



# Australian Postgraduate Applicant Instructions

*All other award applicants please use other instructions available on website*  
<https://www.fulbright.org.au/applicants/australian-applicants/>

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Application cycle **opens**: February 4, 2019 at 09:00 AEST

Application cycle **closes**: July 15, 2019 at 23:59 AEST

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 nearby as they complete the application.

- Applicants applying in this cycle, if successful, must commence their program between 1st July 2020– 30 June 2021, please consider this when planning your proposed program.
- Late applications will not be accepted.
- Please read the eligibility requirements on the website before commencing an application.
- Recommenders' 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.
- Please review your completed application before submitting it, using the checklist provided to ensure all elements are included.

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## **General Information**

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

Prior to starting an application, please read the below information

### **Learn requirements for submitting an application**

Before you begin an application, please visit the Australian Fulbright website for comprehensive information on suitability, eligibility and application requirements for a Fulbright scholarship <https://www.fulbright.org.au/applicants/australian-applicants/> Deadline dates and application requirements for a Fulbright grant will vary from country to country. You must make sure you are eligible to apply.

### **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:

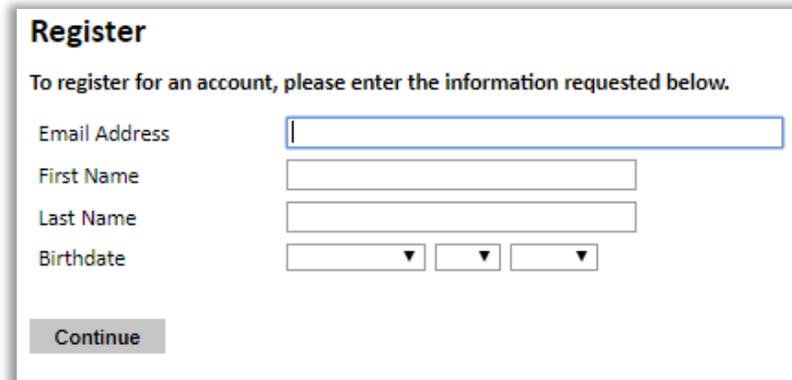
- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents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

### **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. Go to <https://apply.iie.org/ffsp2020>
2. Please read all instructions carefully before completing the application.
3. To start, click *Create an account*.
4. Enter your email address, first name, last name, and select your date of birth (Month-Date-Year) from the drop-down menus. **Your name must be entered exactly the way it appears (or will appear) on your passport.**



**Register**

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

Email Address

First Name

Last Name

Birthdate

**Note:** Use an email address that you will be able to access for at least two years after submitting your application. This is the email address you will use to log in to your application account. We recommend you do NOT use a work email address if you will not have access to it during your grant in the U.S.

5. 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.
6. 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

7. 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.

## Preliminary Questions

These questions address essential program eligibility. **Please note you are applying for 2020-2021 academic year.**

[Home](#)  
[Welcome](#)  
Preliminary Questions

### Preliminary Questions

Questions marked with an asterisk (\*) are required of all applicants for submission.

Through which program country are you applying?\*

To which academic year are you applying?\*

Do you hold or are you applying for:\*

a) U.S. citizenship;  
c) Dual citizenship with the U.S.; or  
b) U.S. permanent residency?

Yes  
 No

Have you reviewed and do you meet all program eligibility requirements for the country through which you are applying?\*

Yes  
 No  
 Unsure

1. Select the country (Australia) through which you are applying for the Fulbright grant from the dropdown menu.
2. Select the appropriate program year (2020-2021) from the dropdown menu.
3. U.S. Citizenship, Dual Citizenship with the U.S. or Permanent Residency: select 'yes' or 'no' to indicate your response.
  - a. Please note applicants cannot be U.S. citizens or permanent residents of the U.S. to participate in the Fulbright Visiting Scholar Program.
4. Select 'yes', 'no', or 'unsure' to indicate if you are aware and meet all program eligibility requirements.
  - a. These instructions are used for many countries associated with Fulbright, please visit the Australian-American Fulbright website to review the program eligibility requirements <https://www.fulbright.org.au/applicants/australian-applicants/>
5. 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. You must select an Award before proceeding. Once you select your award the following message will pop up - **Recommendations:** 3 recommendations are required. In order to register your recommendations, you must first complete the Reference Materials Waiver on the Study Plan page of the application, this is found later in the application.

The following documents will also appear, these are **NOT** required for the application at this stage.

**Information Concerning Foreign Student Academic Records:** To assist U.S. academic institutions in evaluating your academic credentials. [Word Version](#) | [PDF Version](#)

**Transcript Release Form:** To secure transcripts from U.S. institutions, if applicable. [PDF Version](#)

**Report on Proficiency in English:** To evaluate your command of the English language. [Word Version](#) | [PDF Version](#)

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

## Data Privacy

1. Carefully review the Data Privacy information. If prompted, indicate your acceptance of data privacy terms by selecting 'yes' or 'no'.
2. Click *Continue* to proceed to the next section

## **Personal Information**

Enter all required biographical information. Please review country-specific guidance (provided in the Country Information section of the application) to determine whether you must provide additional information.

1. Enter your name exactly as it appears on your passport. Only enter a preferred name if it is DIFFERENT than your legal name (e.g. Alex instead of Alexander).
2. If your name is recorded differently on any previous records, list it in the Name on Previous Records section (e.g. maiden name).
3. The birthdate that you used to create your account will automatically appear.
4. Enter your city of birth, country of birth, sex (as it appears or will appear on your passport or travel document), preferred gender identity, marital status, and number of dependents.
5. Select your country of citizenship and country of residence from the dropdown menus provided.
6. If applicable, enter your national identification number 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.
7. Click *Continue* to save your responses and advance to the next section.

## Contact Information

Enter all required contact information. Please review country-specific guidance to determine whether you must provide additional information

1. Select the country where you live from the dropdown list first when entering your permanent address (i.e. physical address where you live).
  - a. Based on your country selection, the subsequent fields will change to match the address format of that country.
  - b. Complete the remaining address fields. Do not use accents or special characters.
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 section.
3. Enter your contact numbers as appropriate. Include the country code. If the field turns red, please review the numbers that you have entered to look for any errors.
  - a. To find the correct country code, click on the blue 'country code' link
4. The email address used to create your account will appear in the primary email address field and will not be editable. You may provide an Alternate/Secondary Email that can be used to contact you if Fulbright Program officers cannot reach you via your primary email address.

**Note:** All system-generated emails will continue to go to your primary email address.
5. Entering emergency contact information is required for your home in Australia, the individuals 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 Australia.
  - a. When entering the address, choose the country that corresponds to your emergency contacts' address first and the following fields will update to match the address format of the selected country.
  - b. At this stage you are not required to enter an emergency contact for the United States
6. 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, organizational memberships, letter of support from home institution, experience abroad, and previous Fulbright grants, if applicable.

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

The curriculum vitae describes academic credentials and demonstrates a record of scholarly achievements. When composing a curriculum vitae, it is important to include:

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

The application asks for similar information but provides limited space for answers. In the curriculum vitae, you should expand upon these topics to display your accomplishments in full.

Please note, copies of transcripts are not normally required, however for **postdoctoral applicants** who have recently submitted and had their thesis passed, but have not yet been conferred their PhD, please attach a letter from the head of department or school confirming that the thesis has passed examination.

1. Upload your curriculum vitae/resumé in PDF format that does not exceed six pages.

**Note:** If your file exceeds 6 pages, an error message will appear on the Review page and will prevent submission of your application.

- a. Click *Choose File*
- b. Locate and select the file that you previously saved to your computer
- c. Click *Open*
- d. Click *Upload* to complete the file upload

Curriculum  
Vitae/Resume

Please upload a PDF document that does not exceed  
six (6) pages.

Choose File

No file chosen

Upload

## Academic Background

2. List all post-secondary educational institutions from which you have received a degree or academic credential. You **MUST** include any education institutions you are currently attending (even if you have not yet completed your educational program) and estimated date of graduation/completion.
  - a. Click *Add Institution*
  - b. Type in the name of the institution
  - c. Choose the level of study (graduate or undergraduate) from the dropdown menu
  - d. Select the country where the institution is located from the dropdown menu
  - e. Enter the appropriate city and region/state
  - f. Provide the website of the institution (optional)
  - g. Select the U.S. equivalent of the degree or diploma earned (e.g., BA – bachelor’s degree)
  - h. If relevant, provide the actual name of the degree or diploma (e.g., license)
  - i. Enter the discipline in which this degree or diploma was earned
  - j. Select the month and year of start and end dates (Month – Year format) that you attended this institution. If a degree is in progress, list expected end date of academic program
  - k. Select the date (Month-Year format) that you received your degree from this institution. If a degree is in progress, list expected date of conferral in this field
  - l. Click *Save*.

Educational Institution	
Institution*	<input type="text"/>
Level of Study*	<input type="text"/>
Institution Location (all address fields are required)*	
Country	<input type="text" value="United States"/>
City	<input type="text"/>
State	<input type="text" value="Select State"/>
Website	<input type="text"/>
Name of Diploma or Degree Equivalent*	<input type="text"/>
Actual Name of Degree or Diploma	<input type="text"/>
Discipline*	<input type="text"/>
Enrolled From	<input type="text"/> <input type="text"/>
Enrolled To	<input type="text"/> <input type="text"/>
Date Degree Received	<input type="text"/> <input type="text"/>
If a degree is in progress, list expected date of conferral for Date Degree Received.	

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

## Current Professional Profile

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

### Professional Experience

Current Role\*

Position Title/Type of Work

Employer Name\*

If you are currently employed, please leave the End Date field blank.

Start Date

End Date

### Employer Address

Street Address\*

City\*

State/Region\*

Postal Code\*

Country\*

5. If you have more than one current position, click *Add 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 in the text box (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)
  - e. Any research you have completed or in which you are currently involved

## 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*
  - b. Select the country in which you spent your professional travel and/or residence abroad from the dropdown menu provided
  - c. Select the start and end dates (Month-Year format) of you travel/residency
  - d. Enter the purpose of your travel abroad
  - e. Click *Save*

**Experience Abroad**

Country\*

Start date:\*

End date:\*

Purpose of Travel Abroad:\*

8. If you have more than one trip abroad to enter, click *Add New* 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

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):

- Click *Add Grant*
- Select the Fulbright award type from the dropdown menu provided (e.g., Fulbright FLTA, Fulbright Foreign Student, etc.)
- If you select "Other (please specify)", enter in the name of the Fulbright grant that you received in the "Other, please specify" field
- Select the academic year that corresponds to the year in which you received the Fulbright grant
- Click *Save*

#### 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.

For undergraduate students yet to graduate – please upload a university transcript of your academic performance to date showing your credit points obtained.

Please upload scans of all available transcripts and diplomas from post-secondary institutions you have attended.

1. Select the corresponding institution from the list.
2. Review the institution information (which you provided on the previous page). If this information is incorrect, please return to the previous page to edit.
3. Select *Choose File* and locate the desired file on your computer. Click *Open*.
  - a. You may upload transcripts/diplomas as a multi-page documents or upload single page documents. PDF, JPEG, and TIFF image files are all accepted.
4. Click *Save*. Repeat these steps for all applicable institutions.
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 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.

## Test Scores

This section collects information about standardized test scores that you have taken or will take in the future. Standardized tests include TOEFL, GRE, GMAT and IELTS. Standardized test scores are often required for admission to U.S. institutions as Master's seeking students. PhD/research students may not need to take any standardized tests and should not do so until after the selection cycle has concluded. Master's seeking students do not need to have completed these tests at the time of application but should plan on having the relevant tests complete by 1 October 2019.

1. Select *Add Test*.
2. Select the test type from the dropdown menu.
3. Select the test date from the dropdown menu (Month-Day-Year format).
  - a. If you have not yet taken the test, enter the date that you are 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 screenshot of a web form titled "Add Test". The form has a light gray header with the title "Add Test". Below the header, there are two rows of input fields. The first row is labeled "Type" and has a single dropdown menu. The second row is labeled "Test Date" and has three separate dropdown menus for the month, day, and year.

7. 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

## **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.
  - a. Some fields will trigger a prompt to ask you if you'd like to upload portfolio materials as part of your application. Select 'yes' or 'no'.
  - b. If you select 'yes,' you will be directed to upload your materials on the next page. Please follow the upload instructions listed.
2. Select the most appropriate major academic discipline and primary specialization from the dropdown menus.
3. Enter a brief description of the field in which you plan to specialize in the U.S. in the text box.
4. Enter a brief description of your future plans in the text box.

## **Intended Grant Period**

5. Enter your proposed length of stay in the U.S. and select your proposed date of arrival in the U.S. (Month-Day-Year format) from the dropdown menu.

## **Study/Research Objective**

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 should be three (3) to five (5) pages in PDF format which is an essential part of your application and is required. Do NOT mention specific U.S. universities in which you would like to study.

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
- 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

## Personal Statement

7. Your personal statement should be a one-page 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. 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

## Letter of Invitation

8. Upload a letter of invitation from a U.S. institution, if you have require one (see below).

Postgraduate (**coursework e.g. Masters or starting a new Australian PhD program in the U.S.**) 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.

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

- a. Click *Choose File*
- b. Locate and select the file that you previously saved to your computer
- c. Click *Open*
- d. Click *Upload* to complete the file upload

## University Preferences

9. List up to four 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.*

- a. Enter institution name
- b. Enter name of department
- c. Enter the degree type that you are interested in at this institution
- d. Enter your preferred specialization or concentration
- e. Enter your specific reasons for listing this institution and any contact information for professors at the institution with whom you have already communicated
- f. Click *Save*

**Preferred Institutions**

Institution Name*	<input type="text"/>
Department*	<input type="text"/>
Degree*	<input type="text"/>
Specialization/ Concentration*	<input type="text"/>
Specific reasons and contacts*	<input type="text"/>

10. Select 'yes' or 'no' to indicate if you have applied to any U.S. institutions.
- a. If 'yes', list all programs to which you have applied or intend to apply:
    - Select *Add Institution*
    - Enter name of institution
    - Enter specific name of department
    - Select the date you applied for the institution (Month-Day-Year format)

**Applied Institutions**

Institution Name*	<input type="text"/>
Specific Name of Department*	<input type="text"/>
Date Applied*	<input type="text"/> <input type="text"/> <input type="text"/>

## 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. ***This is a required field.***

## Reference Materials Waiver

12. Select 'yes' or 'no' to indicate whether you waive your right to review the information contained in the evaluations submitted by recommenders on your behalf. ***This is a required field.***
13. Click *Continue* to save your responses and advance to the next section.

## **Grant and Travel Plans**

**Please note: Completing your financials is not required at this stage.**

This section gathers information on your personal finances, additional funding you may have applied for/received, passport, and accompanying dependents. Please note that these sections may not be required if you are from certain countries. Review country-specific information before completing.

1. Enter your father's, mother's and spouse's occupations in the corresponding boxes.
2. Enter the total amount your family can provide for your first year of study in the U.S. (in USD).
3. Enter the total amount you can provide from your own funds for your first year of study in the U.S. (in USD).

### **Expected Additional Funding**

List all non-Fulbright funding you expect to receive during your grant.

4. Select 'yes' or 'no' to indicate if you have been awarded or expect to receive financial assistance from a university or institution in your home country while in the U.S., or funding from any other sources.
  - a. If 'yes', select the number of other sources of funding you expect to receive
    - Enter Source Description (e.g., NSF grant)
    - Estimated Amount (in U.S. dollars)
    - The Other Funds Total field will automatically update based on the amounts provided above
5. Enter any other sources of funding such as fellowships, educational grants or loans, etc. that you are planning to apply for in the text box (700-character limit).
6. Select 'yes' or 'no' to indicate whether the same amount of funding you listed above in Grand Total will be available for your second year of study in the U.S.
  - a. If yes, move to the next section
  - b. If no, enter the amounts of any additional funding you expect for the second year
7. Select 'yes' or 'no' to indicate if you have travel funds available and can pay for your round-trip travel to the U.S. if necessary.
  - a. If yes, enter the amount of travel funding available
  - b. If no, move to the next section

## Passport/Travel Document and Dependents

8. Upload a copy of your passport or travel document.
  - a. Click *Choose File*
  - b. Locate and select the file that you previously saved to your computer
  - c. Click *Open*
  - d. Click *Upload* to complete the file upload
  
9. Select the number of dependents you intend to have accompany you the U.S. (select 0 if you do not have dependents or your dependents will not accompany you 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
  
10. Click *Continue* to save your responses and advance to the next section.

## **Additional Information**

This section allows you to upload additional documentation in support of your application, you may need to combine related documents into one PDF if you have multiple documents to upload.

### **Sponsored Award Statement/s**

- Please complete and attach a *Sponsored Award Statement* if applicable (per **Appendix 1: Award Catalogue**)

### **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](mailto:fulbright@fulbright.org.au) with the subject line ***'(SURNAME), (First name) – Arts Application - attachments'***

### **Supplemental Forms**

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.

### **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

### **Checklist and Declaration – Mandatory item**

Attached to this PDF as an **appendix 2**, please complete and upload.

- *Please note there is no need to consult with the Fulbright Commission for any additional materials necessary as suggested in the online instructions – all requirements are listed in this form.*

### **Complete the Outreach Survey.**

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

## Recommendations

You **must** have three letters of recommendation submitted on your behalf. Letters of recommendation are an extremely important aspect of your application; an application will be considered incomplete without **at least two** letters of recommendation. Your recommenders must complete the forms online and submit electronically.

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. **Late referee reports cannot be accepted.**

### **Tips on recommendations:**

- Please provide your recommenders with a copy of your project statement.
- Recommendations should be from people qualified to evaluate your professional work; the abilities you bring to the proposed project; your ability to adapt to another country and culture; and the merits of the project itself.
- Recommendations can come from your home institution, but at least one of them should be from a colleague in your field outside your home institution.
- If you have recently moved to a new home institution, one should be from your previous institution.
- Choose your recommenders carefully and contact them early. The letters of recommendation need to accompany the application as it could otherwise be weakened, as one letter of recommendation will not be accepted.
- Do not ask someone for a letter of recommendation 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.
- Recommendations must be written in or translated into English.
- It is your responsibility to ensure that recommendation reports are submitted by the deadline.

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

The screenshot shows a pop-up window titled "Add Recommender". It contains the following fields and elements:

- Prefix:** A dropdown menu.
- First Name:** A text input field.
- Last Name:** A text input field.
- Institution:** A text input field.
- Position/Title:** A text input field.
- Relationship:** A text input field.
- Telephone:** A text input field.
- Email:** A text input field.
- Note:** A text block stating: "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:** A large text area for a message.
- Message text:** A text block stating: "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."
- Buttons:** "Send To Recommender" and "Cancel" buttons at the bottom.

3. Click *Send to Recommender* to generate automatic email to recommender.
4. Click *Continue* to save your responses and advance to the next section.
5. Once sent, you will have the option to Edit Recommender information if they have not yet started progress on their response and Save, Send Reminders, and Exclude if you wish to remove the recommender and replace with another individual.

**Edit Recommender**

Prefix

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**

## Signature

Certify that the information you provided in the application is true and complete by typing your full legal name in the Signature Box:

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

Click *Confirm* to continue to the next page.

## **Review**

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

- 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 it. **However**, the system will not evaluate your additional documents e.g. your personal statement, award statement etc – please ensure these supplementary documents are attached before submitting.
- Review and print your application 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.

**REVIEW ALL RESPONSES. CLICK SUBMIT**

## Appendix 1: 2020 Australian Scholar Award Catalogue

Award	Supplementary Statement
<a href="#">Fulbright Future Scholarship</a>	Fulbright Future statement: Submit a impact statement that outlines the potential impact of your proposed program
<a href="#">Fulbright Anne Wexler scholarship in Public Policy</a>	Address the award requirements in your project proposal, no additional statement required
<a href="#">Fulbright Indigenous Scholarship</a>	No additional statement required
<a href="#">Fulbright New South Wales Scholarship</a>	Sponsored Award Statement: outline how your proposed research or study will benefit the state/territory
<a href="#">Fulbright Queensland Scholarship</a>	
<a href="#">Fulbright South Australia Scholarship</a>	
<a href="#">Fulbright Victoria Scholarship</a>	
<a href="#">Fulbright Northern Territory State Scholarship</a>	
<a href="#">Fulbright Tasmania State Scholarship</a>	
<a href="#">Fulbright Australian Capital Territory Scholarship</a>	

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 complete and upload as an additional document in your application.

I am applying for the following Postgraduate scholarships: *you can apply for more than one scholarship*

<a href="#">General</a> <input type="checkbox"/>	<a href="#">Future</a> <input type="checkbox"/>	<a href="#">Indigenous</a> <input type="checkbox"/>	<a href="#">Anne Wexler</a> <input type="checkbox"/>
<a href="#">QLD</a> <input type="checkbox"/>	<a href="#">NSW</a> <input type="checkbox"/>	<a href="#">NT</a> <input type="checkbox"/>	<a href="#">SA</a> <input type="checkbox"/> <a href="#">ACT</a> <input type="checkbox"/>
<a href="#">TAS</a> <input type="checkbox"/>	<a href="#">VIC</a> <input type="checkbox"/>	<a href="#">WA</a> <input type="checkbox"/>	<a href="#">Florida Polytech</a> <input type="checkbox"/>

I am applying for the following Postdoctoral scholarships:

*Please note you can apply for post doc/scholar awards in one application but not postgrad.*

<a href="#">General</a> <input type="checkbox"/>	<a href="#">Future</a> <input type="checkbox"/>	<a href="#">Indigenous</a> <input type="checkbox"/>
<a href="#">Postdoctoral Vice Chancellor's Fellowship</a> <input type="checkbox"/>	<a href="#">Postdoc sponsored by Monash University</a> <input type="checkbox"/>	
<a href="#">TAS</a> <input type="checkbox"/>	<a href="#">ACT</a> <input type="checkbox"/>	<a href="#">NT</a> <input type="checkbox"/>

I am applying for the following Scholar scholarships:

*Please note you can apply for post doc/scholar awards in one application but not postgrad.*

<a href="#">General</a> <input type="checkbox"/>	<a href="#">Future</a> <input type="checkbox"/>	<a href="#">Professional in Non-Profit Leadership</a> <input type="checkbox"/>
<a href="#">Indigenous</a> <input type="checkbox"/>	<a href="#">Polytech</a> <input type="checkbox"/>	<a href="#">Professional Coral Sea (Bus/Ind)</a> <input type="checkbox"/>
<a href="#">Professional in Alliance Studies</a> <input type="checkbox"/>	<a href="#">Senior Kansas State</a> <input type="checkbox"/>	<a href="#">Wyoming</a> <input type="checkbox"/>
<a href="#">Professional in Vocational Education</a> <input type="checkbox"/>	<a href="#">ACT</a> <input type="checkbox"/>	<a href="#">TAS</a> <input type="checkbox"/>
<a href="#">NT</a> <input type="checkbox"/>	<a href="#">Distinguished Chair in Agriculture and Life Studies.</a> <input type="checkbox"/>	

I meet the following general eligibility requirements:

I am an Australian Citizen <input type="checkbox"/>	I do not hold dual U.S. citizenship <input type="checkbox"/>
I am a resident in Australia at the time of application <input type="checkbox"/>	
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. <input type="checkbox"/>	
I understand if I am applying for a state/territory award I must be a resident in that state/territory to be considered <input type="checkbox"/>	
I understand that providing false information in my application may disqualify me from Fulbright awards <input type="checkbox"/>	

Signature

Date