FULBRIGHT

فولبــرايـت

The Binational Fulbright Commission in Egypt

AY 2020-2021
Fulbright Egyptian Scholar Program
Application Instructions

Binational Fulbright Commission in Egypt
21 Amer Street, Messaha, Dokki 12311, Giza, Egypt

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Mobile: 01003380228

Application: https://apply.iie.org/fvsp2020
E-mail: scholar@bfce.eun.eg
Website: www.fulbright-egypt.org

Read all instructions carefully before completing the application.
Applicants may only submit one application to the Fulbright Egyptian Scholar Program per application cycle.

Contents

General Information

The application is supported by all modern browsers. We highly recommend that you use a current version of Google Chrome, which supports Windows, Mac, and Linex platforms.

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 as follows:
- Post-Doctoral Research
- Arts Management, Museum and Heritage Studies

If you need further assistance, please do not hesitate to contact us at scholar@bfce.eun.eg.

Step 2: Record 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. 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.
- 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. You can either navigate back through pages by clicking on the menu bar to the left, or you can review the entire application by downloading the PDF on the "Review and Submit" page. 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.**
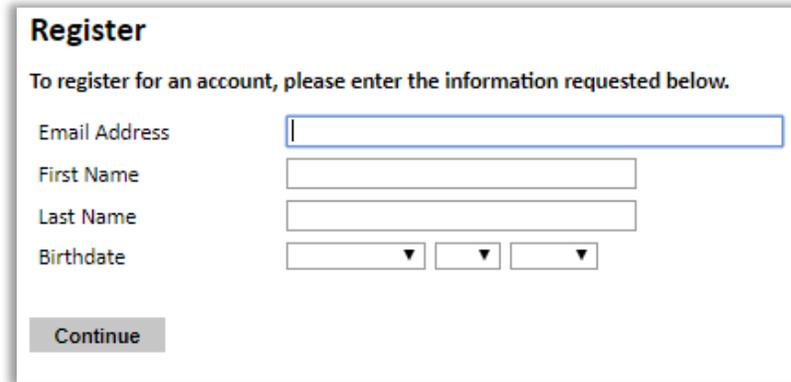
Register

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

Email Address	
First Name	
Last Name	
Birthdate	▼ ▼ ▼

Continue

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.

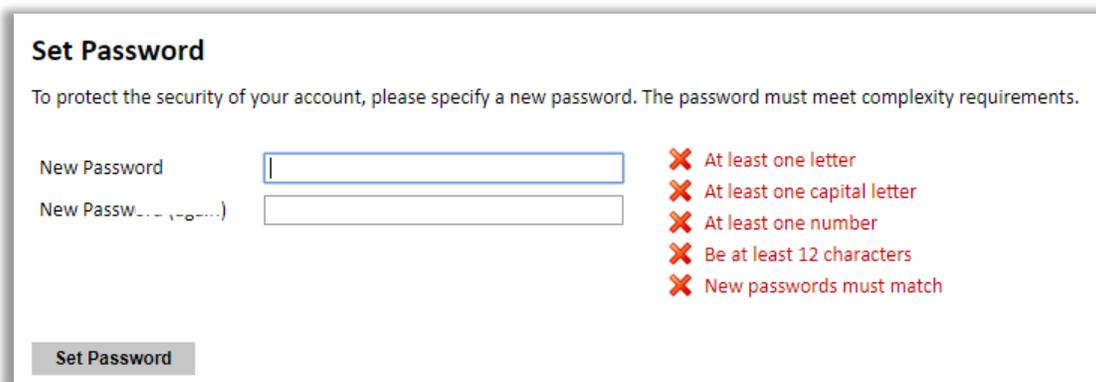4. You will be prompted to enter your pin and then create a password to complete login.

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
Birthdate ☑ ☑ ☑

Login

Set Password

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

New Password
New Passw... (......)

✗ 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.

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 registered 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.

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 Visiting Scholar Program.

4. Select 'yes', 'no', or 'unsure' to indicate if you are aware and meet all program eligibility requirements.
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.
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. Only enter a preferred name if it is DIFFERENT than your legal name (e.g. Alex instead of Alexander).
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 or will appear on your passport or travel document), preferred gender identity, marital status, and number of dependents.
5. Select 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. Please review country-specific guidance to determine whether you must provide additional 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. Complete the remaining address fields. Do not use accents or special characters.
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)**. The individuals you list may be contacted in the event of an emergency while you are participating in grant activities, including any required travel for interviews in your home country.
    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)**.
13. 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.
   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

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*.

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*

Organizational Membership

Organization

If you held an elective office, list this in your Role.

Role

Start Date

If you are still an active member, leave the End Date blank.

End Date

Letter of Support from Home Institution

8. The Letter of Support from your Home Institution is a requirement to apply for the program. 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*

Start date:*

End date:*

Purpose of Travel Abroad:*

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 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*

Previous Fulbright Grants

Award Type* [▼]

Previous Grant Year* [▼]

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. Please carefully review country-specific guidance to determine if you must submit any additional documentation.
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
     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
5.   Upload a Bibliography of one (1) to three (3) pages of references in PDF format following the instructions above.
6.   It is not required to upload Course Syllabi.
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'
     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 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. If required by your country-specific instructions, upload a copy of your passport or travel document by selecting *Choose File*
4. If required by your country-specific instructions, select the number of dependents you intend to have accompany you 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

1. Use this section to upload any required additional documentation. Please note that a complete online application consists of:
   - Project Statement including the following items:
     - Background
     - Objectives
     - Significance
     - Methodology
     - Evaluation and Dissemination
     - Justification for US Residency Requirement
     - Duration
   - Bibliography.

- CV including list of publications.
- J-1or J-2 Visa (DS-2019 form): If you have previously entered the United States on a J-1 or J-2 visa, please provide copies of your previous DS-2019 form(s).
- Passport copy, if available.
- Ph.D. degree certificate.
- Letter of support from home institution.
- Three reference letters. Please see the next section for details on submitting reference letters.
    Note: Supplemental documents such as certificates and reference letters should be in **English** or with certified translation. All supplemental documents are to be scanned and directly uploaded to the application on-line system excepting hard copies of reference letters which are required to be submitted in person to the office.
2. Complete the Outreach Survey.
3. Click *Continue* to save your responses and advance to the next section.

Recommendations

Use this section to register your recommenders. You are required to submit 3 recommendation letters. Recommendation letters can be submitted through one of the following submission methods.

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

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:

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 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]

B. 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. Download the Supplemental Guidelines on the Fulbright Egyptian Scholar Program page.

    b. Ask your recommender to fill the two-pages reference form (pages 3 and 4 of the Supplemental Guidelines document).
- The letter can be typed or <u>clearly</u> handwritten.
- It is <u>preferred</u> 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 in the recommendation letter form. It must also be on the university/institution letterhead of the recommender.

    d. Applicants must submit hard copies of the recommendation letters in **sealed envelopes** to 21 Amer St., Al Messaha, Dokki, 12311, Giza, Egypt **in person** before the program's deadline.
- The full name of the applicant exactly as it is written on the application form and the program (Fulbright Egyptian Scholar Program) must be clearly labeled on the envelope.

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:

Confirm

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.