



FULBRIGHT JUNIOR FACULTY DEVELOPMENT PROGRAM

Instructions for Completing the 2022 Online Application

Binational Fulbright Commission in Egypt
21 Amer Street, Messaha, Dokki 12311, Giza, Egypt
Mobile: 01003380228

Application: <https://apply.iie.org/jfdp>
E-mail: jfdp@bfce.eun.eg
Website: <https://fulbright-egypt.org/program/jfdp/>

Read all instructions carefully before completing the online application.

Applicants may submit only one application to the Fulbright Junior Faculty Development Program per application cycle.

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[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 Linux platforms.

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

Step 1: Learn requirements for submitting an online application

Before you begin an application, read the program's eligibility criteria listed [here](#).

Step 2: 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 the application at one time. You can login at any time to edit your application. However, once you SUBMIT your application, you CANNOT make changes to it. If you submit an application with missing documents or information you will need to create a new application from scratch. It is highly recommended to thoroughly review your application along with all supporting documents before submitting the application.

To complete your application correctly, please answer all questions completely and carefully. Review these additional tips:

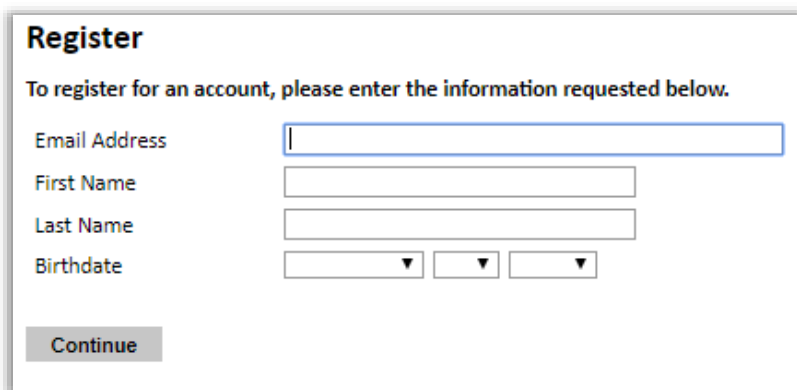
- Use upper and lower-case letters (e.g., John Smith). Avoid using all capital letters (e.g., JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents and save them in PDF format. It is highly recommended to make sure that the PDF documents are readable and accessible before uploading them to your application.
- 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. 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

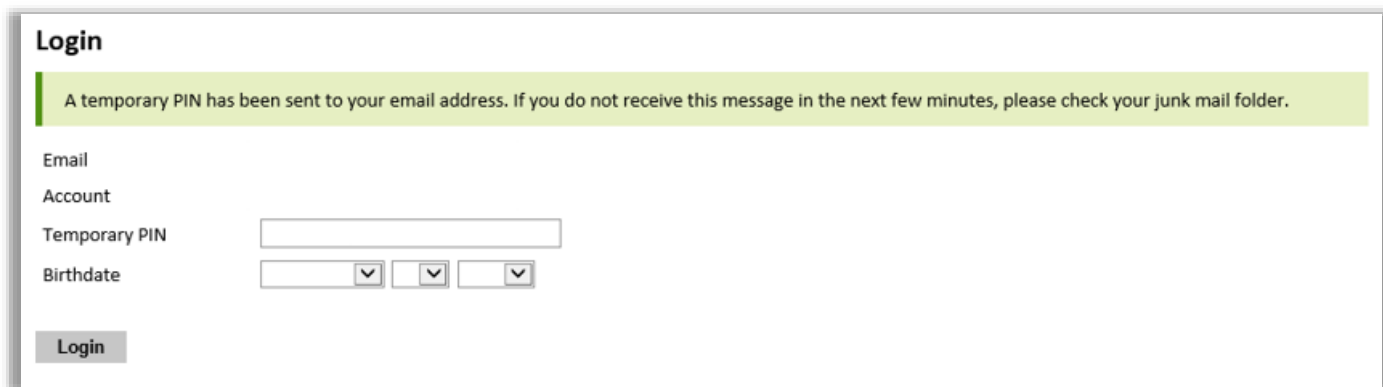
First Name

Last Name

Birthdate

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. This will be your primary email where you will be receiving all communication from the Fulbright Program. 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

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

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.

Managing Your Application

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. (*More information about managing recommenders can be found in pages 18 and 19*)
3. You can manage your recommenders by clicking on the *Recommendations* section of the online application.

Note: APPLICATIONS OR ANY SUPPORTING DOCUMENTS RECEIVED AFTER THE DEADLINE MENTIONED IN THE [PROGRAM ANNOUNCEMENT](#) WILL NOT BE CONSIDERED.

LETTERS OF RECOMMENDATION

1. Letters of recommendation, whether they are submitted online or as hardcopies, MUST be submitted by the program's deadline.
2. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative recommender before the deadline.

[Preliminary Questions](#)

These questions address the program's eligibility criteria. 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

Continue

1. Select the country through which you are applying for the Fulbright grant from the dropdown menu (**Egypt**).
2. Select the appropriate program year, **2022-2023**, 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.
 - 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 Junior Faculty Development Program.
4. Select 'yes', 'no', or 'unsure' to indicate if you are aware and meet all program eligibility requirements.
 - Please review the [program eligibility requirements](#) before proceeding.
5. Carefully read the [Program Privacy Statement](#) by IIE before proceeding. Please note that if you do not give your consent, you will not be able to move forward with your application.
6. Click *Continue* to save your responses and advance to the next section.

Country Information

1. Carefully review the contact and program information in this section.

*If you have any further questions, please contact us at jfdp@bfce.eun.eu.

2. You must select a cohort discipline before proceeding:

- Information Technology or Renewable Energy and Engineering

*Click *Select/Change Cohort Discipline* from the Cohort Discipline section.

3. Click *Continue* to proceed to the next section.

Personal Information

Enter all **required** biographical 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. If you entered this date incorrectly during your account creation, you may correct it now.
4. Enter your city of birth and select country of birth, sex (as it appears or will appear on your passport or travel document), preferred gender identity, and marital status from the dropdown menus provided.
5. Select your country of citizenship and country of residence from the dropdown menus provided.
Note: As per the program's eligibility criteria, applicants must hold an Egyptian citizenship.
6. If applicable, enter your national identification number and any additional countries in which you hold another citizenship(s).
 - 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.

1. Select the country where you live from the dropdown list first when entering your permanent address (i.e. physical address where you live).
 - a. Based on your country selection, the subsequent fields will change to match the address format of that country.
 - b. Complete the remaining address fields. Do not use accents or special characters.
2. 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. *They do not have to be the same.*
 - a. If you answer 'no,' then a second address section will appear where you may enter your mailing address information.
 - b. If you answer 'yes' to this question, proceed immediately to the next question.
3. 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.
 - a. To find the correct country code, click on the blue '[country code](#)' link.
4. The email address used to create your account will appear in the primary email address field and will not be editable. You may provide an Alternate/Secondary Email that 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

1. **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...)
2. **Entering emergency contact information in the U.S. (Optional).**
3. Click *Continue* to save your responses and advance to the next section.

Academic & Professional Information

This section addresses 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). If you have earned a degree from a foreign country, in addition to the above needed information, please also include the country name and dates of stay.
 - 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. If your awards, grants or fellowships involved travel abroad, please include the country, activity and dates of stay.
 - h. Community service

Note: Please make sure to include the dates (month and year) for all degrees you received and job positions you held before.

- 2- Upload your curriculum vitae/resumé in PDF format that does not exceed six (6) 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 six (6) pages, an error message will appear on the Review page and will prevent submission of your application.

Academic Background

1. 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 New Academic Background*

- 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 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.

2. To add additional entries for post-secondary educational institutions, click *Add New Academic Background* and follow the bulleted instructions above.

Current Professional Profile

3. List your current professional affiliation or employer by clicking *Add Professional Profile* under Position Title.
 - a. Choose the role which most closely corresponds to your current role from the dropdown menu
 - b. Enter your current position title (e.g. Director, Assistant Director, etc.) or type of work (e.g. accounting)
 - c. Enter the name of your institution
 - 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 in the street address, city, state/region, and post code as applicable and 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*

4. If you have more than one current position, click *Add Professional Profile* and follow the instructions above.
5. Letter of Support

Please upload any letters of support/leave from your home institution. (This document is optional at the application stage. However, it is important to note that short-listed nominees will be required to submit a leave approval letter from their universities).

- 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

Experience Abroad

- 6. List any travel, study or residency you have had abroad (in any country other than your own) exceeding one month, **during the last five years**. This can include time overseas for education, research, business, vacation, etc.
 - a. Click *Add New Experience Abroad*
 - 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 your travel/residency
 - d. Enter the purpose of your travel abroad
 - e. Click *Save*

Experience Abroad

Country*

Start date:*

End date:*

Purpose of Travel Abroad:*

- 7. If you have more than one trip abroad to enter, click *Add New Experience Abroad* again, and follow the bulleted instructions until all entries have been saved.
- 8. 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

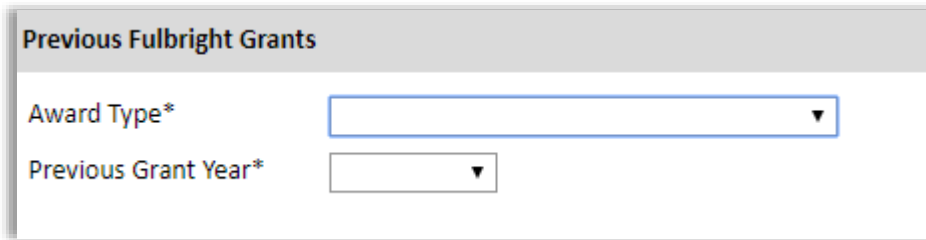
Previous DS-2019(s) Please upload a copy of your previous DS-2019(s). Choose File No file chosen

Upload

- 9. 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*



The screenshot shows a form titled "Previous Fulbright Grants" with a grey header. Below the header, there are two dropdown menus. The first is labeled "Award Type*" and the second is labeled "Previous Grant Year*". Both dropdown menus are currently empty.

10. 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.

Plagiarism Agreement

Please review the entire plagiarism agreement featured on the application. By indicating 'Yes' in the question below, you are acknowledging that you understand both what actions constitute plagiarism in this application, and the consequences resulting from any plagiarism found in your submission.

As per the [program's eligibility criteria](#), the Fulbright Junior Faculty Development Program seeks applicants that have developed a sense of personal integrity and are original thinkers. Copying someone else's writing, whether from the Internet, from a book or from a friend is considered plagiarism. Any quoted words or sentences should include a citation. An applicant who is found to have plagiarized in any form (including unintentional or accidental plagiarism) in his or her application will be disqualified. For further information about plagiarism and citation, please click on the following link: <https://fulbright-egypt.org/resources/>. All content in applications must be the applicant's original contribution and his/her own intellectual property. Having someone else write or contribute to the writing of an individual's application, either fully or partially, does not uphold the standards of integrity expected of Fulbrighters and may result in the ineligibility of your application.

Study Plan

In this section you will upload your study plan according to the cohort discipline you are applying for. Please note that as per the Country Information section in the application, the available cohort disciplines for applicants from Egypt are **Renewable Energy and Engineering** and **Information Technology**.

1. Provide a brief summary of your study plan that does not exceed more than 700 characters.
Note: Please carefully read the points written in the application and make sure to include them in your summary. You will be required to address these points more thoroughly in your study plan.
2. The study plan is the most important component of the JFDP online application. Scholars with the most compelling, theoretically sound, well-written, feasible study plans are generally recommended for awards. Sometimes those with outstanding professional achievements assume that a brief, general study plan will be sufficient; it is not. To ensure a competitive application, your study plan, as well as the strategy for completing it, should be thoroughly explained in three to five single-spaced pages. It is very important to address all points mentioned in the online application in order to write a complete study plan. Submit a detailed study plan and use the below format:

Format

- a. The maximum word limit is 3,500 words.
 - o Do not exceed the character limit of the proposal. Including irrelevant or extraneous material may divert attention from the study plan.
- b. Use font type "New Times Roman" or any other clear font.
- c. Use a 10 to 12 font size.
- d. Make sure the document is single-spaced.
- e. Begin the study plan with your name, country and the discipline-based cohort to which you are applying at the top of page one.
- f. Upload a copy of your study plan.

- Click Choose File
 - Locate and select the file that you previously saved to your computer
 - Click Open and click Upload to complete the file upload
3. Click *Continue* to save your responses and advance to the next section.

Grant and Travel Plans: Passport/Travel Document

1. Upload a copy of your passport or travel document.
 - 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
2. Click *Continue* to save your responses and advance to the next section.

Additional Information

1. Upload a copy of your national ID to the Country-Specific Required Materials.
2. If available, upload a copy of your TOEFL or IELTS score report (this is optional and is not required in your application)
 - Click *Choose File*
 - Locate and select the file that you previously saved to your computer
 - Click *Open*
 - Click *Upload* to complete the file upload
3. Use the Additional Documentation available spaces to upload the certificates of highest degree earned and any other supporting documents you would like to share.

Note: Additional 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.

- You can merge multiple certificates and other documents into one PDF file and upload them to the additional documentation section of your online application.
4. Complete the Outreach Survey.
 5. 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**. It is highly recommended that one of your recommendation letters be from your supervisor at your home institution (for example, the head of your department or the dean of your faculty).

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 the recommendations, send reminders, and add/delete recommenders through this system before and after submission of your application. Letters of recommendation must be submitted directly by your recommenders either via the online application or as hard copies to the Binational Fulbright Commission in Egypt.

Note: At least one of the three recommendation letters has be submitted by the home institution.

Please read the section below for more information.

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

Use this section to register your recommenders. After 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:

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.

- c. Click *Send to Recommender* to generate automatic email to recommender.
- d. Click *Continue* to save your responses and advance to the next section.
- e. 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**

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 not permitted to upload recommendation letters as attachments to their online applications on behalf of their recommenders.

- a. Download the Recommendation Letter from the program's link: www.fulbright-egypt.org/program/jfdp.
- b. Ask your recommender to fill the two-page form.
 - The letter can be typed or clearly handwritten
 - It is preferred that recommenders fill the second page on the letterhead 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. If applicable, it must also be on the university/institution letterhead of the recommender.
- d. Applicants must send their recommendation letters in **sealed envelopes** to 21 Amer St., Al Messaha, Dokki, 12311, Giza, Egypt **in person or by courier mail** before the program's deadline.
 - The envelope must be clearly labeled with the full name of the applicant exactly as written in the application form, applicant email address, applicant phone number and name of program (Fulbright Junior Faculty Development Program).

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.

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.
- Once the online application is submitted you cannot edit it or add any supporting documents.