **and** after submission of your application.

1. Click *Add Recommender*
2. Complete all fields in the pop-up form:



The screenshot shows a pop-up window titled "Add Recommender". It contains the following fields and elements:

- Prefix:** A dropdown menu.
- First Name:** A text input field.
- Last Name:** A text input field.
- Institution:** A text input field.
- Position/Title:** A text input field.
- Relationship:** A text input field.
- Telephone:** A text input field.
- Email:** A text input field.
- Note:** A text block stating: "Note: Applicants are encouraged to provide a professional email address for their recommenders (i.e. institutional email address for a professor, a corporate email address for a supervisor) when possible."
- Personal message to recommender:** A large text area for a personal message.
- Footer:** Two buttons: "Send To Recommender" and "Cancel".

3. Click *Send to Recommender* to generate automatic email to recommender
4. Click *Continue* to save your responses and advance to the next section
5. Once sent, you will have the option to Edit Recommender information, if they have not yet started progress on their response and Save, Send Reminders, and Exclude, if you wish to remove the recommender and replace them with another individual.

Edit Recommender

Prefix

First Name

Last Name

Institution

Position/Title

Relationship

Telephone

Email

Personal message to recommender

Status

Sent to recommender on 12/20 at 11:18 AM

Save

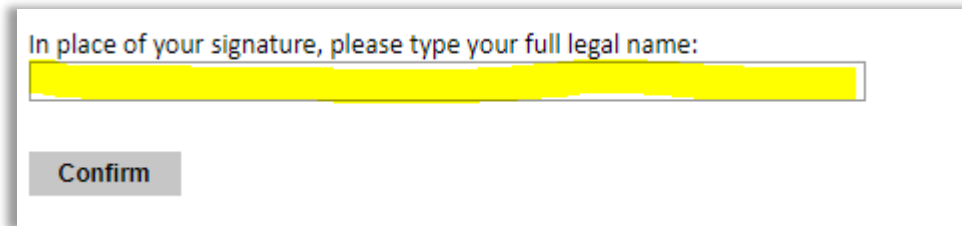
Send Reminder

Exclude

Cancel

## Signature

Certify that the information you provided in the application is true and complete by typing your full legal name in the Signature Box:

A rectangular box with a light gray border. Inside, at the top, is the text "In place of your signature, please type your full legal name:". Below this text is a long, horizontal yellow rectangular highlight. At the bottom of the box is a gray button with the word "Confirm" in black text.

Click *Confirm* to continue to the next page.

## Review

The application will review the responses entered and will display any incomplete questions and required attachments that are missing.

- If no errors appear, then your application is ready for submission.
- If any errors appear, correct or complete these sections and return to the Review section to determine if your application is ready for submission.

**REVIEW ALL RESPONSES. CLICK SUBMIT.**