



## FULBRIGHT VISITING SCHOLAR PROGRAM

### 2018 International Writing Program Fellowship in the United States

#### Instructions for Israeli Applicants Completing the Embark Online Application

Applications submitted after 11:59p.m. on February 1, 2018 will not be considered.

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Read all the instructions carefully and follow the application guidelines below.

A complete application consists of:

- **Application form**
- **Project statement**
- **Curriculum Vitae**
- **A sample of published work in Hebrew or Arabic, accompanied by an English translation (10-15 pages of poetry or doubled-spaced prose)**
- **Bibliography**
- **Three letters of recommendation on letterhead papers**
- **Copy of passport bio-data page**
- Previous J-1 or J-2(DS2019) forms, if applicable

#### **STEP 1: Learn requirements for submitting an application**

A complete listing of eligibility criteria and award conditions is available on our website

[www.fulbright.org.il](http://www.fulbright.org.il)

#### **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.

### 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 Foundation so that your application can be released back to you for corrections.

## Preparing the Fulbright Visiting Scholar Application

### General Application Guidelines

- 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 the 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**. The flow should be orderly: your capabilities should be listed in the application, further documented in the curriculum vitae and confirmed in the references. Use the project statement to make the parts interact by referring to items in the curriculum vitae. Without being redundant or simplistic, you should make it easier for the reviewer to find the key pieces of information you wish to convey.

## 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

- Select Israel.

#### 3. Program

- Select Fulbright Visiting Scholar Program from the pull down menu.

#### 4. Category of Grant

- Select Research from the pull down menu for the type of grant you are seeking.

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## 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) International Writing Program at Iowa.

#### 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 Israel as the country in which you hold primary citizenship from the drop-down menu.

#### 9. Country of Permanent Residence

- Select Israel as the country 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 works published in literary journals; works published as books by commercial publishing houses; plays performed by repertory and/or established theaters.
- 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. English translations of titles should be provided for material published in Hebrew or Arabic.
- 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 provide the reasons for wishing to participate in the International Writing Program.
- 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.

### **19. Proposed Program Length and Dates**

- The duration of the International Writing Program fellowship is three (3) months.

### **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.

## **PROFESSIONAL INFORMATION**

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

- List the most relevant professional travel and/or residence abroad during the last five years.
- Be sure to include residence in the United States during the last five years. If you entered the United States on a J visa, please indicate the J-visa category (professor, research scholar, student, specialist, short-term scholar, etc.) and provide copies of your previous DS-2019, if available.

### **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.

### **25. Self-Assessment of English Proficiency**

- Indicate your personal assessment of your level of competence in English. Results of English Language proficiency or TOEFL scores are not required.

## PREFERRED HOST INSTITUTION

### 26. Preferred Host Institution(s)

- Enter International Writing Program, 100 Shambaugh House, The University of Iowa, Iowa City IA 52242-2020 USA; tel: +1 319-335-0128.

## 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

- Enter none.

## ALTERNATE FUNDING

### 31. Alternate Funding

- Enter none.

## 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.

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## Page 5: The Project Statement

- The project statement is the most important component of the Fulbright application. Submit a detailed project statement of no more than three single-spaced pages.

### 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

**Background:** Introduce your project. Place the project in professional context.

**Objectives:** Clearly define the aims of the project and reasons for wishing to participate in the program.

### 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 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.

**Page 6: Lecturing Proposal-** Not applicable.

## Page 7: The Curriculum Vitae

The curriculum vitae describes academic and professional credentials and demonstrates a record of your achievements (document should not exceed six pages). When composing curriculum vitae, it is important to include:

- Education (universities attended, degrees earned and dates received).
- Professional positions held.
- If applicable, 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, if applicable.

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

**Page 8: Letters Of Invitation-** Not applicable.

**Page 9: Course Syllabi-** Not applicable.

**Page 10: English Language Proficiency-** Not applicable.

**Page 11: Financial Support/Budget-** Not applicable.

**Page 12: J-1 or J2 visa (DS-2019) -** Only required if you have had a previous J-1 or J-2 visa.

**Page 13: Passport Copy-** Copy of bio-data page is required.

**Page 14: Bibliography-**required

**Page 15: Letter of Support from home Institution-** Not applicable.

## Reference Letters

- You must submit three references. **Do not submit more than three references.** When you register and enter details for your referees, they will each be sent instructions via email for how to submit their online reference for you. However, the email they receive will not indicate the deadline for submitting their reference letter. **Inform your referees that they are expected to submit their Letters of Reference by the deadline.**
- **References must be written in English on letterhead papers.**
- Please also note that as the emails are sent by the online system itself, the message may be caught by spam/junk email filters, so please inform your referees that they should look for their email a few minutes after you register their details.
- You will be sent an email notification when each of your referees submits their reference. You may also log in to your Embark application account and monitor the status of your references by clicking the “References” button on the left-hand side of the page.
- Provide your referees a copy of your project statement if you think this will be helpful.
- References 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.
- Choose your referees carefully and contact them early. The letters of recommendation need to accompany the application as it could otherwise be weakened by an insufficient number of references.
- Do not ask someone for a letter of reference unless the person is well acquainted with your qualifications.
- Reference letters should be submitted through the online application system.
- It is your responsibility to ensure that reference reports are submitted by the deadline date.

## **Review and submit online application**

### **Application Inspector**

Before you can submit your application, it will be reviewed for completeness. If there are required fields that have not been completed, you will be prompted to complete those fields.

### **Review and Print your application**

Once your application has passed the Application Inspector you can click "Preview Application" to make sure your information is complete and correct. We recommend that you review a PDF version of your application and print a copy for your records.

It is very important that the following Preliminary Questions were answered correctly:

2. *Home Country/Country Applying From Israel*
3. **Program Fulbright Visiting Scholar Program**
4. *Category of grant Research*

### **Submit Application**

This is the final and most important step for your application.

NOTE: Once you submit your application you can no longer make changes to it. If you find significant errors or omissions, immediately contact Fulbright Israel so that your application can be released back to you for corrections. Please ensure Fulbright Israel is updated when your contact information changes.

You will receive an automatic email that your application has been submitted. If you do not receive this email, please check your application and resubmit.

For further information, please visit our website at: [www.fulbright.org.il](http://www.fulbright.org.il)

For inquiries, please contact Sandy Mattar at [SMattar@fulbright.org.il](mailto:SMattar@fulbright.org.il) or 03-5172131 ext. 204.