

**AY2025-2026 Fulbright Egyptian Student Program – MBA for University and Research Center  
Leadership grant**

**Instructions for Completing the  
2025-2026 Fulbright Foreign Student Program Application**

Application: <https://apply.iie.org/ffsp2025>.

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

Applicants may only apply for one award per application cycle.

---

## **Contents**

<b>General Information</b> .....	<b>3</b>
<b>Creating Your Online Account</b> .....	<b>4</b>
<b>Managing Your Application</b> .....	<b>6</b>
<b>Preliminary Questions</b> .....	<b>7</b>
<b>Country Information</b> .....	<b>8</b>
<b>Academic &amp; Professional Information</b> .....	<b>11</b>
<b>Curriculum Vitae/Resume</b> .....	<b>11</b>
<b>Academic Background</b> .....	<b>11</b>
<b>Professional Experience</b> .....	<b>13</b>
<b>Awards and Recognitions</b> .....	<b>14</b>
<b>Experience Abroad</b> .....	<b>14</b>
<b>English Language Proficiency</b> .....	<b>17</b>
<b>Additional Language Skills</b> .....	<b>17</b>
<b>Score Reports</b> .....	<b>18</b>
<b>Plagiarism Agreement</b> .....	<b>19</b>
<b>Study Plan</b> .....	<b>19</b>
<b>Intended Grant Period</b> .....	<b>19</b>
<b>Study/Research Objective</b> .....	<b>20</b>
<b>Personal Statement</b> .....	<b>20</b>
<b>Writing Sample</b> .....	<b>21</b>
<b>University Preferences (Optional)</b> .....	<b>21</b>
<b>Applied U.S. Institutions</b> .....	<b>22</b>

**Authorization of Release of Information ..... 22**  
**Grant and Travel Plans ..... 22**  
**Passport/Travel Document and Dependents..... 23**  
**Additional Information..... 23**  
**Recommendations..... 23**  
**Review..... 26**

## **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 [here](#). If you need further assistance, please don't hesitate to contact us: [student@bfce.eun.eg](mailto:student@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. If you have an existing account, please enter your credentials to log in and start a new application for the Fulbright Egyptian Student Program AY2025-2026.

### **Step 3: Complete the application**

You do not need to complete this application at one time. You can re-enter at any time to edit your application. However, once you SUBMIT your application, you CANNOT make changes to it.

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

- Use upper and lower-case letters (e.g., John Smith). Avoid using all capital letters (e.g., JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents and save them in PDF format. It is highly recommended that to preserve any formatting and special characters in your documents, you upload them in PDF format.
- Some questions are "required." They are marked with an asterisk (\*). You will not be able to submit your application until all required items are complete.

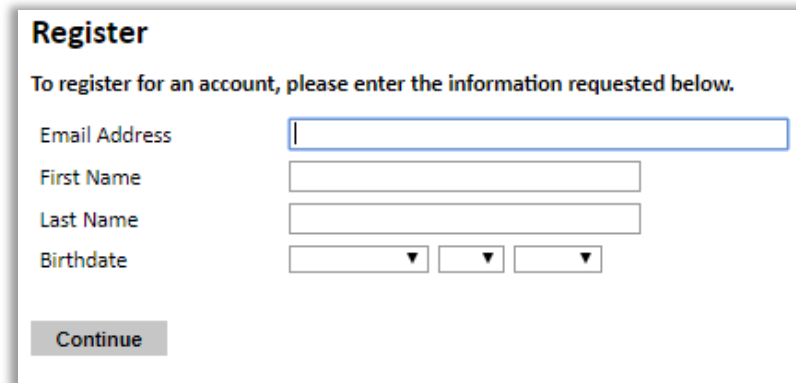
### **Step 4: Submit the application**

Once you have entered all required information, including recommenders, review your application for errors. If all information is correct, submit your application. Once you submit you CANNOT make changes to your application.

## Creating Your Online Account

1. To start, click *Create an account*.
2. Enter your email address, first name, last name, and select your date of birth (Month-Date-Year) from the drop-down menus.

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



**Register**

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

Email Address

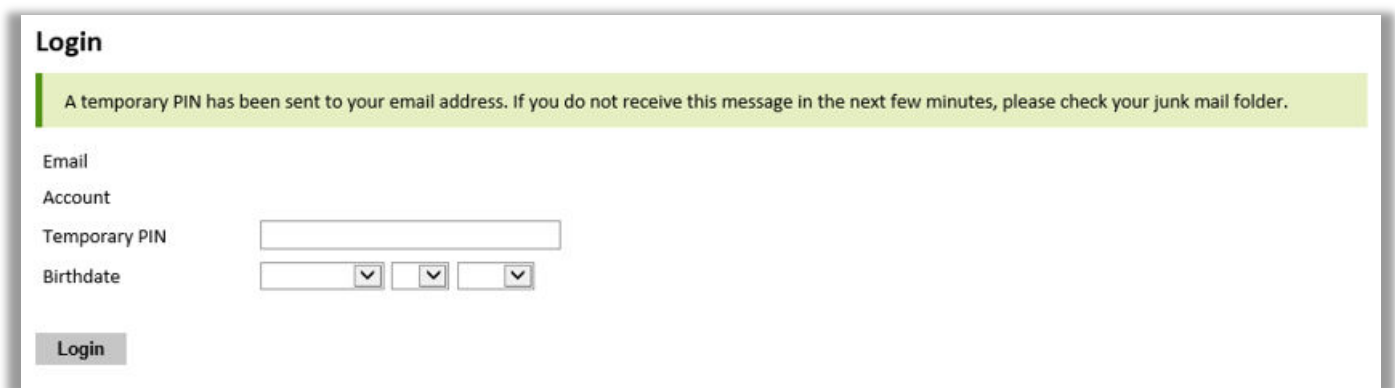
First Name

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 into 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 may be submitted before or after you submit the application. However, it is the applicant's responsibility to follow-up with their recommenders and make sure that the recommendation letters are submitted by the program's deadline.
3. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.

## Preliminary Questions

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



1. Select the country through which you are applying for the Fulbright grant from the drop-down menu (**Egypt**).
2. The academic year to which you are applying **must** be **2025-2026**.

**Note: Applications submitted to any other academic year cycle will not be considered.**

3. Select the 2025-2026 program year from the drop-down menu.
4. U.S. Citizenship, Dual Citizenship with the U.S. or Permanent Residency: select 'Yes' or 'No' to indicate your response.
  - a. As per the [program's eligibility criteria](#), applicants cannot be U.S. citizens or permanent residents of the U.S. to participate in the Fulbright Foreign Student Program.
5. Select 'Yes', 'No', or 'unsure' to indicate if you are aware of, and meet, all program eligibility requirements.
  - a. Please review the [program's eligibility criteria](#).
6. Carefully review the Data Privacy information. If prompted, indicate your acceptance of data privacy terms by selecting 'Yes' or 'No'.
  - a. You will not be able to submit your application without indicating your agreement to the Data Privacy terms.
7. Select 'Yes' or 'No' to indicate if you meet all employment eligibility requirements.
  - a. Applicants or applicants' immediate family cannot have been employed by the stated organizations and/or agencies within the year prior to application.
  - b. If you select 'Yes', please provide details of employment or association.

## Reference Materials Waiver

8. Please read the text carefully and answer the question with 'Yes' or 'No' to indicate whether you waive your right to review the information contained in the evaluations submitted by recommenders on your behalf. You must answer this question and press "Continue" before you are able to register any recommenders. Once recommenders are registered, you will not be able to modify your response.
9. Click *Continue* to save your responses and advance to the next section.

## Country Information

1. Review all information in this section
2. Note any country-specific and award-specific instructions for completing the rest of the application, including:
  - a. Country website
  - b. Deadline information
  - c. Open application cycle
  - d. Additional required materials
3. If prompted, you must select an Award before proceeding. Click on 'Select/Change Award' and select the award you are intending to apply for (***Fulbright Egyptian Student Program – MBA for University and Research Center Leadership***) in order to be able to fully complete the application and register your recommenders. Otherwise, you will neither be able to complete your application nor register your recommenders.

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

- Information Concerning Foreign Student Academic Records
  - Transcript Release Form
  - Report on Proficiency in English
4. Click *Continue* to proceed to the next section.



## **Personal Information**

Enter all **required** biographical information.

Name:

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

1. Enter your name exactly as it appears on your passport. Only enter a preferred first 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 drop-down menus provided.
5. If you have any form of limitation that requires accommodation, please indicate it in the designated box. This information is gathered only for statistical purposes and to ensure appropriate accommodation at a prospective host institution.

**NOTE: As per program's eligibility criteria, applicants must hold an Egyptian citizenship.**

6. Select your country of citizenship and country of residence from the drop-down menus provided.
7. Enter your national identification number (الرقم القومي) and any additional countries in which you hold citizenship.
  - a. To select multiple countries, hold down the CTRL (PC) or Command (Mac) button when selecting options.
8. 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 drop-down 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, including the country code. If the field turns red, please review the numbers that you have entered to identify 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 (**Required**). 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 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 optional. If you have emergency contact(s) in the United States at this time, 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 four (4) pages.**

**Note:** *If your file exceeds 4 pages, an error message will appear.*

- 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 document that does not exceed four (4) pages.	Choose File	No file chosen
		Upload	

**Note:** **When composing a curriculum vitae/resume, it is important to include:**

- a. Education (universities attended, degrees earned, and dates received)
- b. Professional positions held
- c. Courses taught, and other services provided to students and the home institution
- d. Publications (provide full citations and list them starting with the most recent)
- e. Other professional activities, such as workshops, seminars, and consultations
- f. Membership and activities in professional associations
- g. Professional honors, awards, and fellowships
- h. Community service

### Academic Background

2. List all post-secondary educational institutions you have attended for credit-bearing coursework, in reverse chronological order, including any in which you might be presently enrolled. *Do not include any short-term certificate programs.* These should be noted on your CV/Resume. 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 drop-down menu
- d. Select the country where the institution is located from the drop-down 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. Enter the discipline in which this degree or diploma was earned
- i. If relevant, provide the actual name of the degree or diploma (e.g., master’s)
- j. Enter your final cumulative Grade Point Average, as noted on your transcripts or diploma
- k. Enter the highest possible Grade Point Average at your institution (ex: 4.0)
- l. 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
- m. 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
- n. Click *Save*.

Academic Background	
Institution*	<input type="text"/>
Level of Study*	<input type="text" value="▼"/>
Institution Location (all address fields are required)*	
Country	<input style="width: 100px;" type="text" value="United States"/>
City	<input type="text"/>
State	<input style="width: 100px;" type="text" value="Select State"/>
<hr/>	
Website	<input type="text"/>
Name of Diploma or Degree Equivalent*	<input type="text" value="▼"/>
Discipline/Subject*	<input type="text"/>
Actual/Local Name of Degree or Diploma*	<input type="text"/>
Final cumulative GPA (grade point average)*	<input type="text"/>
Highest Possible GPA of Academic Institution	<input type="text"/>
Enrolled From*	<input type="text" value="▼"/> <input type="text" value="▼"/>

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

## Professional Experience

4. List your current professional affiliation or employer and any relevant previous professional experience by clicking *Add New Professional Experience* 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. Enter position title (e.g., Director, Assistant Director, etc.) or type of work (e.g., accounting)
  - c. Enter the name of your employer
  - d. Select the start and end dates for the position you entered (Month-Year format). If you are currently employed in this role, leave the End Date fields blank
  - e. Select the country where your current place of employment is located from the drop-down menu. Enter in the street address, city, state/region, and post code as applicable
  - f. Click *Save*

**Professional Experience**

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\*

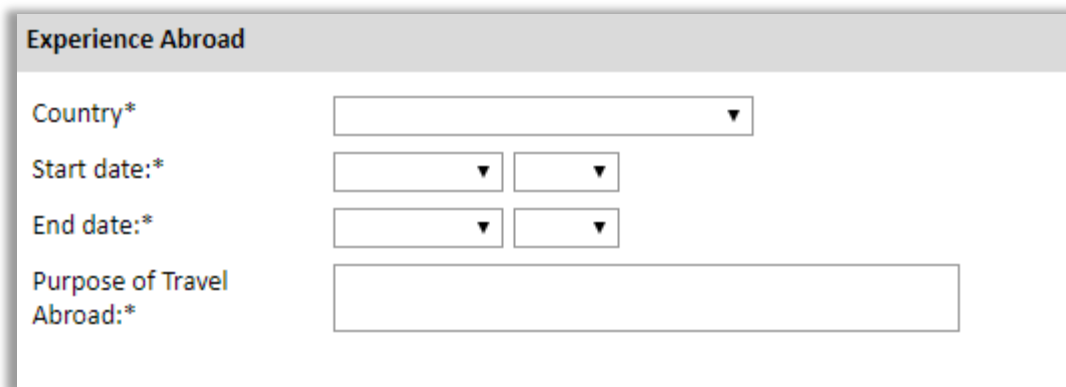
5. If you have more than one current position and/or relevant previous professional experience, click *Add New Professional Experience* and follow the instructions above.

## Awards and Recognitions

6. Enter a list of the following items into the text boxes provided (all text boxes have a 250-word limit). **If you do not have anything to add, leave text boxes blank:**
  - a. Any scholarships and/or fellowships you currently or previously received (include the source or sponsor, amount, where held and duration)
  - b. Any academic honors and prizes that you have received (include any titles and/or dates)
  - c. Any books, articles, and/or thesis published by you, particularly in your proposed field of study (include the title, place, and date of publication)
  - d. Any teaching experience (current or previous positions); this is especially relevant for PhD candidates and candidates in the field of education
  - e. Any research you have completed or in which you are currently involved
  - f. Any memberships in professional organizations, or licensing obtained by a professional organization

## Experience Abroad

7. List any travel, study, or residency you have had abroad (in any country other than your own) for more than one month. 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 drop-down 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:\*

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).

Choose File

No file chosen

Upload

### Previous Fulbright Grant(s)

10. 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):
    - Select the number of previous Fulbright grants you would like to add
    - Select the Fulbright award type from the drop-down 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. Click *Continue* to save your responses and advance to the next section.

## Academic Materials

This section collects copies of your unofficial transcripts and/or diplomas. Please upload scans of all available transcripts and diplomas from post-secondary institutions you have attended.

**NOTE: MBA for University and Research Center Leadership grant applicants are all required to submit a copy of their PhD certificate in addition to all post-secondary certificates they obtained.**

1. Select the corresponding institution from the list of institutions you previously entered.

2. Review the institution information (which you provided on the previous page). If this information is incorrect, you can edit the information directly in the popup box.

**NOTE: If you do not see an institution that you attended below, you may either return to the Academic & Professional Information page and update your academic background or add the institution by clicking the "Add Institution" link and complete the requested information.**

3. Select *Choose File* and locate the desired file on your computer. Click *Open*.

a. You may upload transcripts/diplomas as a multi-page document or upload single page documents. PDF, JPEG, and TIFF image files are all accepted.

4. Click *Save*. Repeat these steps for all applicable institutions.

**NOTE: You may upload transcripts/diplomas as a multi-page document or upload single page documents. PDF, JPEG, and TIFF image files are all accepted (PDF format is preferred).**

5. 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 drop-down 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 drop-down 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 drop-down menu and rate your proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the drop-down menus as appropriate.
5. Click *Continue* to save your responses and advance to the next section.

## Standardized Test Scores

This section collects information about standardized test scores that you have taken or will take in the future. Applicants from Egypt are required to submit TOEFL iBT, TOEFL ITP, IELTS, Duolingo or English Proficiency test from a Public Egyptian university test scores by the program's deadline. Tests must be obtained from the approved test centers. Please click [here](#) to know the approved test centers in Egypt and the minimum required score.

**NOTE: Since the English Proficiency test from a Public Egyptian university is not listed in the drop-down menu, please make sure to choose any test type and make sure to upload the score report to the following section.**

1. Select *Add Test*.
2. Select the test type from the drop-down menu.
3. Select the test date from the drop-down menu (Month-Day-Year format).
  - a. If you have not yet taken the test, enter the date that you registered for the test.
4. Enter your test scores if you have the results from the test.
5. Click *Save*. Repeat these steps for all applicable standardized tests.
6. Click *Continue* to save your responses and advance to the next section.



The image shows a form titled "Add Test" with two main sections. The first section is labeled "Type" and contains a single wide drop-down menu. The second section is labeled "Test Date" and contains three separate drop-down menus for selecting the month, day, and year.

## Score Reports

1. If you enter test scores, you will be redirected to the Score Reports section, where you will upload copies of your available score reports.
  - a. Click *Choose File*
  - b. Locate and select the file that you previously saved to your computer
  - c. Click *Open*
  - d. Click *Upload* to complete the file upload

## Plagiarism Agreement

**NOTE: The Fulbright Egyptian Student 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.

1. Carefully review the Plagiarism Agreement and indicate your acceptance of the terms by selecting 'Yes' or 'No'.
  - a. If you select 'No' you will receive a warning message and you will not be able to submit your application.
2. Click *Continue* to save your responses and advance to the next section.

## Study Plan

This section collects information about your proposed plan of study in the U.S. Please carefully review country-specific guidance to determine if you must submit any additional documentation.

1. Select the degree objective to which you are applying (**Master's**).
2. Select the most appropriate major academic discipline and primary specialization from the drop-down menus.
3. Enter a brief description of the field in which you plan to specialize in the United States in the text box.
4. Enter a description of your future plans that are related to the selected field in the text box.

## Intended Grant Period

5. Enter your proposed length of stay in the United States and select your proposed date of arrival in the United States (Month-Day-Year format) from the drop-down menu. Typically, degree-seeking students will begin in August/September of the proposed academic year.

**NOTE: the duration of the master's degree grant is a maximum of two years.**

## Study/Research Objective

Use the following tips while writing your Study/Research Objective essay:

- a. Write a clear and detailed description of your study/research objectives, and give your reasons for wanting to pursue them.
- b. Be specific about your major and your specialized interests within the field
- c. Describe the kind of program you expect to undertake
- d. Explain how your study plan fits in with your previous training
- e. Explain how your study plan fits in with your future objectives

For further information on how to write your research objective, please click on the following link: <https://fulbright-egypt.org/resources/>.

6. Upload a copy of your study/research objective. Please write a clear and detailed description of your study/research objectives and provide your reasons for wanting to pursue them. This statement is an essential part of your application and is required. **Do NOT mention specific U.S. universities at which you would like to study.**
  - a. Click *Choose File*
  - b. Locate and select the file that you previously saved to your computer
  - c. Click *Open*
  - d. Click *Upload* to complete the file upload

**NOTE: It is strongly recommended that you upload in PDF format.**

## Personal Statement

Use the following tips while writing your Personal Statement essay:

- a. Personal Statement essay should be a narrative statement describing how you have achieved your current goals. It should not be a mere listing of facts.
- b. Include information about your education, practical experience, special interests, and career plans.
- c. Describe any significant factors that have influenced your educational or professional development.
- d. Comment on the number of years of practical experience already completed in the field in which academic work will be done in the U.S.

For further information on how to write a research objective, please click on the following link: <https://fulbright-egypt.org/resources/>.

7. Upload a copy of your personal statement. Your personal statement should be a narrative statement describing how you have achieved your current goals. Do not mention specific U.S. universities at which you would like to study. This is a required 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

**NOTE: It is strongly recommended that you upload in PDF format.**

## Writing Sample

8. Specific fields may require a writing sample. Please check the “Review” section after choosing your major field of study and specialization to know whether you are required to submit a writing sample. Please upload in PDF format and make sure your writing sample meet the following criteria:
  - Must be the applicant’s own work, written in English, with no co-authors or outside editors. Omitting the names of the co-authors to meet this requirement is considered a misrepresentation of the information and will result in the disqualification of the application.
  - The quality of the writing and formatting should be appropriate for submission as a Bachelor’s-level course paper, at least. Submitting a document that was written for a previous bachelor’s or master’s course is acceptable.
  - Must include appropriate citations if outside works are used for reference. Plagiarism is strictly forbidden, and applicants who submit a writing sample that contains plagiarism and/or lacks citations will be subject to disqualification.

**NOTE: A writing sample shows the reader the applicant’s academic skills.**

- 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

## University Preferences (Optional)

9. List up to four (4) institutions at which you would like to study in the U.S. in priority order. Include specific departments and/or programs and provide specific reasons for your choice. If you have been in contact with professors, please provide names and email and/or phone contacts for each one.

**Note: There is no guarantee that your application will be sent to the institutions that you list. Applications are made on your behalf to programs that provide a good ‘academic fit’ based on your study plans and your competitiveness.**

- e. Enter institution name
- f. Enter name of department
- g. Enter the degree type and academic program that you are interested in at this institution
- h. Enter your preferred specialization or concentration within the academic program
- i. Enter your specific reasons for listing this institution and any contact information for professors at the institution with whom you have already communicated

j. Click *Save*

The screenshot shows a form titled "Preferred Institutions" with a grey header. Below the header are five input fields, each with a label and an asterisk: "Institution Name\*", "Department\*", "Degree\*", "Specialization/ Concentration\*", and "Specific reasons and contacts\*". Each label is followed by a rectangular text box. The "Institution Name\*" box is currently empty and has a blue border, while the others are white with grey borders.

### **Applied U.S. Institutions**

\*If you have previously applied to a U.S. Institution, please complete this section. Otherwise, move to the Authorization of Release of Information.

10. Select the number of U.S. institutions to which you have applied from the drop-down menu:
  - a. Enter name of institution
  - b. Enter specific name of department
  - c. Select the date you applied for the institution (Month-Day-Year format)
  - d. Enter the term you applied for
  - e. Enter year you applied for
  - f. Select the result of your application from the drop-down menu
  - g. Select 'yes' or 'no' to indicate if you are still interested in pursuing this program

### **Authorization of Release of Information**

11. Type your full name into the space provided to indicate your authorization of release of the information you have provided in this application.
12. Click *Continue* to save your responses and advance to the next section.

### **Grant and Travel Plans**

1. Applicants from Egypt are **not requested** to fill the financials related sections.

## Passport/Travel Document and Dependents

1. Upload a copy of your passport
  - 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. Select the number of dependents you intend to have accompany you to the U.S. (select 0 if you do not have dependents or your dependents will not accompany you to the U.S.).
  - a. Enter required information for each dependent, including relationship to you, name, and intended length of stay in the U.S. (in number of months)
  - b. Enter information for how you will provide for your dependents during your time in the U.S. in the text box
3. Click *Continue* to save your responses and advance to the next section.

## Additional Information

1. Upload the following documents to the Country-Specific Required Materials:
  - a. Letter of support from your home institution in Egypt.
  - b. Justification statement that demonstrates a track record of leadership and service to their home universities or research centres and have a clear plan of how their MBA studies will be utilized following return.
  - c. Scanned copy of the original valid National ID
  - d. Personal photo
2. Use the Supplemental Materials and Additional Documentation available spaces to upload any other supporting documents you would like to share.
3. Use Additional Documentation available space to upload any other supporting documents you would like to share.
4. Click *Continue* to save your responses and advance to the next section.
5. Complete the Outreach Survey.

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

## Recommendations

Use this section to register your recommenders. **Applicants are required to submit three recommendation letters to have a complete application.** Recommendation Letters can be submitted through one of the following submission methods:

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

Use the 'Recommendations' section to register your three recommenders.

Once you register your recommenders, they will receive an 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 via the online application or emailed directly by your recommenders to your Fulbright Program Office.

**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 recommend deadline, please use this message to communicate this deadline to your recommender.

1. Click *Add Recommender*.
2. Complete all fields in the pop-up form:

Click *Send to Recommender* to generate automatic email to recommender.

3. Click *Continue* to save your responses and advance to the next section.
4. 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 the required form)

Although online registration is highly encouraged, recommendation letters can be submitted as hard copies using the below guidelines.

**NOTE: Applicants are no longer able to upload recommendation letters as attachments to their online applications on behalf of their referees.**

- a. Refer to the *Country Information* section – Supplemental Forms to download the required Letter of Reference Form in PDF format.
- b. Ask your recommender to fill the two-pages form.
  - The letter can be typed or clearly handwritten
  - It is preferred that recommenders fill the second page on the letter head of their affiliated institutions.
- c. Ask your recommender to **sign the letter**.
  - Signature must include the recommender’s title, affiliation, and contact information. It is highly important to include this information on the second page in the recommendation letter form.
- d. Recommendation letters must be delivered to 21 Amer St., Al Messaha, Dokki, 12311, Giza, Egypt **by the program’s deadline in sealed envelopes**.

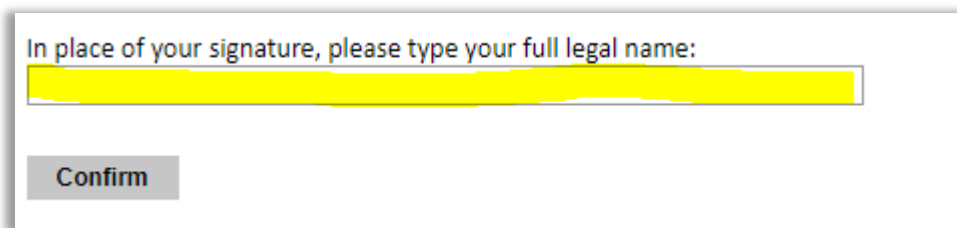
**NOTE: The name of the applicant, the program and the grant (Fulbright Egyptian Student Program – MBA for University and Research Center Leadership) must be clearly labeled on the envelop.**

## **IMPROTANT NOTES:**

- a. All applicants must register their recommenders in order to submit their online applications successfully (This also applies to applicants submitting recommendation letters in hard copies).
- b. Applicants submitting their recommendation letters in hard copies can ask their recommenders to ignore the automated email they will receive.
- c. It is the applicant's responsibility to follow-up with their recommenders and make sure recommendation letters are submitted by the program's deadline.
- d. Recommendation letters submitted after the program's deadline **WILL NOT BE CONSIDERED.**

## **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 screenshot of a web form for a signature. It features a text input field with the placeholder text "In place of your signature, please type your full legal name:". The input field is highlighted in yellow. Below the input field is a grey button labeled "Confirm".

In place of your signature, please type your full legal name:

Confirm

Click *Confirm* to continue to the next page.

## **Review**

The application will review the responses entered and will display any incomplete questions and required attachments that are missing.

- If no errors appear, then your application is ready for submission.
- If any errors are detected in any of the application sections, you will receive an error message with the needed action. Refer back to the identified section to complete and/or correct the information. After editing, return to the "Review" section to check if your application is ready for submission.

## **IMPORTANT NOTES:**

- **If the selected field of study requires a writing sample, you will receive an error message indicating that this document is missing from your application. Refer back to the 'Study Plan' section and upload your writing sample; otherwise, the 'SUBMIT' button will not appear and you will not be able to proceed with your application and submit it successfully.**
- **Before you click submit, make sure all required documents are uploaded to the application,**

as per the program announcement in the following link: <https://fulbright-egypt.org/program/ulmba/>

**Please note that a complete online application consists of:**

- Copies of all post-secondary certificates (Bachelor's, Master's, and PhD) in English
- Proof of English Language proficiency (only one of the following tests):
  - TOEFL ITP: 550
  - TOEFL iBT: 80
  - IELTS: 6.5
  - Duolingo: 105
  - English Proficiency Test from Egyptian Universities: 550
- Letter of support from the home institution
- Justification statement
- Three recommendation letters
- Scanned copy of the original valid National ID
- Personal photo
- Scanned copies of any previous U.S. J1 or J2 visas (if applicable)

**REVIEW ALL RESPONSES. CLICK SUBMIT.**