

FULBRIGHT STUDENT PROGRAM - PORTUGAL
*Instructions for Completing the
Fulbright Student Program Application*

Fulbright Program Office Contact Information:

Fulbright Commission
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Application instructions for candidates to the Fulbright Grant for Master's and Ph.D., to the Fulbright Research Grant, to the Fulbright Research Grant in Public Health, and to the Fulbright Travel Grant.

Read all instructions carefully before completing the application

STEP 1: Learn requirements for submitting an application

The deadlines for submitting the applications are:

- January 29, 2016 for the Fulbright Research Grant and for the Fulbright Research Grant in Public Health,
- March 31, 2016 for the Fulbright Grant for Master's and Ph.D. April 30, 2016 for the Fulbright Travel Grant.

Applications and supporting materials received after the deadlines will not be considered.

STEP 2: Record user ID and password in a safe place

Your email address is your user ID. When you created an account for this on-line application, you created a password. An e-mail was sent to you indicating your User ID and Password. Keep this information in a safe place.

You can log in and out of the application as frequently as you like; however, you must have your user ID and password. While you cannot change your User ID, if necessary you can change your password by clicking on "Update My Account" at the top of the Home page of this application.

STEP 3: Complete the application

You do not need to complete this application at one sitting. You can re-enter at anytime and edit your application. But remember that once you submit your application, you can no longer make changes to it.

All forms in this application are to be completed in English. Items must be answered completely and carefully.

Some helpful "tips":

- Avoid using all capital letters when answering items, e.g. name, address, etc. It is better to use upper and lower case, e.g. Maria Silva.

- You can copy and paste information into all text boxes.
- In the text boxes, you must **limit your responses to the space provided**. Information that exceeds the space provided will **not** display or print. If what you have typed or copied exceeds the size of the box, you must edit it. It is a good idea to ‘preview’ each page of your application to make sure that all your data displays.
- You can review each page of the application in its PDF format by clicking on the **Preview** button on the upper right-hand corner. Closing out of the PDF view will bring you back to your application.
- You will create essays on pages 4 and 5. On the essay pages, text entered that exceeds the space provided **will display** and print. However, it is recommended that you try to keep your essays to one page when possible.
- You have several ways in which you can create your essays.
 - You can compose your essay on-line. Please note that there is a 40-minute ‘time out’ function. In other words, you will need to either complete your essay in 40 minutes or periodically save your essay. You will not be able to customize the formatting of your essay.
 - You can copy and paste text from another document and edit online. Again, you will have a 40-minute “time-out” function. You will not be able to customize the formatting.
 - You can upload text from another document. This is the only option where you will be able to have special formatting, e.g. bold, underline, headers, double spacing, etc. While you cannot edit an uploaded document on-line, you can delete your upload, make your corrections in your document off-line, and upload again.
- Pages 4 (study objective) and 5 (personal statement) contain a header that displays on the PDF view. Therefore, you **must** leave a 1½ inch (4cm) margin at the top of every page of your essays to allow space for the header that will appear on the print version of your application.
 - You should **preview** all of your essays to make sure the formatting is correct before submitting your application by clicking the preview button in upper right-hand corner of the screen. When you preview an essay, **you must use the “Back” browser button to return to your essay**. Closing out of the HTML preview (i.e. clicking the X in the upper right-hand corner) will exit you from your application.
 - Some questions are ‘required.’ In other words, you will not be able to complete and submit your application until all required items are completed. When you click on the **Application Inspector** button on the Home page, your application will be checked for completeness. You will be prompted to enter any missing information on required questions. Often specific instructions for completing a question or item will be provided in the application. Please read all instructions carefully. In addition, please review the following important information.

Item 1—Name: It is very important that you list your name exactly as it appears (or will appear) on your passport. Please use upper and lower case when entering your name, e.g. Maria Silva. Also, do not use diacritical markings (*caracteres especiais, tais como acentos e cedilhas*) as this can sometimes create computer-related problems.

Item 11—Application Cycle: Applicants to the Research Grants should select 2016-2017. Applicants to the Ph.D. and Master’s grant should select 2017/2018. Applicants to the Travel Grant should select 2016/2017.

Degree Objective: Applicants to the Research Grants should select “Visiting Student Researcher”; applicants to the Master’s grant should select “Master’s”; applicants to the Ph.D.

grant should select “Doctorate”. Applicants to the Travel grant should select “Master’s” or “Doctorate” as appropriate.

Item 12—Field of Study: From the choices, select the field of study most appropriate to your study objective. You can briefly elaborate on the exact nature of your objective in the text box that follows.

Item 14—Institutions Attended: Please list all post-secondary institutions attended in reverse order (putting the most recently attended first). List all post-secondary institutions attended even those from which you did not achieve a degree. You are required to provide academic transcripts from ALL institutions that you list and translations into English of these transcripts. Please do not include information regarding secondary education.

Actual Name of Degree: Do not translate; leave the name in Portuguese.

Item 17 – Publications: Do not translate titles of publications. If extensive, only list the most relevant in your field of study.

Item 21—Position Code: Please select from the drop down menu the position title which best describes the activity in which you are currently (or most recently) involved.

Item 24 – Examination Results: TOEFL or IELTS scores are required for the application to the Fulbright Grant for Master’s and PhD and you must **take the test no later than March 31, 2016**. If you submit the application before your scores are available, indicate only the date of examination. In case you have your scores before submitting the application, you can upload them in the application. If you do not yet have your scores by the time you submit your application, you should send them to the Fulbright Commission by e-mail (plemos@fulbright.pt), **no later than April 15, 2016**. TOEFL scores are available on the test website 2 weeks after you take the exam and you can print a score report from the test website. Applicants to the Fulbright Travel Grant should upload the scores reports of all the tests they have taken when applying to the university that they will enroll.

Item 26 – If you do not have an emergency contact in the U.S., you may leave this section blank.

Item 27—Study/Research Objective: The study/research objective description that you provide is an essential and highly important part of your application. You should take great care to write a clear and very detailed description of the program you want to pursue. Clearly identify the area(s) within your field of study in which you want to specialize or concentrate. If there is specific research that you want to accomplish, please describe. Remember to leave a 1½ inch (4 cm) margin at the top of every page to allow room for the header that will appear on the PDF view. Preview your essay to check the formatting before submitting your application.

Item 28—Personal Statement: The personal statement is a narrative statement in which you can include information about your education, practical experience, special interests, career plans, and your purpose in applying for study / research in the U.S. Again, remember to leave a 1½ inch (4 cm) margin at the top of every page to allow room for the header that will appear on the PDF view. Preview your essay to check the formatting before submitting your application.

Page 6—Additional Information – Resume/CV: Please use this page to upload your resume or curriculum vitae.

Page 7—University Transcripts: Upload copies of your transcripts into this application. Just follow the instructions that appear on page 7 of the application. If you cannot upload scanned transcript copies, you can send transcripts by e-mail to the Fulbright Commission. In case transcripts do not include the date of graduation and the final average grade, a copy of the diploma should be also included in the application. Whenever possible, candidates should also submit the diploma supplement.

Page 8—Personal Information: The information provided on this form will be used by the Fulbright Commission and Fulbright administrative agencies for internal purposes only.

Item 31 – Candidates must provide a cell phone number.

Item 32—National Identification Number: Please enter the number of your Identity Card or Citizen Card.

Page 9—Personal Financial Information: Since the Fulbright grant that may be awarded to you will only cover a portion of your expenses, you may need to provide funds from your own or other sources.

Therefore, please complete this form as completely and accurately as possible. If you should have a major change in your financial resources while your grant is pending, you should immediately inform the Fulbright Commission.

Item 45(b) – Dependents: If you have accompanying dependents, you will have to provide for their financial support, travel and medical insurance coverage. You should indicate the amount you will be able to provide and the source of funding (i.e. personal funds).

Item 46 – University Preferences: Applicants to the Research grants must provide the name of the university and department they have contacted. Applicants to the Ph.D. and the Master's grants should list the universities and departments of their preference. If you have been in contact or correspondence with a faculty member, please provide the name and contact information for that individual. For grantees of the Ph.D. grant, the Fulbright Commission will work together with each grantee in the applications to the programs and universities chosen by the grantee and will cover the application fees and other costs related to up to 6 applications. For grantees of the Master's grant, the Fulbright Commission will work together with each grantee in the applications to the programs and universities chosen by the grantee and will cover the application fees and other costs related to up to 4 applications. Although this is not a mandatory field for candidates to the Fulbright grants for Master's and PhD, it is very important that you submit your universities preferences. Candidates to the Fulbright Travel Grant must indicate in this field the university they intend to enroll.

Item 48 – This is a mandatory field for candidates to the Fulbright Travel Grant.

Page 11 – Writing Samples: Please use this page to upload any writing samples you wish to add to your application. Documents should have no more than 10 pages in total. Uploading a writing sample is mandatory for candidates whose objective is the PhD.

Page 13 –In this page you should upload the Signature Form, the Information Concerning Foreign Student Academic Records Form and the copy of the ID.

STEP 4: Print supplemental forms

It is a good idea to print all supplemental forms prior to submitting your application electronically. However, even after submitting your application you will be able to access these forms. The following forms can be found by clicking on the **Supplemental Forms** button on the Home page of this application:

- **Letter of Reference/Recommendation:** You must have three letters of reference (or recommendation) submitted on your behalf. Letters of reference are extremely important. All letters of reference should be written by teachers under whom you have studied or pursued research or by someone who has supervised you in work related to your proposed field of study. Letters of reference should not be written by persons related to you either by blood or marriage or by personal friends. At least one academic and one professional or work related letter should be included among the letters. Your recommenders have two ways in which they can submit their letters.
 - your recommenders can complete the forms online and submit electronically. You must click on the **Recommendation** button on the Home page of this application to register your recommenders.
 - you can print out the Letter of Reference form and forward it to your recommenders, who will then complete the forms and send them directly to the Fulbright Commission (a copy should be sent by e-mail to plemos@fulbright.pt and the original should be mailed to the Commission's address).

Letters of reference must be confidential, meaning their content must not be known by the candidate. The letters must be written in English. Hand-written letters will not be accepted.
- **Transcript Release Form:** This form is for post-secondary U.S. transcripts only. Please note that if you have studied in the US for a period longer than 5 years in the 6 years previous to this application you are not eligible to these grants.
- **Academic Records Information – Information Concerning Foreign Student Academic Records:**

In order to assist U.S. academic institutions in evaluating more accurately your academic credentials, this form allows you to provide information about the Portuguese educational and grading system. You should ask the university where you completed your *Licenciatura* degree to issue a ranking comparing the grades you achieved with the grades achieved by the students who finished the same program of studies on the same year. You should use that information to answer item 3 of the Academic Records Information. This form is not mandatory for candidates to the Research grants.
- **Report on Proficiency in English** – you do not need to use this form.
- **Signature Page:** You must print out, sign, and either upload this form in the application form or forward it to the Fulbright Commission by e-mail (plemos@fulbright.pt) **no later than the deadline of the grant you are applying to.**

STEP 5: Application inspector

Before you can submit your application electronically, your application will be reviewed for completeness. If there is missing data, you will be prompted to correct.

STEP 6: Review and print your application

Review a PDF version of your application and print a copy for your records.

STEP 7: Submit your application

It is very important that you identified Portugal as your country of citizenship and that you correctly selected the program to which you are applying – Fulbright Foreign Student Program – in the preliminary questions. If you entered the wrong country of citizenship or the wrong program, you must correct your answer to the preliminary question prior to submitting your application. You can correct this data field by clicking on the **‘update my answers to preliminary questions’** link on the upper-right hand corner of the Home page.

After completing this application and thoroughly reviewing it, you will submit it electronically to the Fulbright Commission in Portugal, which will evaluate it. After submitting your application electronically, you will be able to access it in a viewable PDF format and access supplemental forms. You will be able to print your application and supplemental forms but you will not be able to make any changes. In addition, you will be able to access tracking information (see below for further information).

STEP 8: Track your application for missing documents

At the bottom of the home page of your application, there is a **‘track your status’** link. If items that are still needed to complete your Foreign Fulbright dossier have been identified, they will be indicated here. Only items that are missing will be identified. This table will be daily updated by the Fulbright Office until the last week of the competition. During the last week of the competition, due to the large number of applications being submitted, the Fulbright office may not be able to inform candidates of the materials that are missing. Therefore it is in your best interest to submit your application well in advance so you have a chance to complete it in case any document is missing.

STEP 9: Supporting documentation needed to complete your application

Your application is not considered complete until the Fulbright Commission receives all your supporting documentation. The following items must be forwarded by e-mail to the Fulbright Commission (plemos@fulbright.pt) if they were not uploaded in your application:

- a. the signature form – this form is available at Embark in Supplemental Forms;
- b. three letters of reference/recommendation (please read the information above concerning the letters of reference/recommendation);
- c. Information Concerning Foreign Student Academic Records form; this form is not mandatory for candidates to the Research grants. This form is available at Embark in Supplemental Forms.
- d. academic transcripts and rankings from all post-secondary schools attended;
- e. English translations of these transcripts. These translations do not need to be official and can be done by the candidate;
- f. Candidates to the Fulbright Grants for Master’s and PhD: TOEFL or IELTS scores taken up to 5 years before the application deadline;

- g. Candidates to the Fulbright Travel Grant: TOEFL or IELTS scores, GRE General Test, GRE Subject Test, GMAT scores, as applicable.
- h. Candidates to the Fulbright Travel Grant: Admission letter from the university that the candidate intends to enroll.
- i. Candidates to the Fulbright Travel Grant: evidence of financial funds to cover the total cost of the first year of studies.
- j. Candidates to the Research Grants: invitation letter from the US university or research center.
- k. copies of publications, portfolios, or other documents that you consider relevant for your application;
- l. copy of your identity/citizen card.

Please note that applications that are not complete by the deadline of the grant you are applying to will not be considered.

Please use the check-list available at the grant's web page to make sure that you submit all the required documents.

If you have questions concerning the application process, please contact the Fulbright Commission – plemos@fulbright.pt.