

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application International Education Administrators (IEA) Seminar

Application: <https://apply.iie.org/fusc2021>

See cies.org/iea for participating countries and corresponding deadlines. All deadlines are 11:59 pm Alaska Standard Time.

This is a supplement to the instructions in the application.
Read all instructions carefully before submitting your application.

Applicants may only apply for **one** award in the 2021-22 competition.

Contents

Contents.....	1
General Information About the Application	2
Creating Your Application and Online Account	3
Completing and Managing Your Application	5
Application Page: Welcome	5
Application Page: Preliminary Questions.....	6
Application Page: Country and Award	7
Application Page: Personal Information	7
Application Page: Contact Information	7
Application Page: Academic & Professional Information	8
Upload your Curriculum Vitae/Resumé.....	9
Application Page: Award Details	12
Upload your Institutional Statement	12
Application Page: Seminar Details	12
Application Page: Recommendations.....	13
Application Page: Data Privacy.....	14
Application Page: Signature.....	15
Application Page: Review – Submit!	15
Submitted! Now What?.....	16

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application International Education Administrators (IEA) Seminar

General Information About the Application

The application is supported by most browsers. We highly recommend that you use a current version of [Google Chrome](#), which supports Windows, Mac, and Linux platforms.

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

Step 1: Review the requirements for submitting an application

- [Eligibility](#)
- [Award description](#)
- [Application guidelines](#)

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

Your email address is your user name. When you create an account for this online application, record your password in a secure place. If necessary, you can reset your password by clicking *Forgot Your Password* 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 read all instructions and answer all questions completely and carefully.

Additional tips:

- Have these instructions and the [award description](#) available for reference.
- Use proper capitalization: avoid using all capital letters (e.g. FULBRIGHT) and/or all lowercase letters (e.g., fulbright). Correct use: Fulbright
- Do not use special characters, such as letters with accent marks.
- You can copy and paste information into all text boxes.
- Prepare required documents and save them in PDF format. This helps to preserve any formatting and special characters in your documents.
- 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

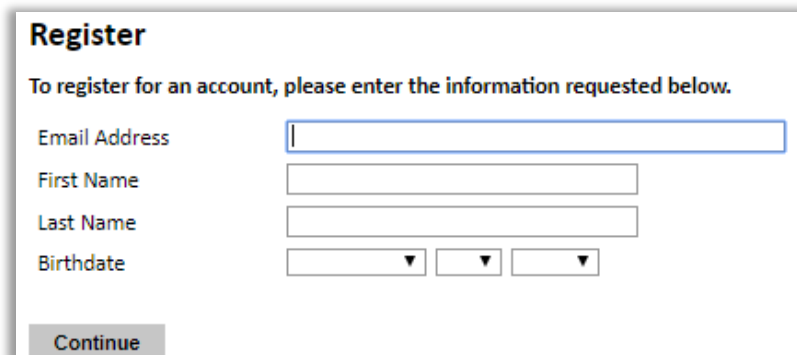
Once you have entered all required information, including recommenders, review your application for errors.

When all information is correct and complete, submit your application. Once you submit you CANNOT make changes to your application.

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application International Education Administrators (IEA) Seminar

Creating Your Application and Online Account

- To start, go to <https://apply.iie.org/fusc2021> and click *Create an account*.
- Enter your email address, first name, last name, and select your date of birth (Month-Date-Year) from the dropdown menus. Your name must be entered exactly the way it appears (or will appear) on your passport.



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 use regularly and will be able to access for at least one year after submitting your application. This is the email address you will use to log in to your application account, and the address to which updates and notifications will be sent.

- Click *Continue*. You will receive an email from IIE (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.
- You will be prompted to enter your PIN and then create a password to complete login.



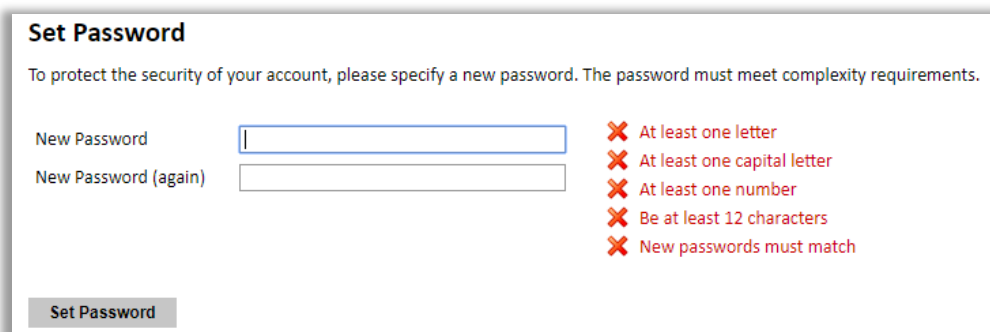
Login

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

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application International Education Administrators (IEA) Seminar

- You will be prompted to start your application. You may only apply to **one** award per application cycle (e.g., the 2021-22 competition).

Application Management

Your Applications			
Type	Status	Started	Submitted
You have not yet started an application using this account.			

[Start New Application](#)

Start New Application

Fulbright Program
Fulbright U.S. Scholar Program

[Create Application](#) [Cancel](#)

- You will be prompted to open your application

Your Applications			
Type	Status	Started	Submitted
You have started 1 application, listed below, using this account.			
Fulbright U.S. Scholar Program	In Progress	02/27/2019	

[Start New Application](#)

Application Details

Started: 02/27/2019
Status: In Progress
Fulbright Program
Fulbright U.S. Scholar Program

[Open Application](#) [Cancel](#)

- 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. Then, open your application to update or view it.

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application International Education Administrators (IEA) Seminar

Completing and Managing Your Application

EDITING YOUR APPLICATION – PRIOR TO SUBMISSION

- You may log in at any time to review and edit your application form, upload documents, and enter recommender information.
- To save your application, click *Continue* at the bottom of the page.

Note: The application will automatically log you out after 60 minutes of inactivity, so it is best to save your application frequently (click *Continue* and proceed to the next page, or return to the page you were working on).

REVIEWING YOUR APPLICATION – AFTER SUBMISSION

- After you SUBMIT your application, you CANNOT make any changes.
- 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.

LETTERS OF RECOMMENDATION AND FOREIGN LANGUAGE EVALUATIONS

Note: Your application and all letters and evaluations must be submitted by the application deadline.

- Letters of recommendation will be submitted directly to your application by the recommenders you registered in the application.
- You may submit your application before your letters of recommendation have been submitted. You will still be able to monitor their receipt after you have submitted your application.
- If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.

The following pages in this document supplement the instructions in the application.

Application Page: Welcome

This contains information about the program and application.

After reviewing, click *Continue* to save your responses and advance to the next page.

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application International Education Administrators (IEA) Seminar

[Application Page: Preliminary Questions](#)

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

- Prior Fulbright U.S. Scholar grant: Select *Yes* or *No*.

Note: Recipients of a Fulbright Scholar grant are eligible to apply for another Fulbright Scholar grant *two years after the date of completion of the previous grant*. (For serial or Flex grants, the two-year period begins at the end of the final grant in the series.) (See [Eligibility](#).)

- U.S. citizenship: Select *Yes* or *No*.

Note: Applicants must be U.S. citizens at the time of application for the Fulbright U.S. Scholar Program. (See [Eligibility](#).)

- **Yes:** You will be prompted to indicate your country of citizenship. If you have more than one, list the United States first.
- **No:** If you are not a U.S. citizen, please visit the [Fulbright Visiting Scholar Program](#) page.

- Select the program to which you are applying (*IEA Award*).

The screenshot shows a web application interface for the Preliminary Questions section. On the left, there is a navigation menu with links for 'Home', 'Welcome', and 'Preliminary Questions'. The main content area is titled 'Preliminary Questions' and contains three sections: 'Previous Fulbright Scholar Grants', 'Citizenship', and 'Program'. Each section has a question and radio button options. The 'Previous Fulbright Scholar Grants' section asks if the user has completed a grant within the past two years, with 'Yes' and 'No' options. The 'Citizenship' section includes a note about dual citizenship and asks if the user is a U.S. citizen, with 'Yes' and 'No' options. The 'Program' section asks which program the user is applying to, with 'Fulbright U.S. Scholar Program' and 'Fulbright International Education Administrator (IEA) Awards' as options. At the bottom right, there is a 'Continue' button.

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

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application International Education Administrators (IEA) Seminar

[Application Page: Country and Award](#)

Select the country and corresponding award to which you are applying.

Key details about the award will appear when the award is selected, as well as a link to the award for reference.

If you decide to apply to different country after completing this section:

- Return to this page to select and save the new country or award.

If you decide to apply to a different award after completing this section:

- Return to the Preliminary Questions page to change your response there (if needed).
- Then, continue to the Country and Award page and select and save the appropriate country and award.

Note: You will not be able to change these after submitting the application.

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

[Application Page: Personal Information](#)

Enter your biographical information.

Of note:

- Name: Enter your name exactly as it appears on your passport.
- Preferred name: Also known as a nickname, only enter a preferred name if it is DIFFERENT than your legal name (e.g. Alex instead of Alexander).
- Birthdate: the birthdate that you used to create your account will automatically appear.

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

[Application Page: Contact Information](#)

Enter your contact information.

Of note:

- Enter your permanent address:
 - This is the physical address where you live.
 - Select the country where you live from the dropdown list first. Based on your country selection, the subsequent fields will change to match the address format of that country.
 - Complete the remaining address fields. Do spell out abbreviations (Street, Road, etc.). Do not use accents or special characters.

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application International Education Administrators (IEA) Seminar

- Postal code: For applicants in the U.S., the 9-digit zip code (zip+4) is required ([use this look up tool](#)).
- 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.*
 - No: A second address section will appear where you may enter your mailing address information and the dates of validity.
 - Yes: proceed to the next section.
- Enter your telephone numbers as appropriate.
 - If you reside outside the U.S. and have an international phone number, include the country code.
 - If the field turns red, please review the numbers that you have entered to look for any errors.
 - To find the correct country code, click on the blue *Country Code* link
- The email address used to create your account will appear in the primary email address field and will not be editable. Please provide an Alternate/Secondary Email that can be used to contact you if you cannot be reached via your primary email address.

Note: All system-generated emails, application updates, and notifications will continue to go to your primary email address.
- Enter your emergency contact information. The individuals you list may be contacted in the event of an emergency while you are participating in grant activities.
 - 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.

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

[Application Page: Academic & Professional Information](#)

This section collects information about your academic and professional background, including your current employment, curriculum vitae/resumé, academic degrees, accomplishments, experience abroad, and previous Fulbright grant(s), if applicable.

Of note:

- Title: Select the title closest to your current academic or professional title.
 - If there is no appropriate option after reviewing the list, please select "Other" from the dropdown and enter your title in the text box that appears.
- Current Institution or Employer:

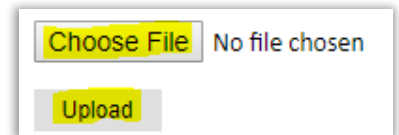
Instructions: 2021-2022 Fulbright U.S. Scholar Program Application International Education Administrators (IEA) Seminar

- For the address, select the country where you are employed from the dropdown list first (i.e. physical address where you work). Based on your country selection, the subsequent fields will change to match the address format of that country.
- Complete the remaining address fields. Do not use accents or special characters.
- If you have more than one employer or role, enter the details for your primary employer and ensure your curriculum vitae/resumé presents all of your roles and employers clearly.

- Curriculum Vitae/Resumé:

Upload your Curriculum Vitae/Resumé

- Ensure your CV/Resumé follows these [requirements](#)
- Click *Choose File*, locate and select the appropriate file
- Click *Open* and then click *Upload* to complete the file upload. Once your document is uploaded, the page count will appear.
- Page limit: Up to 6 pages.



Note: If the file exceeds the stated page limit, you will be prevented from submitting your application. (If you miss this here, you will be reminded on the Review page.)

The following files have been uploaded:

- 02/19/2020 - App Test - CV - too long.pdf - 14 page(s) [preview](#) [delete](#)

- If needed, click *Delete* and upload a document that adheres to the limit.
- Academic History: Enter all degrees/academic credentials. 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 (if applicable).

- Click *Add Degree* and complete the form.

Of note:

- Type in the name of the institution; as you type, a list will appear. Select from the list. If your institution is not listed, type the full name of the institution in this field.
- Select the month and year of the date this degree was received (Month – Year format) from the dropdown menu. If the degree or diploma is in progress, list expected date of conferral for Date Degree Received.
- Click *Save*.

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application International Education Administrators (IEA) Seminar

Awarded Degrees

Institution*

Type your institution name. If the institution is not listed in the results, type the full name of the institution in this field.

Institution Location (all address fields are required)*

Country

City

State

Level of Study*

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.

- Accomplishments: Enter up to five of your most significant professional accomplishments. These may include honors, awards, publications, exhibitions, etc.
 - Each entry may be separated with a semicolon (;)
 - If entering your items as a list (using bullets), please remove any extra lines/spaces (ensure text appears in the box as single-spaced, not double-spaced)
 - 700-character limit
- Experience Abroad: At any point in the last six years (preceding the application deadline), have you resided or traveled abroad for three consecutive months or longer?

Note: Candidates who have resided abroad for five or more consecutive years in the six-year period preceding the date of application are ineligible. In this case, a period of nine months or more during a calendar year is considered to constitute a full year abroad.

 - Yes: Enter each residence/trip here.
 - For each, click *Add Experience Abroad*, complete the form, and click *Save*.

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application International Education Administrators (IEA) Seminar

The 'Experience Abroad' form section includes the following fields:

- Country*: A dropdown menu.
- Purpose/Sponsorship*: A text input field.
- Start date*: Two dropdown menus for month and year.
- End date*: Two dropdown menus for month and year.
- Number of Months Abroad*: A text input field.

- If you have resided abroad for multiple shorter periods over the course of a year that cumulatively add up to three or more months, please list each trip with the location and duration clearly in your curriculum vitae/resume.
- Have you received a Fulbright Scholar grant previously?
Note: Recipients of a Fulbright Scholar grant are eligible to apply for another Fulbright Scholar grant *two years after the date of completion of the previous grant*. (For serial or Flex grants, the two-year period begins at the end of the final grant in the series.) Recipients of a Fulbright Specialist Program grant are not required to adhere to the two-year waiting period before applying for a Fulbright Scholar grant.
 - Yes:
 - For each, click *Add New*, complete the form, and click *Save*. Academic year corresponds to the academic year in which you received and began the Fulbright grant.

The 'Previous Fulbright Grants' form section includes the following fields and instructions:

- Award Type*: A dropdown menu.
- Previous Grant Year*: A dropdown menu.
- Host Country or Countries*: A multi-select dropdown menu with a list of countries: Afghanistan, Albania, Algeria, and Andorra.

If you received a multi-country grant, indicate each host country; to select more than one country, hold the 'Ctrl' or Command (⌘) button while clicking the respective countries.

- If you received a Fulbright Scholar grant (or more than one), enter your justification as to why you should be considered for another award in the text box. (Justification not needed for other types of grants.)

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

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application International Education Administrators (IEA) Seminar

Application Page: Award Details

This section collects information about your proposed project. Please carefully review [award](#) for any additional guidance or requirements.

Of note:

- Academic Discipline: select the most appropriate academic discipline and specialization information from the dropdown menus (e.g., Education / International Education).
- Institutional Statement:
[Upload your Institutional Statement](#)
 - Consult the [award description](#) for requirements and any special instructions
 - Click *Choose File* and locate and select the appropriate file
 - Click *Open* and then click *Upload* to complete the file upload. Once your document is uploaded, the page count will appear.
- Alternate Country Preferences:
 - Indicate whether you are willing to be considered for other awards.
Note: Your application and supporting documents should be tailored to the award selected. It is only guaranteed to be considered for this award. In rare cases, an applicant whose application was recommended during the peer review process may be considered for an alternate country or award. This process is driven by programmatic needs.)

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

Application Page: Seminar Details

In lieu of a statement, you will be asked to respond to the following questions in the application.

- Professional Biography: This should highlight your educational background, professional/administrative experience, most significant professional accomplishments, and key responsibilities in your current position. You may include information on your professional affiliations/memberships, community service, publications, honors and awards, and any other relevant information. (Up to 2,000 characters, including spaces and punctuation.)
- Country Selection and Professional Relevance: Why are you applying to the IEA seminar for this country? Please describe how your professional responsibilities relate to this grant, including any achievements in the development of international initiatives and/or systems. What expertise can you share with peers in the host country? Please describe your experience with this country: Please include if you have visited this country previously, and any communication or interaction with the country such as setting up partnerships, cultural engagement, and

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application International Education Administrators (IEA) Seminar

experiences sending/receiving students. (Up to 4,500 characters, including spaces and punctuation.)

- Outcomes and Impact: How would your participation in this IEA seminar contribute to the international education goals of your institution? What is the anticipated impact your participation would have on your institution and/or community? Please be specific and consider outcomes with potential to be broad and sustainable. How would you share what you have learned with your home institution and others? What is the anticipated impact your participation would have on your professional development and career? (Up to 3,000 characters, including spaces and punctuation.)
- Personal Qualities: Please describe your ability to be adaptable, culturally sensitive, collegial, and how you may serve as a cultural ambassador for the U.S. (Up to 1,500 characters, including spaces and punctuation.)
- Additional Information: (Optional) If there is any additional information you would like those reviewing your application to be aware of, please include it here. (Up to 500 characters, including spaces and punctuation.)
- For these short essays:
 - Note character limits
 - Please remove any extra lines/spaces (ensure text appears in the box as single-spaced, not double-spaced)

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

Application Page: Recommendations

Use this section to register your recommenders. A Foreign Language Evaluator should not be sought for the IEA Seminar.

- You are responsible for notifying your recommenders of your request for letters/evaluation prior to registering them in the application.
- You are also responsible for ensuring the recommendations are submitted to the application by the application deadline. Please inform your recommenders of this deadline.
- Letters of recommendation will be submitted directly to your application by the recommenders you registered in the application. Letters submitted outside the online system will not be accepted.
- You may submit your application before your letters of recommendation and language evaluations have been submitted. You will still be able to monitor their receipt after you have submitted your application.

Recommendations

- All applications require two recommendations. Additional recommendations will not be accepted. If more than two are registered, the application will prevent you

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application International Education Administrators (IEA) Seminar

from submitting your application.

- Additional tips and information on who may serve as a referee is available [here](#).

Foreign Language Evaluator(s)

- Do not use these to add additional letters of recommendation.

Registering your recommenders and monitoring the status of receipt

You will be prompted to register your recommenders. Recommenders must be registered before you submit your application. You can track the status of recommendations, send reminders, and add/delete recommenders through this system before and after submission of your application.

- Click *Add Recommender* and complete the form.
- Click *Send to Recommender* to generate automatic email to your recommender
 - This will send them an email with instructions on submitting the online recommendation.

After you have registered them, you will have the following options:

- *Edit*: Use this to edit their information if they have not yet started progress on their response. If they have already started their response, you will not be able to edit their information.
Exception: Email address cannot be edited. To update their email address, you will need to exclude and re-add them.
- *Send Reminder*: Click on the recommender; on the pop-up, click *Send Reminder* to send them a reminder to submit.
- *Exclude*: Use this to remove the recommender and replace with another individual (or to update their email address).

Here is what it looks like when a recommender has been registered (Recommender Two) and submitted (Recommender One).

Name	Status	
Add Recommender/Evaluator		
One, Recommender	Submitted on February 19	Edit
Two, Recommender	Sent to recommender on February 19	Edit

For Your Recommenders

- Recommenders receive an email from the Fulbright U.S. Scholar Program (scholars@iie.org) inviting them to complete a letter.
- Once they submit their letter, they will receive a confirmation message on the application system, as well as an email confirming receipt.

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

[Application Page: Data Privacy](#)

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application International Education Administrators (IEA) Seminar

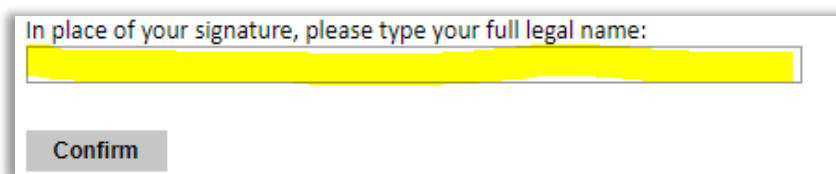
Carefully review the Data Privacy information. If prompted, indicate your acceptance of data privacy terms by selecting *Yes* or *No*.

Click *Continue* to save your response and advance to the next page.

Application Page: Signature

Carefully review this section. Your electronic signature attests to the authenticity and accuracy of the information supplied in the application.

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



In place of your signature, please type your full legal name:

Confirm

Click *Confirm* to save and continue to the next page.

Application Page: Review – Submit!

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

- 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.

See the next page for an example of the *Review* page with missing responses or errors. Clicking on any error will take you to the corresponding application page.

Of note:

- **Required Field or Error:** these must be addressed before submitting your application.
- In the example, the first error is a mis-match between the country and the award: the applicant initially selected Country A and the corresponding award. Then, they changed to Country B, but did not change the award before trying to submit.

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application International Education Administrators (IEA) Seminar

Review

We have detected the following errors with your application.
These errors must be corrected before submission.

Section	Required Field or Error
Country and Award	The award you have selected is not available in the country you have selected. Please select an award available in your country selection.
Academic & Professional Information	CV/Resume may not exceed six (6) pages
Academic & Professional Information	Missing Academic & Professional Information
Award Details	Missing Institutional Statement
Seminar Details	Missing Seminar Details

Review all responses entered in the application (double check).

CLICK SUBMIT.

APPLICATION DEADLINES:

See cies.org/iea for participating countries and corresponding deadlines. All deadlines are 11:59 pm Alaska Standard Time.

Submitted! Now What?

Once you submit your application, you will land on your application *Status* page. This contains your application checklist, a link to your application proof, an overview of the application review process and timeline, and more.

See the next page for an example with one recommendation submitted and one pending:

Instructions: 2021-2022 Fulbright U.S. Scholar Program Application International Education Administrators (IEA) Seminar

Fulbright U.S. Scholar Program

Click [here to contact the Fulbright U.S. Scholar team](#) if you have any questions.

Application Checklist

Status	Details	Date
✓ Received	Recommendation from Recommender One, institution Submitted on 02/19/2020.	02/19/2020
✗ Awaiting	Recommendation from Recommender Two, institution Sent to recommender on 02/19/2020.	
📎 Received	Bibliography	02/19/2020
📎 Received	Course Syllabi	02/19/2020
📎 Received	CV/Resume	02/19/2020
📎 Received	Felony/Misdemeanor Documentation	02/19/2020
📎 Received	Project Statement	02/19/2020

To re-send notification emails to your recommenders, [re-visit the recommendations page](#), click "Edit", and then click "Send Reminder".

Application Proof

This is a proof of your application and is for your records only. Do not send this proof by mail as your application.

[Preview Application Proof](#)

Verify Address

We have your address listed as follows:

Permanent Address
12345 Broadway
New York, NY 10017+1234
United States

[Edit Addresses](#)

If you need to send a reminder to a recommender/evaluator, you can re-visit the recommendations page and manage your recommenders/evaluators.

Review Process and Notifications

Eligible, complete applications will undergo peer review. Following peer review, applicants will receive an email to view their application status on this *Status* page.

We recommend adding Scholars@iie.org and FulbrightScholarReview@iie.org to your address book to prevent emails from landing in your spam/junk folder.

The timeline for the review process is on the application *Status* page and [here](#).

Questions?

Please contact us at IEA@iie.org.