



## **FULBRIGHT EGYPTIAN SCHOLAR PROGRAM**

### **Instructions for Completing the 2023-2024 Fulbright Egyptian Scholar Program Application**

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

Application: <https://apply.iie.org/fvsp2023>

E-mail: [scholar@bfce.eun.eg](mailto:scholar@bfce.eun.eg)

Website: [www.fulbright-egypt.org](http://www.fulbright-egypt.org)

**Read all instructions carefully before completing the application.**

***Applicants may submit only one application to the Fulbright Egyptian Scholar Program per application cycle.***

---

## Contents

General Information .....	3
Creating Your Online Account.....	4
Managing Your Application .....	6
Preliminary Questions .....	7
Data Privacy.....	7
Country Information.....	8
Personal Information.....	9
Contact Information.....	10
Academic & Professional Information .....	11
Curriculum Vitae/Resume .....	11
Academic Background.....	11
Current Professional Profile .....	12
Organizational Memberships .....	14
Letter of Support from Home Institution .....	15
Previous Fulbright Grant(s) .....	16
Language Skills .....	17
English Language Proficiency .....	17
Additional Language Skills.....	17
Project Statement .....	18
Bibliography.....	18
Academic Discipline .....	18
Intended Grant Period .....	18
Institutional Affiliation.....	19
Grant and Travel Plans .....	20
Financial Information .....	20
Passport/Travel Document .....	20
Accompanying Dependents.....	20
Additional Information.....	21
Additional Documentation.....	21
Outreach Survey .....	21
Recommendations.....	22
Signature .....	24
Review .....	24

## 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 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](mailto:scholar@bfce.eun.eg)

### **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 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:

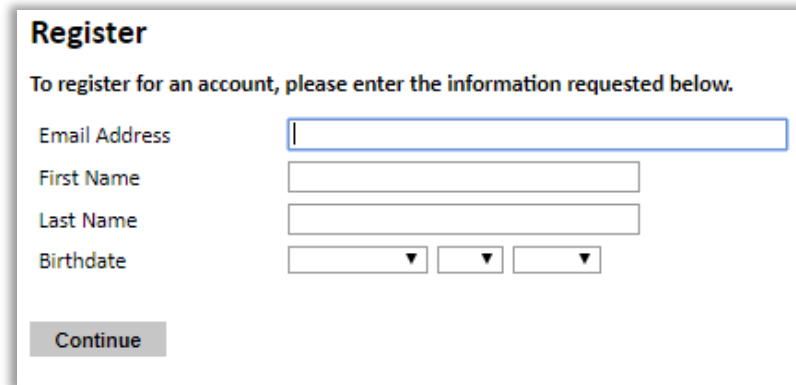
- Use upper and lower-case letters (e.g., John Smith). Avoid using all capital letters (e.g., JOHN SMITH). Do not use special characters, such as accent marks (*ex.*: â, ç, ð, ñ, ý).
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- 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. 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

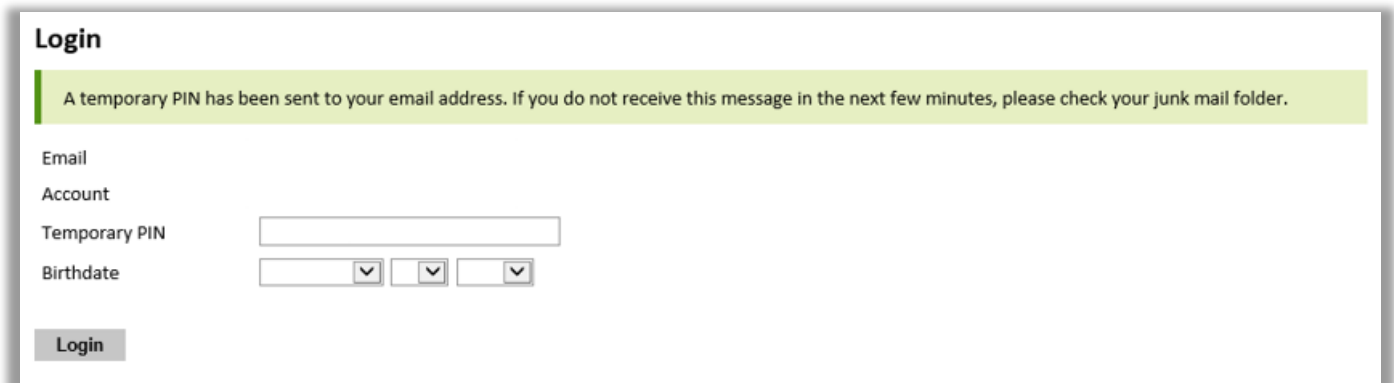
First Name

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. 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](mailto: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.
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. Only documents that are submitted **before** the deadline will be accepted.
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.

[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 academic year of **2023-2024** from the dropdown menu.  
**Note: Please disregard the note about the cycle mentioned in the application; this note does not apply to applicants from Egypt. Applications submitted to any other academic years will not be considered.**
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 who are U.S. citizens or permanent residents of the U.S. cannot 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.
  - a. Please review the [program eligibility requirements](#) for the country through which you are applying before proceeding.

## [Data Privacy](#)

5. Please carefully read the [Program Privacy Statement](#) by IIE before proceeding. Please note that if you do not give your consent (*yes*), 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. Review all information in this section.
2. Note any country-specific instructions for completing the rest of the application, including:
  - a. Country Website
  - b. Application Instructions
  - c. Supporting Materials
3. **Award Information**: Select the award that you are currently applying for (*Post-Doctoral Research Award or Arts Management, Museum, and Heritage Studies Award*)
4. 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**.
  - Prefix: Choose your title from the dropdown menu.
  - First/Given Name: Enter your first name exactly as it appears on your passport.
  - Middle Name: Enter your middle name/s exactly as it appears on your passport.
  - Last/Family Name: Enter your last name exactly as it appears on your passport.
  - Suffix (Optional): Applicants from Egypt are not requested to fill this item.
  - Preferred Name (Optional): 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 (optional), and marital status from the dropdown menus provided.
5. Please indicate any physical limitations that you may have. This information is gathered for statistical purposes and to ensure appropriate accommodations can be made at a prospective host institution. The Fulbright Program does not discriminate based on physical impairment.
6. Select your country of citizenship from the dropdown menus provided.
  - **NOTE:** As per [program's eligibility criteria](#), applicants must hold an Egyptian citizenship.
8. If applicable, enter any additional countries in which you hold citizenship.
9. Select your country of permanent residence from the dropdown menus provided.
10. Enter your national identification number.
11. 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.

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. Use the address as written on your national ID.
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.
5. Enter your home country emergency contact information. The individual(s) 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. When entering the address, choose the country that corresponds to your emergency contacts' address first and the following fields will update to match the address format of the selected country.
6. Entering emergency contact information in the United States is not required. If you have emergency contact(s) in the United States currently, please enter the appropriate information.
7. 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. Upload your curriculum vitae/resumé in PDF format that does not exceed six (6) 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.

Curriculum Vitae/Resume	Please upload a PDF document that does not exceed six (6) pages.	<input type="button" value="Choose File"/> No file chosen
		<input type="button" value="Upload"/>

### Academic Background

2. List all post-secondary educational institutions from which you have received a degree or academic credential. You MUST include any educational 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.

**Academic Background**

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\*

Date Degree Received\*

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

- If a degree is in progress, list expected date of conferral in this field.
1. Click *Save*.
- 
3. To add additional entries for post-secondary educational institutions, click *Add New Academic Background* and follow the bulleted instructions above.

### Current Professional Profile

4. List your current professional affiliation or by clicking *Add Professional Profile* under Position Title.
  - a. Choose the role which most closely corresponds to your current role and/or relevant previous professional work experience from the drop-down menu.
  - b. If you are an independent/unaffiliated scholar, check the box underneath the Current Role field, and type “N/A” in the Institution Name field.

**Relevant Employment History**

Current Role\*

Are you 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

City

State

Postal Code

- 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\*

1. If you have more than one current position, click *Add Professional Profile* and follow the instructions above.
2. 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

5. List up to four professional memberships in cultural, educational, and professional organizations.
  - a. Select the number of Organizational Memberships you would like to add from the dropdown menu.
  - 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.

**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

6. 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.

No file chosen

### Experience Abroad

7. List any professional travel and/or residence abroad exceeding three (3) months during the last six years:
  - 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 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:\*

8. 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.
9. 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).  No file chosen

*\*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.*

### Previous Fulbright Grant(s)

10. Select 'yes' or 'no' to indicate if you have previously been awarded a Fulbright grant.
  - b. If 'yes', you are required to list the grant(s):
    - Select the number of Previous Fulbright Grants you would like to add from the dropdown menu
    - 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\*

11. 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.



12. 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.

### **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**

1. Carefully review the Plagiarism Agreement and indicate your acceptance of the terms by selecting '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.
2. Please also review the Fulbright Egyptian Scholar Program plagiarism policy [here](#). For more information about plagiarism and proper citation please visit the following link: <https://fulbright-egypt.org/resources/>.
3. Click *Continue* to save your responses and advance to the next section.

## Project Proposal

This section collects information about your proposed project. Please note that only **Research** awards are available to apply to under the Fulbright Egyptian Scholar Program currently.

1. Select the category of grant for which you are applying.
  - a. **If you select Research, you must upload a Bibliography.**

## Project Statement

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. The document should be single-spaced and no more than 3,500 words. Begin the project statement with your name, country, and project title at the top of page one. At the top of each subsequent page, type your name and country.
  - 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!

## Bibliography

5. Upload a Bibliography of one (1) to three (3) pages of references in PDF format. You can either upload the Bibliography as a separate document in the “Additional Documents” section or add it to the project statement document.

## Academic Discipline

6. Select the most appropriate academic discipline for your project from the dropdown menu.
7. Select the most appropriate primary specialization from the dropdown menu.
8. 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 would 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.

## Intended Grant Period

9. Select your proposed grant length (in months) from the dropdown menu.
10. Enter your proposed grant start and end dates (Month-Day-Year format)

**Note: As per the program’s eligibility criteria, your proposed grant period should be a minimum of three (3) months or a maximum of nine (9) months.**

## Institutional Affiliation

11. Indicate whether you have already made affiliation arrangements with a U.S. Host Institution by selecting 'yes' or 'no'
  - c. If 'yes,' select one primary and, if applicable, a secondary/backup host institution affiliation from the dropdown menu
    - 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*.
  - d. 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*
12. 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 not all sections are required as part of your application to the Fulbright Egyptian Scholar Program.

## Financial Information

**This information is not required as part of your application!**

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.

## Passport/Travel Document

3. You are required to upload a copy of your passport or travel document by selecting *Choose File*.

## Accompanying Dependents

4. 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 dependent is either a spouse or children under the age of 21.

**Note: Dependents are no longer supported by the Fulbright Egyptian Scholar Program. Scholars are required to show sufficient funding to have dependents accompany them to 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](#)

### **Additional Documentation**

1. Use this section to upload any required additional documentation. Please note that a complete online application consists of:
  - Online application
  - 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 and clear contact information.
  - J-1 or 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, or highest degree earned for applicants to the Arts Management and Cultural Heritage Studies Award.
  - Letter of support from home institution.
  - Three reference letters.
  - Personal Photo.
  - Optional: U.S. host institution invitation letter.

**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 online system excepting hard copies of reference letters which are required to be submitted to the office.

### **Outreach Survey**

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.

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. Letters of recommendation **must be** submitted directly by your recommenders either

**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.

via the online application or as hard copies to the Binational Fulbright Commission in Egypt. Please read the section below for more information.

### **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	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Institution	<input type="text"/>
Position/Title	<input type="text"/>
Relationship	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>
Personal message to recommender	<input style="height: 40px;" type="text"/>
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 not permitted to upload recommendation letters as attachments to their online applications on behalf of their referees.

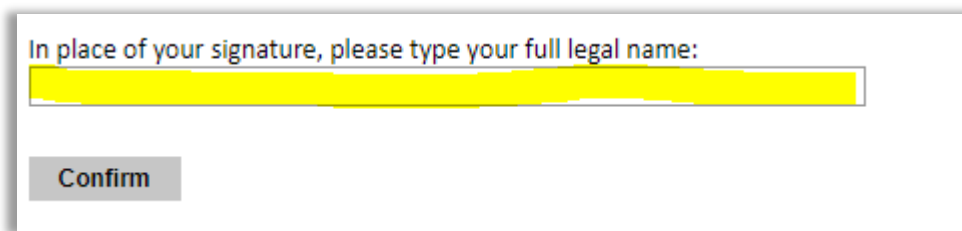
1. Download the reference letter template for the Fulbright Egyptian Scholar Program [here](#).
  - a. Ask your recommender to fill the two-page letter form.
  - b. The letter can be typed or clearly handwritten.
  - c. Recommenders must write the recommendation letter on the letterhead of their affiliated institutions.
  - d. 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.

e. Applicants must submit hard copies of the recommendation letters in **sealed envelopes** to 21 Amer St., Al Messaha, Dokki, 12311, Giza, Egypt before the program's deadline.

- The full name of the applicant as it is written on the application form and the program (Fulbright Egyptian Scholar Program) must be clearly labeled on the envelope.
- Please also to make sure to include your contact information (phone number and email address) 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:

A rectangular box with a light gray border. Inside the box, the text "In place of your signature, please type your full legal name:" is displayed in a dark gray font. Below this text is a long, horizontal yellow rectangular field for text entry. At the bottom left of the box is a gray button with the word "Confirm" written in white text.

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.

**Before you click submit, make sure all required documents are uploaded to the application, as per the program announcement in the following links:**

- Post-Doctoral Research Grant: <https://fulbright-egypt.org/program/scholar/>
- Arts Management, Museum and Heritage Studies Grant: <https://fulbright-egypt.org/program/scholar-arts/>

**REVIEW ALL RESPONSES. CLICK SUBMIT.**