FULBRIGHT STUDENT PROGRAM - PORTUGAL
Instructions for Completing the
Fulbright Student Program Application

Fulbright Program Office Contact Information:

Fulbright Commission
Av. Dom Carlos I, 126 – 3º
1249-074 Lisboa
Tel.: 217996390
Email: program@fulbright.pt
Website: www.fulbright.pt

Application instructions for candidates to the following Fulbright Grants:

Fulbright Grant for Master's – http://www.fulbright.pt/bolsas/bolsa-fulbright-para-mestrado/
Fulbright Grant for Ph.D. – http://www.fulbright.pt/bolsas/bolsa-fulbright-para-doutoramento/
Fulbright Research Grant – http://www.fulbright.pt/bolsas/bolsa-fulbright-para-investigacao/
Fulbright Research Grant with the support of FCT – http://www.fulbright.pt/bolsas/bolsas-fulbright-para-investigacao-com-o-apoio-da-fct-fundacao-para-a-ciencia-e-a-tecnologia/

STEP 1: Learn requirements for submitting an application
The deadlines for submitting the applications are:
- January 31, 2019 for the Fulbright Research Grant and for the Fulbright Research Grant with the support of FCT,
- February 28, 2019 for the Fulbright Master's Grant and for the Fulbright Ph.D
- Grant.

Applicants should start by reading these instructions and the "Regulamento da bolsa", specific of the grant they are applying to, and that is available in the grant's web page.

Applications and supporting materials received after the deadlines will not be considered.

STEP 2: Record user ID and password in a safe place
Your email address is your user ID. When you created an account for this on-line application, you created a password. An e-mail was sent to you indicating your User ID and Password. Keep this information in a safe place.
You can log in and out of the application as frequently as you like; however, you must have your user ID and password.

STEP 3: Complete the application
You do not need to complete this application at one sitting. You can re-enter at anytime and edit your application. But remember that once you submit your application, you can no longer make changes to it.
All forms in this application are to be completed in English. Items must be answered completely and carefully.

Some helpful "tips":
• Avoid using all capital letters when answering items, e.g. name, address, etc. It is better to use upper and lower case, e.g. Maria Silva.
• You can copy and paste information into all text boxes.
• In the text boxes, you must limit your responses to the space provided. Information that exceeds the space provided will **not** display or print. If what you have typed or copied exceeds the size of the box, you must edit it.
• On the essay pages, it is recommended that you try to keep your essays to one page when possible.
• Some questions are "required". In other words, you will not be able to submit your application until all required items are completed. When you click on the **Review** button on the application menu, your application will be checked for completeness. You will be prompted to enter any missing information on required questions.
• Often specific instructions for completing a question or item will be provided in the application. Please read all instructions carefully. In addition, please review the following important information:

Preliminary Questions
Please make sure you respond to these questions correctly before submission (you must respond Portugal to the question "Through which program country are you applying?"). If you have answered incorrectly your application will not reach the Portuguese Fulbright Commission and therefore will not be considered.

The question "Have you checked with your Fulbright Program Office?" refers to the fact that this application system is used by all Fulbright Commissions but the competitions for the grants open at different times. In case you are not sure whether the competition for the grant you are applying to is open, you can either check the Fulbright website (www.fulbright.pt) or contact the Fulbright Commission by email (program@fulbright.pt).

General Information

  Name: It is very important that you list your name exactly as it appears (or will appear) on your passport. Please use upper and lower case when entering your name, e.g. Maria Silva. Also, do not use diacritical markings (*caracteres especiais, tais como acentos e cedilhas*) as this can sometimes create computer-related problems.

  Study plans—application cycle: Applicants should select 2019/2020.

  Degree Objective: Applicants to the Research Grants should select "Visiting Student Researcher"; applicants to the Master's grant should select "Master's"; applicants to the Ph.D. grant should select "Doctorate".

  Field of Study: From the choices, select the field of study most appropriate to your study objective. You can briefly elaborate on the exact nature of your objective in the text box that follows.

Education

       Institutions Attended: Please list all <u>post-secondary</u> institutions attended in reverse order (putting the most recently attended first). List all post-secondary institutions attended even those from which you did not achieve a degree. You are required to provide academic transcripts from ALL institutions that you list and translations into English of these transcripts. Please do not include information regarding secondary education.

Experience, Language Skills and Test Scores

       Examination Results: When available, TOEFL, IELTS or any other English language proficiency scores must be uploaded to the application.

       Emergency Contact: If you do not have an emergency contact in the U.S., you may leave this section blank.

Personal Information

The information provided on this form will be used by the Fulbright Commission and Fulbright administrative agencies for internal purposes only.

       Cell phone number: Candidates <u>must</u> provide a cell phone number.

       National Identification Number: Please enter the number of your Identity Card or Citizen Card.

Personal Financial Information

Since the Fulbright grant that may be awarded to you will only cover a portion of your expenses, you may need to provide funds from your own or other sources.
Therefore, please complete this form as completely and accurately as possible. If you should have a major change in your financial resources while your grant is pending, you should immediately inform the Fulbright Commission.

University Preference

Applicants to the Research grants must provide the name of the university and department they have contacted.
Applicants to the Ph.D. and the Master's grants should list the universities and departments they have applied to and/or have been admitted to.

Essays and Resume/Curriculum Vitae

       Study/Research Objectives

       The study/research objective description that you provide is an essential and highly important part of your application. You should take great care to write a clear and very detailed description of the program you want to pursue. Clearly identify the area(s) within your field of study in which you want to specialize or concentrate. If there is specific research that you want to accomplish, please describe. Candidates may mention the universities where they plan to pursue their research / do their studies.

Personal Statement

The personal statement is a narrative statement in which you can include information about your education, practical experience, special interests, career plans, and your purpose in applying for study / research in the U.S.

Candidates may mention the universities where they plan to pursue their research / do their studies.

Resume/CV

Please upload your resume or *curriculum vitae*.

Transcripts and Additional Documents

Transcripts: Upload copies of your transcripts into this application. In case the transcripts do not include the date of graduation and the final average grade, a copy of the diploma or certificate of conclusion of the degree should be also included in the application. Candidates should also submit the diploma supplement. You will need to submit English translations of these transcripts. These translations do not need to be official and can be done by the candidate.

Writing Sample: upload any writing samples you wish to add to your application. Documents should have no more than 10 pages in total. Uploading a writing sample is mandatory for candidates whose objective is the PhD. Writing samples must be in English.

Tests scores: In case you already have your tests scores you should upload a copy here.

Additional documents:

- Candidates to the Fulbright Grants for Master's and Ph.D must submit (if already available) the admission letter from the university they will enroll.
- Candidates to the Research Grants must submit an affiliation letter from a university or research center.
- Candidates to the Fulbright Research Grant with the support of FCT must also submit a letter from the candidate's supervisor showing agreement with the candidate's project of doing research in an American institution.
- Signature Form**:** Candidates must print out, sign, and upload this form.

Additional documents to be submitted via e-mail (program@fulbright.pt):

- Candidates must upload a signed copy of the "Regulamento da Bolsa"
- Candidates to the Fulbright Research Grant with the support of FCT must also submit the data sharing statement available for download at the Fulbright Commission grant's page.
- Candidates may upload copies of publications, portfolios, or other documents relevant for application, other than the writing sample.

Supplemental Forms

Letter of Reference: You must have three letters of reference submitted on your behalf. Letters of reference are extremely important. All letters of reference should be written by teachers 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 reference should not be written by persons related to you either by blood or marriage or by personal friends. **Letters of reference must be confidential, meaning their content must not be known by the candidate. The letters must be written in English. Hand-written letters will not be accepted.**

Your recommenders have two ways in which they can submit their letters:
☐ your recommenders can complete the forms online and submit electronically. You must click on **Register Recommenders** in the application menu to register your recommenders.
☐ you can print out the Letter of Reference form and forward it to your recommenders, who will then complete the forms and send them directly to the Fulbright Commission (a copy should be sent by e-mail to program@fulbright.pt and the original should be mailed to the Commission's address).

Report on Proficiency in English: Candidates do not need to submit this form.

Transcript Release Form: This form is for post-secondary U.S. transcripts only. Please note that if you have studied in the US for a period longer than 5 years in the 6 years previous to this application you are not eligible to apply to these grants.

Academic Records Information – Information Concerning Foreign Student Academic Records:
In order to assist U.S. academic institutions in evaluating more accurately your academic credentials, this form allows you to provide information about the Portuguese educational and grading system. You should ask the university where you completed your *Licenciatura* degree to issue a ranking comparing the grades you achieved with the grades achieved by the students who finished the same program of studies on the same year. You should use that information to answer item 3 of the Academic Records Information. This form is not mandatory.

Review
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.

STEP 4: Submit your application
After completing this application and thoroughly reviewing it, you will submit it electronically to the Fulbright Commission in Portugal, and it will be evaluated. After submitting your application electronically, you will be able to access it in a viewable PDF format. You will be able to print your application but you will not be able to make any changes.

Please note that applications that are not complete by the deadline of the grant you are applying to will not be considered.

If you have questions concerning the application process, please contact the Fulbright Commission – program@fulbright.pt.