



# **AY2021-2022 Fulbright Egyptian Student Program – Applied, Fine and Performing Arts (Online Application Guidelines)**

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## **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](mailto: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. If you have an existing account, please enter your credentials to log in and start a new application for the Fulbright Egyptian Student Program AY2021-2022.

### **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.
- After 5-10 minutes, the system will log you out automatically and you will be requested to re-enter your credentials. Make sure to click "Continue" after completing each section to save your answers.

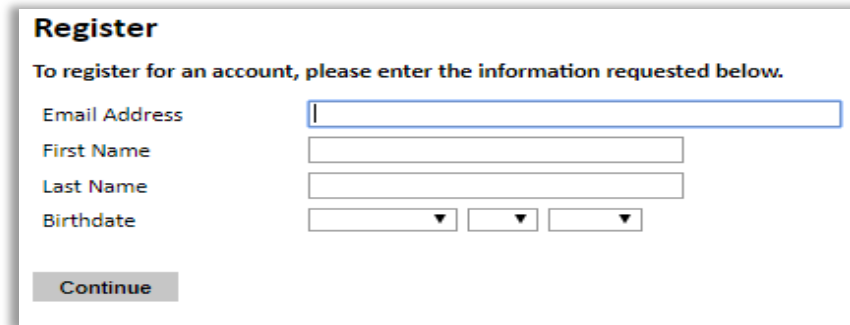
### **Step 4: Submit the application**

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.

**NOTE:** Your name must be entered exactly the way it is written in your passport.



**Register**

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

Email Address

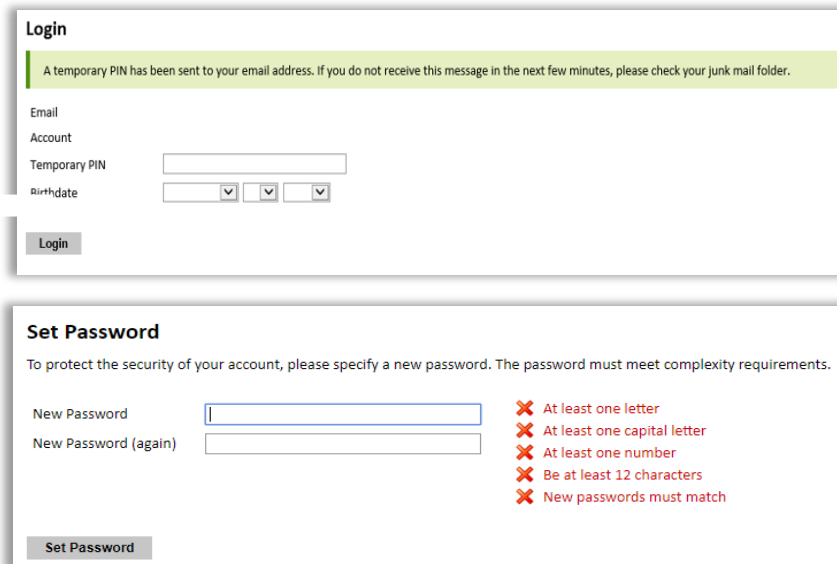
First Name

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@iee.org](mailto:apply@iee.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

**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. The academic year to which you are applying must be **2021-2022**.
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.

## Employment Eligibility

[Additional Information](#) **Employment Eligibility\***  
[Signature](#)  
[Review](#)

Employees and their immediate families (i.e. spouses and dependent children) of the U.S. Department of State, the U.S. Agency for International Development, and of public or private organizations under contract to the U.S. Department of State and the U.S. Agency for International Development are ineligible to apply for a Fulbright grant until one year after termination of such employment.

In the one year prior to this application deadline have you or an immediate family member (spouse or dependent children) been any of the following:

- An employee of the U.S. Department of State or the U.S. Agency for International Development (paid or unpaid, including part-time or temporary employees, consultants, externs, fellows and contract employees; does not include interns);
- An employee of private and public agencies (excluding educational institutions) under contract to the U.S. Department of State to perform administrative or screening services on behalf of the Bureau of Educational and Cultural Affairs' exchange programs;
- An officer of an organization, in the U.S. or abroad, including members of boards of trustees or similar governing bodies, or individuals otherwise associated with the organization, wherein the organization and the individuals are responsible for nominating or selecting individuals for participation in any U.S. Department of State exchange program;
- A board member or staff of a Fulbright Commission;
- A member of the J. William Fulbright Foreign Scholarship Board.

Yes  
 No

5. Please read the text carefully and answer the question with ‘Yes’ or ‘No’. If you answer is ‘Yes’, this means that you are **NOT** eligible to apply for this application cycle of the Fulbright Egyptian Student Program.
- ❖ Click *Continue* to save your responses and advance to the next section.

## Country Information

1. Review all information in this section.
2. Click on *Select/Change Award* and select the award you are intending to apply for (*Fulbright Egyptian Student Program – Applied, Fine and Performing Arts*) in order to be able to fully complete the application and register your recommenders. Otherwise, you will neither be able to complete your application nor register your recommenders.
3. Before proceeding with your application, please click on the award’s application instructions link for guidance on how to successfully complete your online application.

**NOTE: Applicants are not required to fill in or submit any of the following forms located under the supplemental forms’ subsection;**

- Information Concerning Foreign Student Academic Records
- Transcript Release Form
- Report on Proficiency in English

- ❖ Click *Continue* to proceed to the next section.

## Data Privacy

1. Carefully review the Data Privacy information.
2. Reference Materials Waiver: Please read the text carefully and answer the question with ‘Yes’ or ‘No’. You must answer this question and press "Continue" before you are able to register any recommenders. Once recommenders are registered, you will not be able to modify your response.

- ❖ Click *Continue* to proceed to the next section.

## Personal Information

Enter all **required** biographical information.

### **Name**

**NOTE: Your name MUST be entered exactly the way it appears (or will appear) on your passport.**

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 under the *Name on Previous Records* subsection (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 the [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.**
15. If you have any form of limitation that requires accommodation, please indicate it in the designated box. This information is gathered only for statistical purposes and to ensure appropriate accommodation at a prospective host institution.

**Citizenship Information**

16. Country of Citizenship: Select your country of citizenship from the dropdown menu provided.
17. 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.
18. Country of Permanent Residence: Select the country in which you are officially residing.
19. 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. If needed, click on the blue ['country code'](#) link to find the correct country code

## 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.	Choose File	No file chosen
		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 for Date Degree Received. If your course does not result in a degree list the end date of the course for Date Degree Received. Click *Save*.
- 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.

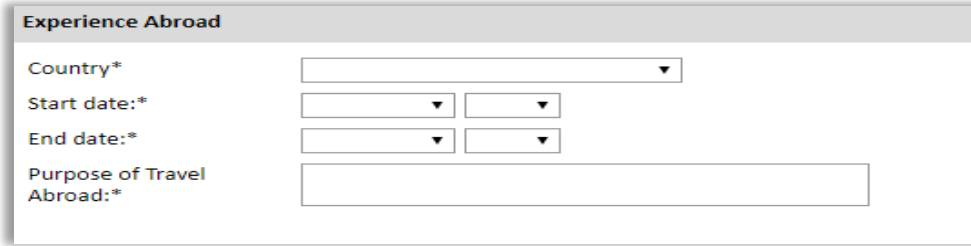
## Awards and Recognitions

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**

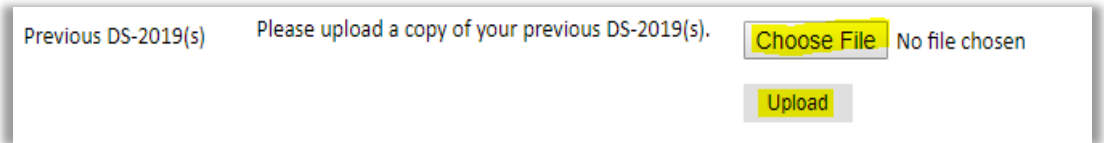
## Experience Abroad

6. If you have traveled, lived, or studied in any country other than your own for more than a month, please list this experience below. 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*
- f. If you have more than one trip abroad to enter, click ‘*Add New*’ again, and fill the required fields.

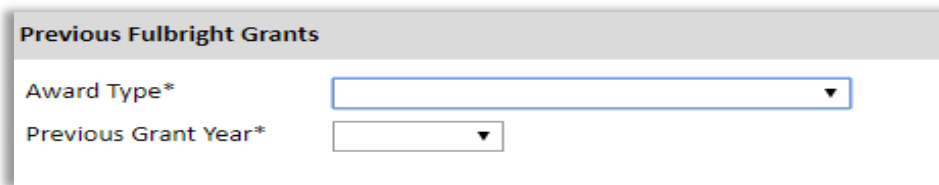


- g. Select ‘Yes’ or ‘No’ to indicate if you have previously entered the U.S. on a J-1 or J-2 visa. If ‘yes’, you are required to select the J category of sponsorship from the list and upload a copy of your previous DS-2019.



- 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)* as the *Award Type*, enter 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*



❖ 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 (Optional)

This section is optional for the Applied, Fine and Performing grant applicants. However, applicants are encouraged to submit TOEFL/IELTS tests results. Tests **must** be obtained from the authorized test centers. Please click [here](#) to know the authorized test centers in Egypt.

- 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.



The screenshot shows a form titled "Add Test". It contains two main sections: "Type" and "Test Date". The "Type" section has a single dropdown menu. The "Test Date" section has three separate dropdown menus, likely for month, day, and year.

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

## Score Reports (Optional)

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

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

## Plagiarism Agreement

1. Please review and understand the text on the importance of presenting your own original work in the Fulbright Program application. You must agree to properly cite any outside sources from which you take words or ideas in the composition of your essay responses.
2. Please respond to the following statement “*I understand any falsification or plagiarism found in my Fulbright application will result in my dismissal from the Fulbright Program.*” With ‘Yes’ or ‘No’. You must choose ‘Yes’ to indicate that you agree to and understand the consequences of plagiarism in your application. If you chose ‘No’, you will not be able to complete your online application.

## Study Plan

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

1. Select your degree objective (Non-Degree).
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 (**required**)
    - 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.

## Intended Grant Period

6. Enter your proposed length of stay in the U.S. (**NOTE: the duration of this grant is for Six to Nine months**)
7. Select your proposed date of arrival in the U.S. (Month-Day-Year format) from the dropdown menu. (e.g. August 1, 2021)

## Study/Research Objectives

3. 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.**

4. 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

5. 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.**

6. 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)

7. 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 contact information 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*

**Preferred Institutions**

Institution Name*	<input type="text"/>
Department*	<input type="text"/>
Degree*	<input type="text"/>
Specialization/ Concentration*	<input type="text"/>
Specific reasons and contacts*	<input type="text"/>

8. Select ‘Yes’ or ‘No’ to indicate if you have applied to any U.S. institutions.

- g. 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*	<input type="text"/>
Specific Name of Department*	<input type="text"/>
Date Applied*	<input type="text"/> <input type="text"/> <input type="text"/>

## **Authorization of Release of Information**

9. Read the paragraph carefully and type your full name into the space provided to indicate your authorization of release of the information you have provided in this application.

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

## **Portfolio (Required)**

1- Use the *Upload Media* tab to upload any portfolio materials. Click the *Your Portfolio* tab to review uploaded materials and continue to the next page. Follow the instructions on the online application portal to upload your materials.

❖ 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 in this section, 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 automated 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 automated 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.

## 2. Hard Copies (Must be submitted in the 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 Letter of Reference 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. Recommendation letters must be delivered to 21 Amer St., Al Messaha, Dokki, 12311, Giza, Egypt **by the program’s deadline in sealed envelopes.**

**NOTE: The name of the applicant and the program (Fulbright Egyptian Student Program) must be clearly labeled on the envelop.**

### **IMPROTANT NOTES:**

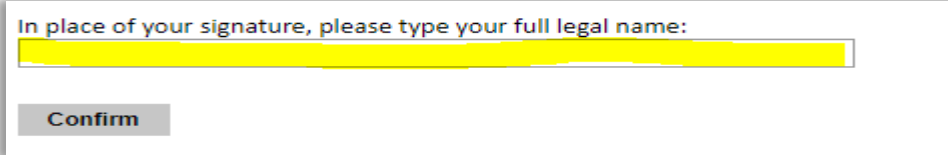
- a. All applicants must register their recommenders in order to submit their online applications successfully (This also applies to applicants submitting recommendation letters in hard copies).
- b. Applicants submitting their recommendation letters in hard copies can ask their recommenders to ignore the automated email they will receive.

- c. It is the applicant's responsibility to follow-up with their recommenders and make sure recommendation letters are submitted by the program's deadline.
- d. 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:

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.**