



The Binational Fulbright Commission in Egypt

AY2020-2021 Fulbright Egyptian Student Program – Master’s Grant (Online Application Guidelines)

Contents

Creating Your Online Account	3
Preliminary Questions.....	4
Country Information.....	4
Data Privacy	4
Personal Information	5
Contact Information.....	6
Academic & Professional Information	7
Curriculum Vitae/Resume.....	7
Academic Background	7
Professional Experience.....	8
Awards and Recognitions.....	9
Experience Abroad	9
Academic Materials.....	11
Language Skills.....	11
Test Scores	11
Score Reports.....	12
Study Plan.....	12
Intended Grant Period	13
Study/Research Objective	13
Personal Statement	13
Grant & Travel Plans.....	15
Additional Information	15
Recommendations	16
Signature.....	18
Review.....	18

General Information

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

Step 1: Learn requirements for submitting an application

Before you begin an application, read the program's eligibility criteria listed [here](#). If you need further assistance, please don't hesitate to contact us: student@bfce.eun.eg

Step 2: Create an account and record username and password in a safe place

Your email address is your username. 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 username 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. Review these additional tips:

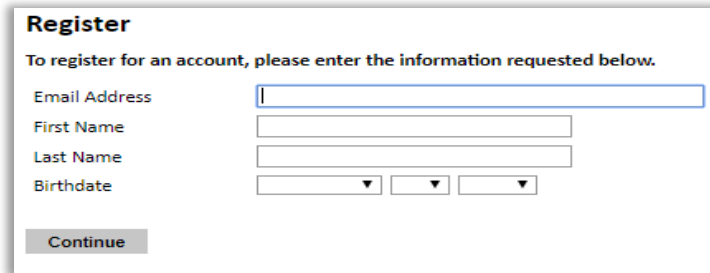
- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents 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 and supporting documents, 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 on your passport.**



Register

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

Email Address

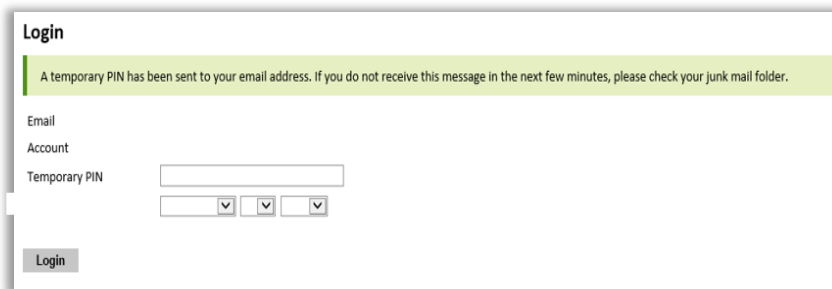
First Name

Last Name

Birthdate

NOTE: Use an email address that you 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 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 login.

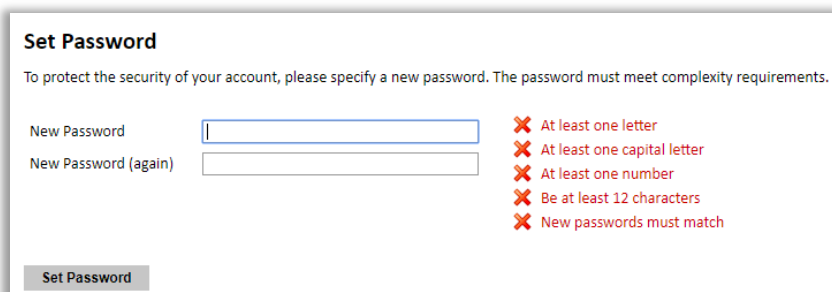


Login

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



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

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 instructions.

Preliminary Questions

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

[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

1. Select the country through which you are applying for the Fulbright grant from the dropdown menu. **(Egypt)**
 2. Select the **academic year of 2020-2021** 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. As per the [program's eligibility criteria](#), applicants cannot be U.S. citizens or permanent residents of the U.S. to participate in the Fulbright Foreign Student Program.
 4. Select 'yes', 'no', or 'unsure' to indicate if you are aware and meet all program eligibility requirements.
- ❖ Click *Continue* to save your responses and advance to the next section.

Country Information

1. Review all information in this section.
 2. If you have any further concern/inquiry, please contact us on student@bfce.eun.eg
- ❖ Click *Continue* to proceed to the next section.

Data Privacy

1. Carefully review the Data Privacy information.
- ❖ Click *Continue* to proceed to the next section.

Personal Information

Enter all **required** biographical information.

Name

1. Prefix: Choose your title from the dropdown menu.
2. First/Given Name: Enter your first name exactly as it appears on your passport.
3. Middle Name: Enter your middle name/s exactly as it appears on your passport.
4. Last/Family Name: Enter your last name exactly as it appears on your passport
5. Suffix (Optional): Applicants from Egypt are not requested to fill this item.
6. Preferred Name (Optional): Only enter a preferred name if it is DIFFERENT than your legal name (e.g. Alex instead of Alexander).

Example

Full Name	First Name	Middle Name/s	Last Name
Robert David Smith John Williams	Robert	David Smith John	Williams

Name on previous records (Optional)

7. If your name is recorded differently on any previous records, list it in the Name on Previous Records section (e.g. maiden name).

Biographical Information

8. Birthdate: The birthdate that you used to create your account will automatically appear. If you entered this date incorrectly during your account creation, you may correct it now.
9. City of Birth: Select your city of birth.
10. Country of Birth: Select country of birth. **NOTE:** As per [program's eligibility criteria](#), applicants must hold an Egyptian citizenship.
11. Sex: Enter your gender as it appears on your passport.
12. Preferred gender identity (Optional): Please choose suitable answer from dropdown menu.
13. Marital Status: Please choose suitable answer from dropdown menu.
14. Number of Dependents: Enter number of your dependents. **Include spouse and children only.**

Citizenship Information

15. Country of Citizenship: Select your country of citizenship from the dropdown menu provided.
16. Additional Countries in which you hold citizenship: If you hold a citizenship in a country other than Egypt, please choose the country from dropdown menu. To select multiple countries, hold down the CTRL (PC) or Command (Mac) button when selecting options.
17. Country of Permanent Residence: Select the country in which you are officially residing.
18. National Identification Number: Enter your national identification number for your country of citizenship.

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

Contact Information

Enter all **required** biographical information.

Addresses

1. Country: Select the country where you live from the dropdown list first when entering your permanent address (i.e. physical address where you live).
2. Street: Enter street name of where you live. (Mention the address written on your national ID)
3. City: Enter city name of where you live.
4. Region: Based on your country selection, the subsequent fields will change to match the address format of that country.
5. Postal Code: Enter the postal code of your area.
6. Is your current mailing address the same as your permanent address?
 - a. 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.
 - If you answer 'no,' then a second address section will appear where you may enter your current mailing address information
 - If you answer 'yes' to this question, proceed immediately to the next question.

Telephone Numbers

7. 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.
8. To find the correct country code, click on the blue ['country code'](#) link.

Email Addresses

9. Primary Email: The email address used to create your account will appear in the primary email address field and will not be editable.
10. Alternate/Secondary Email: It 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.

Emergency Contact Information

11. **Emergency Contact in Your Home Country (Required)**.
 - a. Enter the first and last name of your emergency contact
 - b. Choose the country that corresponds to your emergency contacts' address from the dropdown menu first and the following fields will update to match the address format of the selected country.
 - c. Enter the city, postal code, phone number (preferably mobile phone number), and email information of your emergency contact as appropriate.
 - d. Write your emergency contact's relationship to you. (i.e. Spouse, Father, Relative...)

12. Entering emergency contact information in the U.S. (Optional).

❖ 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, awards and recognitions, and experience abroad.

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. When composing a curriculum vitae/resume, it is important to include:
 - a. Education (universities attended, degrees earned, and dates received)
 - b. Professional positions held
 - c. Courses taught, and other services provided to students and the home institution
 - d. Publications (provide full citations and list them starting with the most recent)
 - e. Other professional activities, such as workshops, seminars and consultations
 - f. Membership and activities in professional associations
 - g. Professional honors, awards and fellowships
 - h. Community service

2. Upload your curriculum vitae/resumé in PDF format that **does not exceed four (4) pages**.
 - 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

NOTE: If your file exceeds 4 pages, an error message will appear on the Review page and will prevent submission of your application

Curriculum Vitae/Resume	Please upload a document that does not exceed four (4) pages.	<input type="button" value="Choose File"/> No file chosen
		<input type="button" value="Upload"/>

Academic Background

3. List all post-secondary educational institutions from which you have received a degree or academic credential. You **MUST** include education institutions you are currently attending (even if you haven't yet completed your 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., professional license)
- i. Enter the discipline in which this degree or diploma was earned
- j. Select the month and year of start and end dates (Month – Year format) that you attended this institution
 - If a degree is in progress, list expected end date of academic program
- k. Select the date (Month-Year format) that you received your degree from this institution
 - If a degree is in progress, list expected date of conferral in this field
- l. Click *Save*.

Educational Institution

Institution*

Level of Study*

Institution Location (all address fields are required)*

Country

City

State

Website

Name of Diploma or Degree Equivalent*

Actual Name of Degree or Diploma

Discipline*

Enrolled From

Enrolled To

Date Degree Received

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

NOTE: For additional entries for post-secondary educational institutions, click *Add Institution*.

Professional Experience

4. List your current professional affiliation by clicking *Add Experience* under Position Title.
 - a. Choose the role which most closely corresponds to your current role from dropdown menu.
 - b. Enter your current position title (e.g. Accountant) or type of work (e.g. Accounting)
 - c. Enter the name of your employer
 - d. Select 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
 - e. Select the country where your current place of employment is located from the dropdown menu. Enter street address, city, state/region, and post code as applicable
 - f. Click *Save*

Professional Experience

Current Role*

Position Title/Type of Work

Employer Name*

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

Start Date

End Date

Employer Address

Street Address*

City*

State/Region*

Postal Code*

Country*

NOTE: If you have more than one **current** position, click *Add Experience* and follow the instructions above.

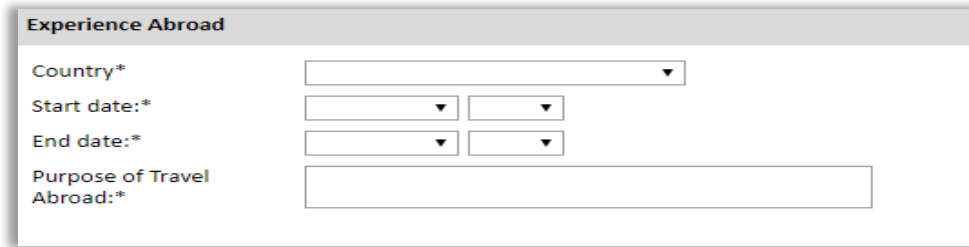
Awards and Recognitions

5. Enter a list of the following items into the text boxes provided (all text boxes have a 250-word limit). **If you do not have anything to add, leave text boxes blank:**
 - a. Any scholarships and/or fellowships you currently or previously received (include the source or sponsor, amount, where held and duration) – **250 words maximum.**
 - b. Academic honors and prizes you have received in the text box (include any titles and/or dates) – **250 words maximum.**
 - c. Any books, articles, and/or thesis published by you, particularly in your proposed field of study (include the title, place, and date of publication) – **250 words maximum**
 - d. Any teaching experience (current or previous positions) – **250 words maximum**
 - e. Any research you have completed/are currently involved – **250 words maximum**

Experience Abroad

6. List any travel, study or residency you have had abroad (in any country other than your own) for more than one month **within the last ten years**. This can include time overseas for education, research, business, vacation, etc.
 - 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

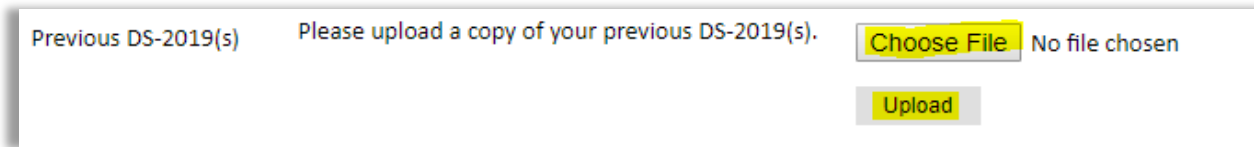
- d. Enter the purpose of your travel abroad
- e. Click *Save*



The 'Experience Abroad' form contains the following fields:

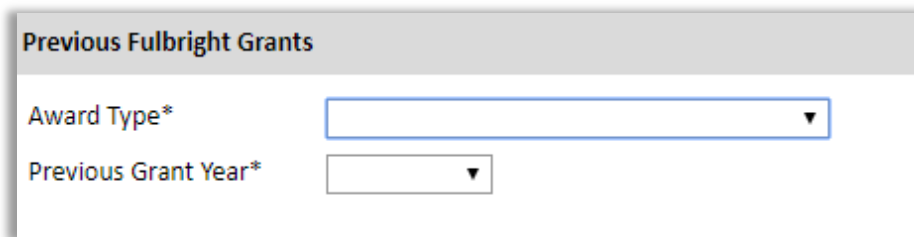
- Country*: A dropdown menu.
- Start date:*: Two dropdown menus for month and year.
- End date:*: Two dropdown menus for month and year.
- Purpose of Travel Abroad:*: A text input field.

- f. If you have more than one trip abroad to enter, click *Add New* again, and fill the required fields.
- g. Select 'yes' or 'no' to indicate if you have previously entered the U.S. on a J-1 or J-2 visa. 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

- h. Select 'yes' or 'no' to indicate if you have previously been awarded a Fulbright grant. 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 'Previous Fulbright Grants' form contains the following fields:

- Award Type*: A dropdown menu.
- Previous Grant Year*: A dropdown menu.

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

Academic Materials

This section collects copies of your transcripts and/or diplomas. Please upload scans of all available transcripts and diplomas from post-secondary institutions you have attended.

1. Select the corresponding institution from the list.
2. Review the institution information (which you provided on the previous page). If this information is incorrect or the university/institution doesn't exist in this section, please return to the Academic & Professional Information page to update your academic background.
3. Select *Choose File* and locate the desired file on your computer.
4. Click *Open*
5. Click *Save*. Repeat these steps for all applicable institutions.

NOTE: You may upload transcripts/diplomas as a multi-page documents or upload single page documents. PDF, JPEG, and TIFF image files are all accepted (PDF format is preferred).

❖ 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 (Arabic) from the dropdown menu provided.
2. A Section collecting your English language proficiency will appear.
3. 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

4. Select the number of additional languages that you would like to include that may be of use for your project or study plans.
5. 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.

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

Test Scores

This section collects information about standardized test scores that you have taken or will take in the future. Applicants from Egypt are **required** to submit TOEFL iBT, TOEFL ITP, or IELTS valid test scores by the program's deadline, May 23, 2019. Tests **must** be obtained from the authorized test centers. Please click [here](#) to know the authorized test centers in Egypt and the minimum required score.

- a. Select *Add Test*.
- b. Select the test type from the dropdown menu.
- c. Select the test date from the dropdown menu (Month-Day-Year format).

- d. Enter your test scores.
- e. Click *Save*. Repeat these steps for all applicable standardized tests.
- f. Click *Continue* to save your responses and advance to the next section.



Add Test

Type

Test Date

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

Score Reports

1. Please upload copies of your available score reports.
 - 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

Study Plan

This section collects information about your proposed plan of study in the U.S.

1. Select your degree objective as “**Master’s**”
2. Select the most appropriate major academic discipline from the dropdown menu.
 - a. Applicants applying for one of the following major fields of study will have access to upload portfolios (**optional**)
 - Architecture
 - Art History
 - Arts
 - Culinary Arts
 - Dance
 - Design
 - Drama/Theater Arts
 - Fashion
 - Film/Cinema Studies
 - Fine Arts
 - Museum Studies
 - Music
 - Music Studies

3. Select your specialization from the dropdown menu.
4. Enter a brief description of the field in which you plan to specialize in the U.S. in the text box.
5. Enter a brief description of your future plans in the text box.
6. Answer the following question: “Will you be uploading portfolio materials as a part of your application?”. If you wish to upload a portfolio, answer with “yes” and you will be directed to upload your materials on next page. Follow the instructions on the online application portal to upload your materials.

Intended Grant Period

7. Enter your proposed length of stay in the U.S. (**NOTE: the duration of the grant is a maximum of two years**)
8. Select your proposed date of arrival in the U.S. (Month-Day-Year format) from the dropdown menu. (e.g. August 1, 2020)

Study/Research Objective

9. Use the following tips while writing your Study/Research Objective essay:
 - a. Be specific about your major and your specialized interests within the field.
 - b. Describe the kind of program you expect to undertake
 - c. Explain how your study plan fits in with your previous training
 - d. Explain how your study plan fits in with your future objectives

NOTE: It is not required to mention specific U.S. universities at which you would like to study.

10. Upload a copy of your study/research objective. This statement is an essential part of your application and is **required**.
 - 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

NOTE: It is strongly recommended that you upload in PDF format.

Personal Statement

11. Use the following tips while writing your Personal Statement essay:
 - a. Personal Statement essay should be a narrative statement describing how you have achieved your current goals. It should not be a mere listing of facts.
 - b. Include information about your education, practical experience, special interests, and career plans.
 - c. Describe any significant factors that have influenced your educational or professional development.
 - d. Comment on the number of years of practical experience already completed in the field in which academic work will be done in the U.S.

NOTE: It is not required to mention specific U.S. universities at which you would like to study.

12. Upload a copy of your personal statement. This statement is an essential part of your application and is **required**.

- 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

NOTE: It is strongly recommended that you upload in PDF format.

University Preferences (Optional)

13. List up to four institutions at which you would like to study in the U.S. in priority order. Include specific departments and/or programs and provide specific reasons for your choice. If you have been in contact with professors, please provide names and email and/or phone contacts for each one.

NOTE: *There is no guarantee that your application will be sent to the institutions that you list. Applications are made on your behalf to programs that provide a good 'academic fit' based on your study plans and your competitiveness.*

- a. Enter institution name
- b. Enter name of department
- c. Enter the degree type that you are interested in at this institution
- d. Enter your preferred specialization or concentration
- e. Enter your specific reasons for listing this institution and any contact information for professors at the institution with whom you have already communicated
- f. Click *Save*

The screenshot shows a form titled "Preferred Institutions" with the following fields:

- Institution Name* (text input)
- Department* (text input)
- Degree* (text input)
- Specialization/Concentration* (text input)
- Specific reasons and contacts* (text input)

14. Select 'yes' or 'no' to indicate if you have applied to any U.S. institutions.

- a. If 'yes', list all programs to which you have applied or intend to apply:
 - Select *Add Institution*
 - Enter name of institution
 - Enter specific name of department
 - Select the date you applied for the institution (Month-Day-Year format)

Applied Institutions

Institution Name*

Specific Name of Department*

Date Applied*

Authorization of Release of Information

15. Type your full name into the space provided to indicate your authorization of release of the information you have provided in this application.

Reference Materials Waiver

16. Select 'yes' to indicate that you waive your right to review the information contained in the evaluations submitted by the recommenders on your behalf.

NOTE: You **MUST** answer this question, to be able to register your recommenders. Once registered, you will not be able to modify your response to the reference materials waiver.

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

Grant & Travel Plans

1. Applicants from Egypt are not requested to fill the financials related sections.
2. Upload a copy of your passport, if available.

Additional Information

1. Upload a copy of your national ID to the Country-Specific Required Materials.
2. Use the Supplemental Materials and Additional Documentation available spaces to upload any other supporting documents you would like to share.
3. Complete the Outreach Survey.

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

Recommendations

Applicants are **required** to submit **three recommendation letters** to have a complete application. Recommendation Letters can be submitted through one of the following submission methods.

1. Online Registration (Applicants are encouraged to use this method)

Use the 'Recommendations' section to register your three 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.

- a. Click *Add Recommender*.
- b. Complete all fields in the pop-up form. All fields **MUST** be completed to successfully register your recommender. Make sure to add your country code next to your recommenders' phone numbers.
- c. Click *Send to Recommender* to generate automatic email to recommender.
- d. 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 with another recommender.
- e. Applicants will receive a confirmation email from the system when the registered recommenders submit the recommendation letters.

Add Recommender

Prefix

First Name

Last Name

Institution

Position/Title

Relationship

Telephone

Email

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

You may include a personal message for your recommender here. If your program has a recommendation deadline, please use this message to communicate this deadline to your recommender.

2. Hard Copies (Must be submitted in required form)

Although online registration is highly encouraged, recommendation letters can be submitted as hard copies using the below guidelines.

NOTE: Applicants are no longer able to upload recommendation letters as attachments to their online applications on behalf of their referees.

- a. Refer to the “Country Information” section – Supplemental Forms to download the required recommendation letter form in PDF format.
- b. Ask your recommender to fill the two-pages form.
 - The letter can be typed or clearly handwritten
 - It is preferred that recommenders fill the second page on the letter head of their affiliated institutions.
- c. Ask your recommender to sign the letter.
 - Signature must include, the recommender’s title, affiliation and contact information. It is highly important to include this information on the second page in the recommendation letter form.
- d. Applicants must send their recommendation letters in **sealed envelopes** to 21 Amer St., Al Messaha, Dokki, 12311, Giza, Egypt before the program’s deadline.
 - The name of the applicant and the program (Fulbright Egyptian Student Program) must be clearly labeled on the envelop.

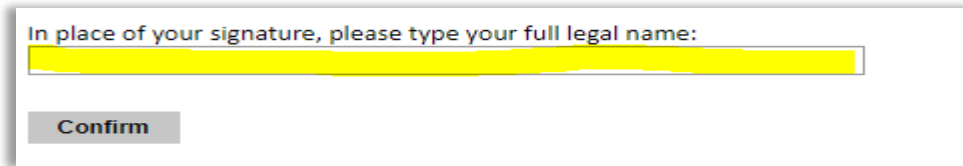
IMPROTANT NOTES:

- a. **All applicants must register their recommenders in order to submit their online applications successfully. (This also applies to applicants submitting recommendation letters in hard copies)**
- b. **It is the applicant’s responsibility to follow-up with their recommenders and make sure recommendation letters are submitted by the program’s deadline.**
- c. **Recommendation letters submitted after the program’s deadline WILL NOT BE CONSIDERED.**

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

Signature

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:

❖ 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.