Australian Postgraduate Applicant Instructions

All other award category applicants please use other instructions available on website

Application cycle opens: February 1, 2018 at 09:00 AEST
Application cycle closes: July 15, 2018 at 23:59 AEST

- Late applications will not be accepted.
- Please read the eligibility requirements on the website before commencing an application.
- Referee’s must submit their statements online before the application deadline above to be included in the application.
- All applications must be completed (using these instructions) via the online application portal.
- Please read this document in full to prepare the necessary documentation before commencing your application.
- Applicants are encouraged to write longer responses in a word document then copy across to the online application to avoid the portal website timing out.
- Please review your completed application before submitting it, using the checklist provided to ensure all elements are included.
- Please ensure you save your application regularly.
- All documents provided must be certified copies.
- In the text boxes, you must limit your responses to the space provided. Information that exceeds the space provided will not display or print.

Applicants applying in this cycle, if successful, must commence their program between 1st July 2019 – 30 June 2020, please consider this when planning your proposed program.
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APPENDIX 2: CHECKLIST
Please read this document in full before commencing your application.

This document provides step-by-step instructions for Australians on how to complete the application correctly. Applicants are encouraged to print this document and keep it next to them as they complete the application. Please note you are not required to contact the Commission prior to/during/after completing your application as suggested in the application.

Create an Embark Account

- Go to: https://iie.embark.com/apply/foreignfulbright
- Follow the instructions to register and create your account.

Supported Browsers

- Internet Explorer 7.0 and above
- Firefox 2.0 and above
- Chrome 20 and above

If you have previously applied:

- you will need to create a new account using a new email address or
- email support@embark.com and ask that your existing account be deleted so you can reapply with the associated email address.

Preliminary Questions

Program

- Select Fulbright Foreign Student Program

Category of Grant

- Select Graduate - this is the U.S. equivalent of postgraduate.
Application Form

Please note – if the question is self-explanatory it will not be addressed below.

Name

- It is important that you list your name exactly as it appears (or will appear) your passport.
- Please use upper and lower case when entering in your name, e.g. Ron Smith.
- Do not use symbols as this can create formatting issues.

Mailing Addresses

- You are required to supply two mailing addresses with your application, please include your state in BOTH. Enter your state in the box “state if outside the U.S.A.”. If you live in Western Australia please ensure you list “Western Australia” as your state not “WA”, as this is the abbreviation for Washington in the U.S.

U.S. Permanent Residency

- If you are applying for/have U.S. permanent residency, you are ineligible for the Fulbright Program.

Application Cycle

- Please select 2018-2019 from the drop-down menu.

Degree Objective

- This is for the study you intend to undertake in the U.S., not the degree you are currently doing in Australia.
- If you are planning on doing either a full degree program in the U.S. (e.g. a Master’s) or part of your Australian Master’s in the U.S. please select ‘Master’s’.
- If you are not completing coursework (e.g. a Master’s) and will be undertaking PhD research you are classified as a Visiting Student Researcher (VSR) and should select this option (please note this requires host institution confirmation – see section: Host University/Institution)

Future Plans

- “Describe the career you plan to pursue after completion of study or research in the U.S., e.g. teaching, government, business, industry or any plans you might have for continued study or research in your home country. Also indicate if you will be returning to former employment, or if you have been promised a position in your home country after completing your U.S. training.”

Awards and Recognitions

- List scholarships or fellowships held at present or in the past. (give source or sponsor, amount, where held, and duration.)
- Indicate any academic honors or prizes which you have received, with titles and dates.
- List any books, articles or theses published by you, especially in your proposed field of study. (give title, place and date of publication.)
- List professional societies, fraternities or other organizations in which you now hold membership or in which you have been active in the past. (indicate if you have held an elective office.)
- Teaching experience: (include any teaching positions you have held or currently hold.)
- Research: (include any research you have completed or in which you are currently involved.)
Occupational Experience

- Please select from the drop-down menu the position title which best describes the activity in which you are currently (or most recently) involved.
- List positions held, beginning with the most recent employment, if any.

Language Skills

- If English is your second language, please list your IELTS/TOEFL results in the next section.
- If English is your native language please indicate Excellent in all fields.

Exam Dates

- This section asks for indication of which exams you have taken/will take; other than language tests as mentioned above, these exams are not required to be listed for Australian applicants.
- Please note, should you be successful in your application, the Commission can provide you with a voucher to cover the costs of GRE testing (to be taken in advance of program commencement) if required by your nominated host institution/s.

Travel Details

- If you have traveled, lived, or studied in any country other than your own for more than a month, indicate places, dates and reasons. (education, research, business, vacation, etc.).

Emergency Contact details

- Enter contact information in the case of an emergency – please do not nominate someone that may be travelling with you should your application be successful.

National Identification Number

- This is not a required field.

Proposed length of stay in the U.S.

- Please consult the webpage for the type of award you are applying for, for the minimum/maximum length, before answering this question.

Approximate Arrival Date

- Applicants applying in this cycle, if successful, must commence their program between 1st July 2019 – 30 June 2020.
- Scholars are unable to commence their programs in the last two weeks of December or the first two weeks of January.
Host University/Institution

- Postgraduate (PhD research e.g Visiting Student Researcher – ‘VSR’) applicants are required to confirm admission/acceptance at a host institution and attach a host letter to their application.

- Postgraduate (coursework e.g. Masters) applicants are not required to confirm admission/acceptance at a host institution prior to submitting their application. Should you wish to do so however, please attach your letter of acceptance to your application. If you have not confirmed admission/acceptance, there is a Placement Services team available to assist you should your scholarship application be successful. There are many benefits to this, including the Placement Services team covering university application costs on your behalf, and constructing a submission plan to multiple universities to increase your chances of securing admission. If you would like to take advantage of these services, please complete your host institution preferences as per the application fields. Please visit our website for useful resources to assist you with nominating host institution preferences suitable for your academic discipline.

References

This section is to name the three people from whom you have requested letters of reference - please note that entering references here will not trigger the automated email to your referees. Please fill out these details and proceed with your application, further instructions on how the system contacts your referees will be addressed in “Recommendations”

Please note, recommendations are confidential and will not be available to applicants without written consent from the referee.

Financial & Dependant Information sections

- This is not a required field.
Upload Documents

Project Statement
Also referred to as ‘Study/Research Objectives’
(max. three pages)
Write a clear and detailed description of your study/research objectives, and give your reasons for wanting to pursue them. Be specific about your major field and your specialized interests within this field. Describe the kind of program you expect to undertake, and explain how your study plan fits in with your previous training and your future objectives. This statement is an essential part of your application and is required. You do not need to mention specific U.S. universities at which you would like to study.

Please include a heading stating which awards you are applying for, in the format: “SURNAME, First name – Award, Award, Award”
For example: “BOND, James – Postgraduate, Wexler” or “JONES, Jessica – Postgraduate, NSW award”

General content guidelines:
- What do you propose to do?
- How do you propose to do it?
- Why is it important? What is the potential impact?
- Why is the U.S. important to your project?
- Headers and/or bullets to organize and convey key elements may be helpful

Personal Statement
(max. one page)
This personal statement should be a narrative statement describing how you have achieved your current goals. It should not be a mere listing of facts. It should include information about your education, practical experience, special interests, and career plans. Describe any significant factors that have influenced your educational or professional development. 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.

Resume/Curriculum Vitae
(max. four pages)
Please include a copy of your resume or curriculum vitae. If you indicate books, articles or theses that are available online, please include the URL links. If you have a professional website (e.g. design and visual arts), please include this URL as well.

Transcripts
Please upload (one pdf) of your (certified) university transcripts.

For undergraduate students yet to graduate – please upload a university transcript of your academic performance to date showing your credit points obtained. Please note this must be accompanied by a signed letter from your university stating you are on track to graduate in the year of application.

Writing Sample
If you wish to include a writing sample please attach no more than three pages, if your sample is longer it will not be included with your application.
Additional Documents

(Combine and submit as one PDF)

Additional documents required for Australian applicants include:

- Certified proof of Australian Citizenship: Photo page of Australian Passport (preferred), birth certificate or citizenship certificate
- Checklist (template attached and available online here)
- Sponsored Award Statement (if applicable, see Appendix: Award Catalogue)
- Any other additional material (for example: letter from host institution for VSR applicants)
- If you have previously held a J-1 visa and subsequent DS-2019, please upload it here
  Please be aware that if clause 212e or the 24-month bar is in effect from a previous J-1, you will be unable to accept the Fulbright award, should it be offered to you, within the 24-month/212e period
  Scholarships cannot be deferred until the 24-month/212e period has passed

Creative/Performing Arts Applicants

Supplementary material must be included with the application to demonstrate excellence and achievement in your chosen field. Please visit this Fulbright website for instructions on what to provide.

Please provide these items to the Commission directly via email: fulbright@fulbright.org.au with the subject line ‘(SURNAME), (First name) – Arts Application - attachments’

Supplemental Forms

Please do not post anything to the Commission. None of these items are required for Australian applicants, unless you have undertaken overseas study and are submitting transcripts which use a different marking system, in which case please download the “Academic Records Information Form”, complete and combine into one file as part of the “additional documents” (accessible from the menu on the left-hand side of the page.)
Recommendations

You must click on the Recommendations button in the left-hand side menu of this application to register your referees. This is in addition to listing them earlier in the application form.

You must have three letters of recommendation (or reference) submitted on your behalf. Letters of recommendation are an extremely important aspect of your application. An application will be considered incomplete without three letters of reference. All letters of recommendation should be written by teachers/supervisors under whom you have studied or pursued research, or by someone who has supervised you in work related to your proposed field of study. Letters of recommendation should not be written by persons related to you either by blood or marriage or by personal friends. At least one academic and one professional or work-related letter should be included. The letters must be written in English. Your referees will complete the forms online and submit electronically. It is your responsibility to ensure that three referee reports are submitted by the deadline.

Click the recommendations button on the left-hand side of your application, and follow the buttons to complete your referees’ names and email addresses, then press submit. This will send your referee an email and a set of links and instructions on how to complete and upload their reference to your application.

If you complete this task first, your referee has time to submit it to your application while you are working on it. You will not be able to view your reference, however you will receive email notification that your referee has uploaded your reference to your application, so you can keep track and ensure they are uploaded to your application before the deadline. You can also check the status of your recommendations at any time once you have registered your referees.

Late referee reports will not be accepted. Applications without three letters of reference will be deemed ineligible.

Application inspector

Before you can submit your application electronically, your application will be reviewed for completeness. If there is missing data, you will be prompted to correct. However the system will not evaluate your additional documents e.g. your personal statement – please ensure these supplementary documents are attached before submitting.

Review and print your application

Review a PDF version of your application and print a copy for your records.

Please note that you must submit all required support documents electronically by the application deadline. No material will be accepted after this date.

Submit Application

Please ignore the instruction to “print signature form and send to country office”, this is not a requirement. Sign electronically per the instructions and click “confirm signature”. This will take you to another page which reminds you to print and send your signature form, again please ignore this. If you are ready to submit, click “Submit my application now” – note you will no longer be able to make changes to your application.

Thank you for your interest in the Fulbright Program. You will be notified of your application progression in due course. For a timeline of interviews and notifications please see our website.
Appendix 1

2019 Australian Postgraduate Award Catalogue

<table>
<thead>
<tr>
<th>Award</th>
<th>Supplementary Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fulbright Anne Wexler scholarship in Public Policy</td>
<td>Address the award requirements in your project proposal, no additional statement required</td>
</tr>
<tr>
<td>Fulbright Indigenous Scholarship</td>
<td>No additional statement required</td>
</tr>
<tr>
<td>Fulbright New South Wales Scholarship</td>
<td></td>
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<tr>
<td>Fulbright Queensland Scholarship</td>
<td></td>
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<tr>
<td>Fulbright South Australia Scholarship</td>
<td></td>
</tr>
<tr>
<td>Fulbright Victoria Scholarship</td>
<td>Sponsored Award Statement: outline how your proposed research or study will benefit the state/territory</td>
</tr>
<tr>
<td>Fulbright Northern Territory State Scholarship</td>
<td></td>
</tr>
<tr>
<td>Fulbright Tasmania State Scholarship</td>
<td></td>
</tr>
<tr>
<td>Fulbright Australian Capital Territory Scholarship</td>
<td></td>
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</tbody>
</table>

Please indicate in your Project Statement title any of these sponsored awards you would like to be considered for in addition to the general Postgraduate awards:

Please check eligibility requirements per award on our [website](#). Applications missing supplementary documentation will be deemed ineligible. To be eligible for state awards you must reside in the state/territory.
**Australian Applicant Checklist**

Please print, complete, scan and upload. Applications without this checklist will be deemed ineligible.

**I meet the following general eligibility requirements:**

- [ ] I am an Australian Citizen
- [ ] I am a resident of Australia at the time of application
- [ ] I do not hold dual citizenship with the U.S.

**I have included the following mandatory items:**

- [ ] Project statement
- [ ] Personal statement
- [ ] Sponsored Award Statement/s (if applicable)
- [ ] Host letter of invitation (mandatory for everyone except Postgraduate Master’s applicants)
- [ ] University transcripts (Postgraduate applicants only)
- [ ] Bibliography (if applicable)
- [ ] Creative/Performing arts materials (if applicable)

- [ ] I have confirmed with my references that they will submit their letters of recommendation before the deadline and I understand without the minimum 2 letters my application will be deemed ineligible.

- [ ] I understand if I am applying for a state/territory award I must be a resident in that state/territory to be considered

- [ ] I understand that providing false information in my application may disqualify me from Fulbright awards

**Y/N** I do/do not identify as Indigenous for consideration for the Fulbright Indigenous Scholarship

______________________________
Signature

______________________________
Date