

Fulbright Visiting Scholar Program

Application for Advanced Research and University Teaching Awards in the United States

STEP 1: Learn requirements for submitting an application

Before you begin the online application, you must check the [Fulbright Colombia](#) webpage to confirm application deadlines, requirements and general eligibility. There you will find the access to the online application.

STEP 2: Record user ID and password in a safe place

The e-mail address you use to register for the Fulbright Visiting Scholar application is your user ID. When you create your user account for the online application by completing the registration you also create your own password. Keep this information in a safe place. You may log in and out of the online application as frequently as needed. While you cannot change your registered e-mail for the application, if necessary, you can change your password by clicking on 'Update My Account' at the top of the application Home page. **Note:** When registering, certain information will populate on the Application Form, including name and home mailing address; you will have the opportunity to update as you complete the Application Form.



On the registration screen, click Change Password in the lower left corner.

STEP 3: Complete the online application

You do not need to complete the application in one session. You can re-enter the application anytime and edit it. Please remember to save your work frequently. However, once you submit your application you can no longer make any changes to the application. If you find significant errors or omissions, immediately contact the Fulbright organization in your country of application so that your application can be released back to you for corrections.

The Fulbright Program and General Requirements

OVERVIEW OF THE FULBRIGHT VISITING SCHOLAR PROGRAM

The mission of the Fulbright Scholar Program is to increase mutual understanding between the people of the United States and people of other countries. It aims to provide educational exchange experiences to a maximum number of individuals not previously afforded such an opportunity. The experience should be of intrinsic value to the scholar, the recipient's home institution, its faculty and its students, as well as to the U.S. host institution. Fulbright Scholars serve as cultural ambassadors and should be prepared to speak about their countries, cultures and research to academic and community groups.

The Program has provided thousands of scholars with the opportunity to establish professional contacts in their field and make long-lasting friendships with colleagues in the United States; to develop collaborative research relationships with U.S. scholars; and to enhance their scholarly publications and other contributions with research conducted in the United States. For many faculty, the Fulbright Program offers an opportunity to pursue scholarly work without interruption. By doing research, guest teaching, and pursuing other scholarly interests in a completely different environment, scholars return home personally invigorated and professionally stimulated.

NATURE OF GRANTS

Grant benefits vary according to the provisions of the program in each participating country. All Fulbright grants include limited accident and sickness benefits. Most awards provide international travel for the grantee to and from the host institution in the United States. About 70 percent of Fulbright grantees also receive maintenance grants provided by the U.S. Department of State or binational Fulbright Commissions and Foundations. Other scholars receive financial support from host institutions in the United States, private foundations or their home institutions or governments. Some also use personal funds to supplement their grants.

A grant may be revoked, terminated, or suspended. Grounds for revocation or termination include, but are not limited to: (1) violation of any law of the United States or the home country; (2) any act likely to give offense to the United States; (3) failure to observe satisfactory academic or professional standards; (4) physical or mental incapacitation; (5) engaging in any unauthorized income-producing activity; (6) failure to comply with the grant's terms and conditions; (7) material misrepresentation made by any grantee in the application form or grant document; (8) conduct which may have the effect of bringing the U.S. Department of State or the Fulbright Program into disrepute; and (9) violation of the policies of the J. William Fulbright Foreign Scholarship Board (FFSB).

A grant may be suspended if (1) the grantee ceases to carry out the project or academic program during the grant period or (2) the grantee leaves the United States for more than two weeks without authorization of the Fulbright Commission/U.S. Embassy or supervising agency.

APPLICATION AND REVIEW PROCESS

Although most grants available to foreign scholars are for research, you should consult with the Fulbright organization representatives to determine the kinds of grants available for your country.

- You must submit your application by the deadline set by the Fulbright organization in your country of application.
- Initial screening and endorsement of a scholar's application are done by the Fulbright organization in your country of application.
- The application is then forwarded to IIE/CIES and the U.S. Department of State by the Fulbright organization in your country of application. Final selection for all grants is made by the J. William Fulbright Foreign Scholarship Board.
- You will be notified by the Fulbright organization in your country of application if you are selected, based on the timeline set by that organization. Before a grant can be confirmed, a Medical History and Examination Report is required and will be reviewed by appropriate personnel.
- It is the policy of the J. William Fulbright Foreign Scholarship Board not to give to individual applicants, to others inquiring on their behalf, or to the public generally, the specific reasons for selection or non-selection of applicants for awards under the program, to the extent not required to do so as a matter of law.
- For scholars from many world areas, IIE/CIES arranges or confirms affiliation with appropriate U.S. institutions. Scholars from some countries with binational Fulbright commissions arrange their own affiliations. Consult with the Fulbright organization in your country of application to find out affiliation requirements.

ARRANGEMENTS FOR AFFILIATION WITH A U.S. HOST INSTITUTION

One of the most important components of the Fulbright Scholar Program is a formal affiliation at a U.S. University or research institution. In many cases, applicants are in contact with colleagues at U.S. institutions and have made preliminary plans for their own placements by securing a letter of invitation from the prospective host institution. However, if you are unable to make these preliminary contacts, you are strongly encouraged to identify three institutions that have appropriate facilities for the kind of project you wish to undertake and faculty members specializing in your research interests. Please indicate the rationale for your preferences.

When determining which institutions to include on your preferred list, do not limit yourself to only large research institutes and the most well-known U.S. universities. Consider listing other institutions such as community colleges, regional universities or Minority-Serving Institutions (which include Historically Black Colleges and Universities, Hispanic-Serving Institutions and Tribal Colleges and Universities). These institutions are often engaged in many dynamic areas of teaching and research. Though many U.S. institutions may not have an international reputation, they often do have appropriate facilities for scholars to conduct research. Scholars placed in these smaller and less well-known institutions often are given greater attention than their colleagues who are affiliated with larger and more well-known universities.

If you have studied previously in the United States, you should avoid seeking affiliation at your U.S. alma mater/previous host institution. This is to ensure that you expand your contacts within the U.S. academic community.

The task of affiliation is substantially facilitated if you have a project that is clearly defined and well

written, as prospective host institutions also want to be assured that you can conduct research in English.

Preparing the Fulbright Visiting Scholar Application

FIRST STEPS

Planning ahead—Advance planning will give you as much time as possible to put together a thoughtful and compelling application. Applicant review and final selection are based upon the actual application and accompanying materials. Your U.S. institutional affiliation will also be conducted based on the application and accompanying project statement.

Consulting with colleagues— you are encouraged to consult with current or former Fulbright Scholars from your own country or the United States. Fulbright alumni and current participants can provide valuable guidance in formulating a competitive project statement.

GENERAL APPLICATION GUIDELINES

- At the time of application, you must submit the following: (a) application form; (b) detailed project statement; (c) detailed curriculum vitae; (d) three reference letters and (e) letter of invitation, if applicable.
- To ensure correct completion of the application, **carefully read the detailed instructions** provided in these guidelines.
- All items **must be in English**.
- The entire application **must be submitted online**. Use 10-point or larger font on all parts of the application.
- Responses to questions on application must adhere to established character limits.
- **You may not attach additional pages** to answer these questions.
- Proofread the entire application before submitting it. The **application should be free of grammatical and spelling errors**.
- **Treat the application as a unitary whole, with all parts reinforcing the project statement.**

Completing the application Form

Please read the instructions carefully before completing each item.

Preliminary Questions

1. U.S. Permanent Residency or Citizenship

If you have or are applying for U.S. permanent residency or are a U.S. citizen, you are ineligible for the Fulbright Visiting Scholar Program.

2. Home Country/Country Applying from

Country from which you are applying for a Fulbright Scholar grant.

3. Program

Select *Fulbright Visiting Scholar Program* from the pull down menu

4. Category of Grant

Lecture (Teaching): If the primary purpose of your project is to teach or team-teach at least one full semester course. **Note:** You are required to submit course syllabi along with a confirmed invitation to lecture.

Research: If the primary purpose of your project is to conduct research. **Note:** You are required to submit a research bibliography.

Lecture/Research (Teaching/Research): If your project will include significant portions of both teaching and research as defined above. **Note:** You are required to outline both activities in your project statement, as well as submit course syllabi and a research bibliography.

Online Application Instructions

PERSONAL INFORMATION

1. Home Country/Country Applying from

This will auto-populate from the selection you made during your application registration.

2. Program

This will auto-populate from the selection you made during your application registration

3. Special award name (if any)

Please consult the Fulbright organization in your country of application for a list of available awards.

4. Category of Grant

This will auto-populate from the selection you made during your application registration. Please verify eligible categories with the Fulbright organization in your country of application.

5. Title

Select the most appropriate title from the drop-down menu.

6. Family Name, First Name, Middle Name

This will auto-populate based on information during registrations. **Please review and ensure that your name appears exactly as it does on your passport.** This spelling will be used on all documents related to your grant and immigration paperwork.

7. Gender

Select your gender from the drop-down menu.

8. Country of Citizenship

Select the country in which you hold primary citizenship from the drop-down menu.

9. Country of Permanent Residence

Select the country in which you *permanently* reside from the drop-down menu.

10. U.S. Permanent Residency

This will auto-populate from the selection you made during your application registration and

cannot be changed. Applicants who have U.S. permanent residency status or are seeking it are ineligible for the Fulbright Visiting Scholar Program.

11. Date of Birth (Month/Day/Year), City/Country of Birth

Select the birth month, day and year from the drop-down menus.

Enter your city of birth in English.

Select your country of birth from the drop-down menu.

12. U.S. Social Security Number

Enter your U.S. Social Security Number, if obtained during a previous stay in the United States.

EMPLOYMENT INFORMATION

13. Current Position and Start Date, Department, Institution

Select your current position title from the drop-down menu. *If you do not find your position title, please select Other from the drop-down menu and type your title in the text box in English.* List the name of your institution, department or office, city, and province/state **in English**. If you are an independent scholar or currently unemployed please click the *'independent scholar/unaffiliated'* box and enter your residential address.

ACADEMIC CREDENTIALS

14. Academic Credentials

State the degree earned and its equivalency in English (Ph.D., Doctorate, Masters, etc.). Include only your highest terminal degree(s) here. You may include a maximum of three academic credentials. Enter the Institution name where you obtained the degree. Select country, discipline, name of diploma/degree, date received from the drop-down menus.

15. Significant Professional Accomplishments and Publications

Professional accomplishments may include teaching and research awards, compositions and exhibitions, etc. Do not write "See curriculum vitae." List accomplishments and publications as instructed below. List up to three principal publications with the title, publication date and publisher's name. (A complete listing of all publications should be included in your curriculum vitae.) Use the following format for bibliographic citation and distinguish between books and articles: for books, give title (underlined), publisher and date; for articles, give title (in quotation marks), journal or collection (underlined) and date. Limit your list to a maximum of five accomplishments and publications that can be listed within the space provided.

700 character limit, use Roman characters only.

For space consideration, separate each item with a semicolon or number rather than beginning a new line; avoid using hard returns in your response.

16. Previous Fulbright grant(s)

Include information on previous Fulbright grants awarded, including the year and award type.

PROJECT DETAILS

17. Project Title

The project title should succinctly describe the focus of the award activity.

For teaching/research awards, distinguish between both components, separating them with a semicolon. Maximum 160 characters

18. Summary of Project Statement

In a few sentences, provide a concise overview that easily allows non-specialists to appreciate the significance of the project and any potential contributions to the field.

700 character limit, use Roman characters only.

This abstract is meant to serve as a *brief summary* of the more detailed project statement.

Avoid using hard returns in your response.

19. Proposed Program Length and Dates

Consult with the Fulbright organization in your country regarding country-specific minimum and maximum grant lengths.

Indicate as precisely as possible the period during which you intend to carry out your proposed program in the United States. It is recommended that you plan your program during the U.S. academic year (generally September through May), when your U.S. colleagues are more likely to be available.

20. Academic Discipline and Primary Specialization

Select the most appropriate field of study and specialization from the drop down menu and Find Specialization feature.

21. Specialization(s)

List subfields within the broad academic discipline in which you specialize (for example, environmental law, history of modern cinema, class and ethnicity in politics, women and social policies in African societies, Chinese religion and philosophy).

PROFESSIONAL INFORMATION

22. Professional Travel and/or Residence Abroad During the Last Five Years

23. Professional Memberships

List the four most relevant cultural, educational, and professional organizations to which you belong.

REFERENCES

24. Identification of Referees

List the names and contact information of three persons from whom you have requested a letter of reference.

See "Reference Reports" at the end of this document for more detailed information.

References must be completed in English.

ENGLISH PROFICIENCY

25. Self-Assessment of English Proficiency

Indicate your personal assessment of your level of competence in English.

An English proficiency test may be conducted by the Fulbright organization representative if you are from a non-English-speaking country. The results of this test should be attached to the application by the Fulbright organization.

PREFERRED HOST INSTITUTION

26. Preferred Host Institution(s)

If you have already made arrangements with a U.S. host institution, you must attach a copy of your letter of appointment to your application on the attachment page, Letter(s) of Invitation. Non-academic affiliations, while sometimes possible, require additional review and approval is not always granted.

If you are expecting a letter of invitation that has not yet arrived, note the date you expect it to arrive. Upon receipt, forward the invitation to your local Fulbright organization immediately.

If arrangements for an appointment or affiliation have not been confirmed, list any preferences you have in order of priority including *detailed reasons for your choice* (for example, prior acquaintance or correspondence with a U.S. scholar; relevance of the U.S. scholar's work to your own research; reputation of the academic department or research center). Your preferences will be followed, although no assurance can be given regarding placement at the institutions you suggest.

If you cannot find the name of your preferred institution in the search menu, search for and select 'Other' then type in the institution's name in the text box provided.

CONTACT/FAMILY INFORMATION

27. Home Mailing Address

This will auto-populate based on information during registrations. Please review and update your home mailing address, as required.

Select the country from the drop-down menu.

28. Emergency Contact Information

Enter contact information in the event of an emergency.

Select the country from the drop-down menu.

29. Marital Status

Select the appropriate value from the pull-down menu.

30. Accompanying Dependents

Please list all dependents (defined as spouse and unmarried children under the age of 21) who will accompany you on your grant. **List names as they appear on their passports.** Attach all accompanying dependents' passports in the document upload section. If your dependent(s) have previously entered the United States on a J-1 or J-2 visa, please include a copy of the DS-2019, which indicates the J-visa category of sponsorship (professor, research, scholar, student, specialist, short-term scholar, etc.).

If you intend to have dependents join you for part of your grant, but you are not yet certain whether they will accompany you, please list them on the application and keep the Fulbright organization informed of any changes. Those selected for a Fulbright grant will be required to submit copies of accompanying dependent's passport data pages and information about any residence in the United States for the 12 months immediately preceding the grant start date to their local Fulbright organization in order to confirm eligibility and facilitate the issuance of forms required for visa application. Dependents who are U.S. citizens will not be issued J-2 visas and must travel on U.S. passports.

ALTERNATE FUNDING

31. Alternate Funding

Please list all non-Fulbright funding you expect to receive during your grant (sabbatical funding or other paid leave from your university, personal savings, etc.). Please list funding amounts in U.S. dollars and attach your supporting documentation/financial support statement in the document upload section.

SURVEY

32. Please mark the check box and, if necessary, type in the text field how you learned about the Fulbright Scholar Program.

33. Please select from the drop-down menu.

34. Please select all that apply from the drop-down menu.

PHYSICAL IMPAIRMENT

35. Physical Impairment

This information is gathered for statistical purposes and to ensure appropriate placement and accommodations. *The Fulbright Scholar Program does not discriminate on the basis of race, color, religion, sex, age, national origin or physical impairment.*

SIGNATURE

To electronically sign the application form, please type in your first and last name and the date.

THE PROJECT STATEMENT

The project statement is the most important component of the Fulbright application. Scholars with the most compelling, theoretically sound, well-written, feasible proposals are generally recommended for awards. Sometimes those with outstanding professional achievements assume that a brief, general project statement will be sufficient; it is not. To ensure a competitive application, your proposed project, as well as the strategy for completing it, should be thoroughly explained in three to five single-sided pages.

Submit a detailed project statement of no more than five single-spaced pages (3,500 words).

FORMAT

Do not exceed the character limit of the proposal. Including irrelevant or extraneous material may divert attention from the project statement.

Begin the project statement with your name, country and the project title at the top of page one. At the top of each subsequent page, type your name and country.

Organize your proposal in order of the following points, which appear in bold print, and use them as headings for sections of text in your statement.

GUIDANCE FOR A RESEARCH OR PROGRAM AND CURRICULUM DEVELOPMENT PROJECT

Background: Introduce the research topic. Place the project in academic or professional context by referring to major works by others on the subject.

Objectives: Clearly define the aims of the project.

Methodology: Describe the project. Explain the approach, methods and plan you will use (for example, interviews, library or archival research, or laboratory experiments). Indicate whether the proposed research is quantitative or qualitative.

Significance: Explain the importance of the project for the field, your home country and your own professional development. Indicate what effect you expect the opportunity to have on your teaching or professional work in your home country. (For example: new approaches to curriculum planning, student advising or pedagogy; expanding knowledge in the field through collaboration with U.S. colleagues). Describe briefly the expected impact of your participation on your home institution, community or professional field.

Evaluation and Dissemination: Describe plans for assessment and distribution of research results in your home country and elsewhere.

Justification for Residence in the United States for the Proposed Project: Indicate why it is necessary to conduct the research onsite in the United States.

Duration: Explain how the project can be completed within the time period proposed.

English Proficiency: Describe your schooling in English, use of English and competence level in speaking, reading and writing.

Other: If applicable, indicate the quantity, format and transportation requirements for any botanical, zoological or mineral samples that you will need to bring to the United States for analysis.

GUIDANCE FOR A LECTURE (TEACHING) PROPOSAL

Teaching Experience: Describe the range of courses you have taught, including the teaching methods used. Indicate your involvement, if any, in curriculum planning, thesis guidance and administrative responsibilities. Explain how your experience will be relevant to your proposed teaching in the United

States.

Proposed Teaching: Explain what you propose to teach in the United States.

English Proficiency: Describe your schooling in English, use of English and level of competence in lecturing and speaking, reading and writing.

Expected Outcomes: Indicate what effect you expect the opportunity to have on your teaching or professional work in your home country (for example, new approaches to curriculum planning, student advising or pedagogy; expanding knowledge in the field through collaboration with U.S. colleagues). Describe briefly the expected impact of your participation on your home institution, community or professional field.

ADDITIONAL CONTENT RECOMMENDATIONS

In addition to following the format carefully, the following advice has been passed on from former Fulbright Scholars, review committees and IIE/CIES staff that can assist you in preparing a more competitive and ultimately successful Fulbright application.

Submit a clear and complete project statement that introduces you professionally to your colleagues in the United States. The best applications are those that reflect the applicant's purpose and intent.

Make sure that your qualifications and expertise match the objectives in your project statement. You should be able to show that you are qualified to accomplish what you are proposing to do.

Emphasize how your project will benefit the host institution or other scholars in your field both in your country and in the United States. Address in your project statement the ways in which you will use the experience upon your return. What is the likely impact of your experience abroad? How will you use what you learned upon your return, professionally and personally?

Discuss any preparatory steps you have taken or will take before starting your grant. For example, if you plan to bring samples of plants, chemicals, human tissue, etc., indicate that you have discussed your plans with the Fulbright Commission or U.S. Embassy and your prospective host, if known, in order to determine what clearance and approval processes are needed.

Connect your past experience to what you are preparing to do if you receive an award. Explain the project's significance and its importance to the field. Focus on what can be reasonably accomplished during the period of the grant.

Do not assume that your suitability for the project is self-evident. Your standing in your field may not be well known to reviewers. You need to make a case for yourself based on your past experience and current scholarly endeavors. Explain the significance of your project in language that will be understood by reviewers from outside your field.

Do not stress only how a Fulbright grant will benefit you or your career. Remember that the program is intended to foster mutual understanding between cultures and nations.

Be specific in describing your previous work and in laying out the nature of your proposed Fulbright activity. A frequent failing in applications is that the proposal is underdeveloped or too imprecise to

give reviewers a clear sense of the endeavor.

STYLE RECOMMENDATIONS

Express what you can bring to the program clearly and succinctly. Think of the basic questions that need to be answered: Why should I apply for a Fulbright award to come to the United States? If selected, what will I do and how will I do it? What preparations have I made to complete the project? What can I contribute to the Fulbright Program? What will the results of my participation be? Include only the most pertinent information in forming your responses so as not to exceed the page restrictions. At the same time, you should avoid writing a proposal so brief that it will be difficult for the reviewer to understand the project.

Emphasize key points in the first paragraph of the proposal. Reviewers examine many Fulbright applications, and having to search for the main points of the proposed activity is not helpful. You should grab the reviewer's attention quickly and state clearly what you want to do, why it is important and how you will do it. You should use the rest of the proposal to support your statements in the opening paragraphs.

Pay attention to style in your proposal. You may want to use the first person, but you should avoid flooding your proposal with "I's" or referring to yourself in the third person. Keep your proposal simple and straightforward so that an educated reader from another discipline can understand it.

SUPPLEMENTAL MATERIALS

Letters of Invitation

Letters of invitation should be typed on institutional letterhead and signed. Scanned copies should be attached to page nine of the online application. Invitations do not ensure selection for an award. If an invitation arrives after the application deadline, contact the Fulbright organization in your home country to arrange for its late submission.

Bibliography

For research proposals, provide a list of one to three pages of references relevant to the proposed research. Required for research and teaching/research applicants.

English Language Proficiency

Financial Support/Budget

J-1 or J-2 Visa (DS-2019)

Passport Copy

Letter of Support from Home Institution (if applicable)

Additional Documentation as required by the Fulbright Commission or U.S. Embassy in your country of application.