AY2023-2024 Fulbright Scholar-in-Residence Program

Online Application Instructions

Binational Fulbright Commission in Egypt
21 Amer Street, Messaha, Dokki 12311, Giza, Egypt
Application: https://apply.iie.org/sir
Mobile: 01003380228
E-mail: sir@bfce.eun.eg
Website: www.fulbright-egpt.org

Read all instructions carefully before completing the application.

Contents

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

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

Step 1: Learn the requirements for submitting an application.
Before you begin an application, read the program's eligibility criteria listed here.
If you need further assistance, please do not hesitate to contact us at sir@bfce.eun.eg.

Step 2: Record username and password in a safe place.
The online application can be accessed through this link: https://apply.iie.org/sir
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.
- 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 the 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.

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.

A COMPLETE APPLICATION CONSISTS OF:
1. **An updated CV**: You can upload a copy of your CV in the Academic and Professional Information section of the online application.
2. **Three recommendation letters** (Important: one recommendation letter must be from the applicant's home institution stating that the applicant will receive leave of absence if selected for the Fulbright grant)
3. **A scanned copy of Ph.D. certificate in English**
4. **Scanned copy of the original valid National ID**
5. **Personal Photo**
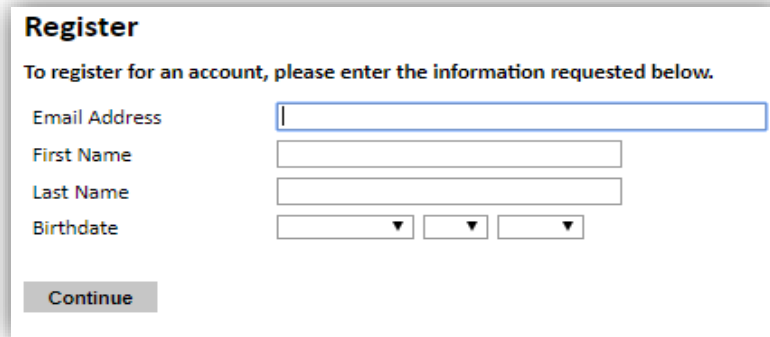6. **Scanned copies of any previous U.S. J1 or J2 visas (if applicable)**

LETTERS OF RECOMMENDATION:
1. Letters of recommendation may be submitted before or after you submit the application, but may not be submitted after the deadline.
2. Candid, frank reference reports or letters of reference help reviewers place your teaching proposal within your home institution's current conditions and plans for growth. References also provide evidence of your reputation within your discipline.
3. References should be from people qualified to evaluate your professional work; the abilities you bring to the proposed teaching project; and your ability to adapt to another country and culture.
4. If you have recently moved to a new home institution, one of the reference letters should be from your previous institution.
5. Choose your recommenders carefully and contact them early. A complete application must include the required number of recommendations.
6. Do not ask someone for a letter of reference unless the person is well acquainted with your qualifications. A pro forma letter from a well-known scholar, a contact abroad or a prominent government official will carry less weight than a realistic assessment of your abilities from someone who knows you and your work well.
7. References must be written in, or translated into, English.
8. It is your responsibility to ensure that recommendation letters are submitted by the deadline.
9. Refer to the **Recommendations** section for information on how to submit letters of reference.

Creating Your Online Account

- To start, click *Create an account*.
- Enter your email address, first name, last name, and select your date of birth (Month-Date-Year) from the drop-down menus. **Your name must be entered exactly the way it appears on your passport.**
  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.

Register

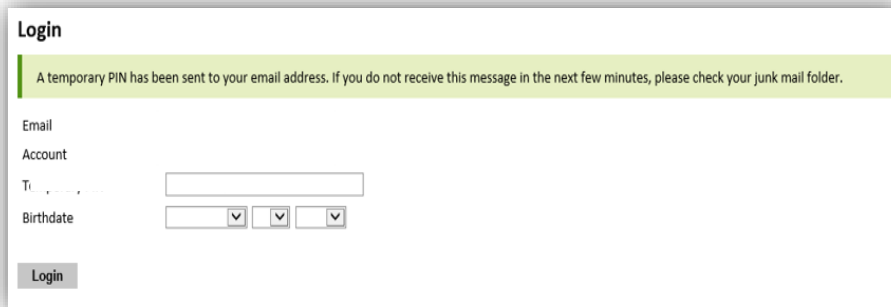To register for an account, please enter the information requested below.

Email Address	
First Name	
Last Name	
Birthdate	▼ ▼ ▼

Continue

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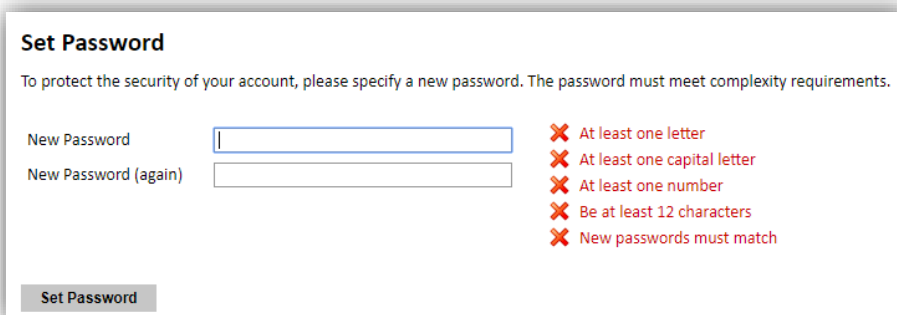
Login

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
T
Birthdate ▼ ▼ ▼

Login

Set Password

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

New Password	
New 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

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.

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

- Select the country through which you are applying for the Fulbright grant from the dropdown menu. **(Egypt)**
- Select the **academic year of 2023-2024** from the dropdown menu. (**Important: If you choose anything other than 2023-2024 your application won't be received by the Fulbright Commission in Egypt).**
- Named Scholar-in-Residence or a Recruited Scholar-in-Residence: Select "**Recruited Scholar-in-Residence**" from the drop-down menu.
- 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 Scholar-in-Residence Program.
- Select "yes" or "no" to indicate if you meet the program's eligibility criteria.

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

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Country Information

Please review the information below to assist in completing your application.

Contact Information

Fulbright Commission in Egypt
Address: 21 Amer St., Messaha, Dokki, 12311 Giza, Egypt
Website: https://fulbright-egypt.org/

Program Information

Program Website: https://fulbrightscholars.org/sir
Current Application Competition Year: 2023-2024
General Information: Through the S-I-R Program, institutions host a scholar from outside of the United States for a semester or full academic year to teach courses, assist in curriculum development, guest lecture, develop study abroad/exchange partnerships and engage with the campus and the local community. S-I-Rs work across departments and curricula in a variety of ways to significantly enhance or expand an existing international program, develop new world area studies programs, add an international dimension to existing coursework or provide an opportunity for U.S. students to learn about a particular world region or country.

Award Information

Current Award: DePauw University (Egypt)
Recommendations: 3 recommendations are required.

- Review all the information in this section.
- If you have any further concern/inquiry, please contact us on sir@bfce.eun.eg

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

Personal Information
Enter all **required** biographical information.

Name:
- 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).

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

Biographical Information:

- 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.
- City of Birth: Select your city of birth.
- Country of Birth: Select country of birth.
  NOTE: As per program's eligibility criteria, applicants must hold an Egyptian citizenship.
- Sex: Enter your gender as it appears on your passport.
- Preferred gender identity **(Optional)**: Please choose suitable answer from the dropdown menu.
- Marital Status: Select your status from the drop-down menu.
- Please describe any physical impairment you may have: Please indicate any disability that limits your movement or physical activities (i.e.: speech, vision, hearing, motor skills).

Citizenship Information:

- Country of Citizenship: Select your country of citizenship from the drop-down menu.
- 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.
- Country of Permanent Residence: Select the country in which you are officially residing.
- National Identification Number: Please put your identification number included in your national ID card and passport.

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

Contact Information

Enter all **required** biographical information.

Addresses:

- Country: Select the country where you live from the dropdown list first when entering your permanent address (i.e. physical address where you live).
- Street: Enter Street name of where you live (Mention the address written on your national ID).
- City: Enter the name of the city where you live.
- Region: Based on your country selection, the subsequent fields will change to match the address format of that country. Choose the governorate where you live.
- Postal Code: Enter the postal code of your area.
- Is your current mailing address the same as your permanent address?
  - 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:

1. 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.
2. To find the correct country code, click on the blue 'country code' link.

Email:

- <u>Primary Email</u>: The email address used to create your account will appear in the primary email address field and will not be editable.
- <u>Alternate/Secondary Email</u>: 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:

Please include an emergency contact in your home country and another in the United States (if you have a close relative or close friend in the United States).

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

- **Curriculum Vitae/Resume:** Upload your resume in its designated field. Please ensure that your resume is updated and covers the aspects of education, and professional and academic experience indicated in this section. Please convert the word file into PDF format before uploading.

- **Academic Background:** This section collects information about your academic background, including your undergraduate and graduate degrees and diplomas. Prepare and upload documents in PDF format as required.
    - Click on "**Add Institution**" and a small window will appear where you can fill in the information about one degree or diploma that you attained.

    - Institution: Write the name of the academic institution where you studied your degree at.
    - Level of Study: Select the type of degree attained whether High School (*Thanaweya Amma* and its equivalents), Undergraduate (Bachelor's), and Graduate (Master's, Doctorate, post-graduate diplomas).
    - Country: Write the name of the country where the academic institution is located.
    - City: Write the name of the city where the academic institution is located.
    - Region: Write the name of the governorate where the academic institution is located.
    - Website: Include the website for the academic institution.
    - Name of Diploma or Degree Equivalent: Indicate the type of the degree attained from the drop-down menu.
    - Actual Name of Degree or Diploma: Write the name of the degree or diploma as it appears on the certificate/transcript.
    - Discipline: Write the specialization/field in which the degree was attained.
    - Date Degree Received: Choose the date on which you attained your degree or on which you expect to receive it. If the study is still ongoing, please choose the date on which you expect to receive the degree.

- o Click "Save."
  - o After you save this entry, you are directed back to the Academic & Professional Information section. You can start another entry by repeating the previous steps, by clicking "**Add Institution**."

- **Relevant Employment History:** This section collects information on your professional experience and employment history. Start by listing your current employment and then the rest of your affiliations by the order of the most recent. **Click on "Add Professional Profile"** and a small window will appear where you can fill in the information about your employment experiences.

- o Current Role: Choose the title of your position from the drop-down menu. If you choose an independent scholar, the second section of this form will be adjusted accordingly.
- o Position Title: Write your exact title.
- o Institution Name: Write the name of your home institution.
- o Department Name: Write the name of the department you belong to at the home institution.
- o Start Date: Write the month and year in which you started at this position.
- o End Date: Write the month and year in which this professional affiliation ended. If this entry reflects your current position, leave this field blank.
- o Country: Write the country of your employment.
- o Street: Write the street name where the institution is located.
- o City: Write the name of the city where you were employed.
- o Region: Write the name of the governorate where you were employed.
- o Postal Code: Write the postal code number of the institution.
- o If you select that you are an "independent/unaffiliated scholar," please list your personal home address in the Institution Address section.
  Click "Save".
- o After you save this entry, you are directed back to the Academic & Professional Information

section. You can start another entry by repeating the previous steps, by clicking "**Add Professional Profile**"

- **Organizational Memberships (Optional):**
    - List up to four professional memberships in cultural, educational, and professional organizations.
    - Type the Organization name, your role, start date and end date.

- **Experience Abroad:**
    o Travel Experience Country: List any <u>travel</u>, <u>study</u>, or <u>residency</u> abroad that exceeded three months, during the last 10 years. This includes time overseas for education, research, business, vacation, etc. Click "**Add New Experience Abroad**" and a small window will appear where you can add the information of each travel experience.

    o J-1 or J-2 Visa: Select "yes" or "no" to indicate if you have travelled to the United States before on a J-1 or J-2 visa. If you select "yes," a further question appears accordingly requesting that you choose the J category you travelled on (the category of sponsorship is included on your DS-2019), as well as an upload field where you are required to upload a copy of your DS-2019. If you have travelled to the United States on more than one occasion on a J visa, please upload all copies of your DS-2019s.

Have you recently entered the United States on a J-1 or J-2 visa?*
- ◉ Yes
- ○ No

Please select the J category of sponsorship. You may be asked at a later point for further information on your stay in the U.S. to confirm J-visa eligibility.
- ☐ Au Pair
- ☐ Camp Counselor
- ☐ College and University Student
- ☐ Government Visitor
- ☐ Intern
- ☐ International Visitor
- ☐ Physician
- ☐ Professor
- ☐ Research Scholar
- ☐ Secondary School Student
- ☐ Short-Term Scholar
- ☐ Specialist
- ☐ Summer Work Travel
- ☐ Teacher
- ☐ Trainee

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

[Upload]

o Previous Fulbright Grants: Select "yes" or "no" to indicate if you have been previously awarded a Fulbright grant. If you select "yes," a further question will appear asking you to list the grants.

Previous Fulbright Grant(s)

Have you previously been awarded a Fulbright grant?*
[Yes ▾]

If you have previously been awarded a Fulbright grant, please list the grant(s) below.

Please select how many Previous Fulbright Grants you would like to add.*
[1 ▾]

Award 1

Award Type*
[▾]

Other, please specify
[   ]

Previous Grant Year*
[▾]

[Continue]

- Enter the information of your previous Fulbright grant.

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 choose "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
Scholar-in-Residence Activities:

- Briefly summarize the activities you will be involved with per the host institution's proposal (i.e. number of courses you will be teaching, names of courses, community engagement, etc.).

Course Syllabi

Based on the information provided by DePauw University in the program announcement and the needs of the institution as stated, please provide a summary of proposed courses, seminars, workshops, and various engagement activities that you suggest to (co-)lead at the host institution. This section is the most important part of the application. Take your time to formulate a concise, well-thought-out plan that corresponds to the demands of the institution.

Write your answer in a word document. After you have reviewed and finalized your answer, attach the document by clicking on 'choose file' as per the screenshot below.

Course Syllabi

For Teaching or Teaching/Research proposals, provide up to 10 pages of sample syllabi for courses you either propose to teach or have taught. It is strongly recommended that you upload in PDF format.

Course Syllabi*   Please upload a document up to 10 pages in length.   Choose File   No file chosen

Academic Discipline:
o Major Academic Discipline: Select the most appropriate academic discipline for your proposed activities.
o Primary Specialization: Select the most appropriate specialization within the major academic discipline.
o Briefly describe the area of the field in which you plan to specialize in the United States: Building on the proposed activities that you outlined in the previous section; you can continue to elaborate on the academic field that encompasses these activities and its relevance to the host institution's requests and needs.

Grant & Travel Plans
• Additional Grants: Please indicate if you are applying to or have applied to other grants at the time of your application to the Fulbright Scholar-in-Residence Program. If yes, please write the name of the grant.
• Passport/Travel Document: Please upload a copy of your passport in its designated field.
• Accompanying Dependents: Please indicate the number of dependents you intend to accompany you on your grant.

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

Additional Information
This section allows you to upload any requested country-specific documents. **Please use any of the fields available to upload a copy of your Ph.D. degree certificate, personal photo, and National ID.**

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

Outreach Survey

- 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.

One recommendation letter must be from the dean of the applicant's department at the home institution, supporting his/her participation in the program. The other recommendation letters can be from any professional/academic contact of their choosing.

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 in the online application to register your two recommenders. Once you register your recommenders, they will receive an automatic email with instructions on completing the online recommendation form. You can track the status of recommendations, send reminders, and add/delete recommenders through this system.

Click **"Add Recommender"** and a small window will appear on the screen:

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. an institutional email address for a professor, a corporate email address for a supervisor) when possible. These messages may be mistakenly directed to junk mail or spam folders, in which case you may wish to follow-up with your recommender, or replace with a personal email address.

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.

[Send To Recommender]   Cancel

- o Prefix: Write the title of your recommender.
- o First Name.
- o Last Name.
- o Institution: Write the name of the employment organization of your recommender.
- o Position/Title: Write the position of your recommender.
- o Relationship: Indicate your relationship to the recommender (supervisor, professor, mentor, etc.)
- o Telephone: Write the recommender's telephone number.
- o Email: Write the email on which the recommender will receive the recommendation message and form.
- o Personal Message: Include in the body of the system generated email message a personal note to your recommender.
- o Click "Send to Recommender" and the system will automatically email your recommender a link to the online recommendation form.

2. **Hard Copies (Must be submitted in required form):**
   Although online registration is highly encouraged, recommendation letters can be submitted as hard copies using the below guidelines.
   NOTE: Applicants are no longer able to upload recommendation letters as attachments to their online applications on behalf of their referees.
     a. The Recommendation Forms are available for download on the program page here.
     b. Ask your recommender to fill in the two-pages form.
        - The letter can be typed or <u>clearly</u> handwritten.
        - It is <u>preferred</u> that recommenders fill the second page on the letter head of their affiliated institutions.
     c. Ask your recommender to sign the letter.
        - Signature must include the recommender's title, affiliation and contact information. It is highly important to include this information in the recommendation letter form.
     d. Applicants must submit hard copies of the recommendation letters in **sealed envelopes** to <u>21 Amer St., Al Messaha, Dokki, 12311, Giza, Egypt</u> **in person** <u>before the program's deadline.</u>
        - The name of the applicant and the program (Fulbright Scholar-in-Residence Program) must be clearly labeled on the envelope.
        - Send an email to sir@bfce.eun.eg for any inquiries on submitting the hard copy recommendations.

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

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.

Click *Confirm* to advance to the next section.

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 see if your application is ready for submission.
- Carefully revise your application and reread all sections before submission. After submission, you will *not* be able to make any edits to your application.

REVIEW ALL RESPONSES. CLICK SUBMIT APPLICATION.