FULBRIGHT

FULBRIGHT FOREIGN STUDENT PROGRAM

Instructions for Israeli Applicants Completing the Embark Online Application

Master's Degree Fellowships in the US in the 2019-2020 academic year
Applications submitted after 11:59p.m. on March 01, 2018 will not be considered.

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Application Checklist:
*All documents must be in English

- ✓ Completed application form
- ✓ Essays: Personal Statement & Study Objectives
- ✓ CV
- ✓ Official academic transcripts
- ✓ Official BA diploma/certificate of completion
- ✓ Three letters of recommendation submitted online by the referees
- ✓ Bio data page of Passport
- ✓ TOEFL score report
- ✓ GRE/GMAT score report (except LLM candidates)
- ✓ Portfolio (for arts only)
- ✓ Signature form

STEP 1: 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. You can log in and out of the application as frequently as you like; however, you must have your user ID and password. While you cannot change your User ID, if necessary, you can change your password by clicking on "Update My Account" at the top of the Home page of this application.

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 Question Page**: It is very important that the following questions are answered correctly:
> - *Question1 –Country of Citizenship:* Make sure that you properly identified **Israel** as the country competition to which you are applying.
> - *Question 2--Program:* Select the *Fulbright Foreign Student Program.*

STEP 2: Complete the application
You do not need to complete this application at one sitting. You can re-enter at any time and edit your application. Remember to save your work frequently.
NOTE: 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.

The following are a few 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. Ron Smith.
- 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. It is a good idea to 'preview' each page of your application to make sure that all your data displays.
- You can review each page of the application in its PDF format by clicking on the **Preview** button on the upper right-hand corner. Closing out of the PDF view will bring you back to your application.
- You will create essays on pages 4, 5 and 6. On the essay pages, text entered that exceeds the space provided **will display** and print. However, it is recommended that you try to keep your essays to one page when possible.
- You have several ways in which you can create your essays.
  - You can compose your essay on-line. Please note, there is a 40-minute 'time out' function. In other words, you will need to either complete your essay in 40 minutes or periodically save your essay. You will not be able to customize the formatting of your essay.
  - You can copy and paste text from another document and edit online. Again, you will have a 40-minute "time-out" function. You will not be able to customize the formatting.
  - You can upload text from another document. This is the only option where you will be able to have special formatting, e.g. bold, underline, headers, double spacing, etc. While you cannot edit an uploaded document on-line, you can delete your upload, make your corrections in your document off-line, and upload again.
  - Pages 4 (study objective) and 5 (personal statement) contain a header that displays on the PDF view. Therefore, you must leave a 1½ inch (4cm) margin at the top of every page of your essays to allow space for the header that will appear on the print version of your application.

- You should **preview** all of your essays to make sure the formatting is correct before submitting your application by clicking the preview button in upper right-hand corner of the screen. When you preview an essay, y**ou must use the "Back" browser button to return to your essay**. Closing out of the HTML preview (i.e. clicking the X in the upper right-hand corner) will exit you from your application.
- Some questions are "required". In other words, you will not be able to complete and submit your application until all required items are completed. When you click on the **Application Inspector** button on the Home page, your application will be checked for completeness. You will be prompted to enter any missing information on required questions.

Item 1 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. Ron Smith. Also, do not use diacritical markings as this can sometimes create computer-related problems.

Item 11 Application Cycle: Select 2019-2020.

- **Degree Objective:** Select **Master's** from the drop down menu of choices.

Item 12 Field of Study: From the choices, select the field of study most appropriate to your study objective. You can also indicate your specialization and briefly elaborate on the exact nature of your objective in the text box that follows.

Item 14 Institutions Attended: Please list all post-secondary 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.

Item 21 Position Code: Please select from the drop down menu the position title which best describes the activity in which you are currently (or most recently) involved.

Page 4 Study/Research Objective: 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. Remember to leave a 1½ inch (4 cm) margin at the top of every page to allow room for the header that will appear on the PDF view. Preview your essay to check the formatting before submitting your application.

Page 5 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 in the U.S. Again, remember to leave a 1½ inch (4 cm) margin at the top of every page to allow room for the header that will appear on the PDF view. Preview your essay to check the formatting before submitting your application.

Page 6 Resume/Curriculum Vitae: Attach a resume or curriculum vitae. While there is no 'header' on this page for which you need to leave space, it is still advisable that you preview your information to check the formatting before submitting your application.

Page 7 University Transcripts: Applicants must scan and upload official, complete and certified academic documents in English covering the entire period of study at universities and other post-secondary institutions.

These documents must consist of:

1. Certified official record (transcript) from each university or post-secondary institution you attended, even those schools from which you did not receive a degree or diploma. The transcripts should list the subjects you studied and the grades you received during each year of your enrollment. Original transcripts must be submitted directly from the schools in sealed envelopes to UISEF **only after** nomination.
2. Certified official evidence of each post-secondary or university degree, diploma or certificate awarded to you should be included as part of the completed application.

Page 8 Personal Information: The information provided on this form will be used by USIEF and Fulbright administrative agencies for internal purposes only.

Item 32 National Identification Number: Please enter your Israeli ID # here.

Page 9 Personal Financial Information: Not required, but complete item 45 if applicable.

Page 10 University Preference: We strongly recommend that you identify at least three institutions and complete this page as fully as possible. Do not just list the name of a university in which you are interested. Be specific. Provide the name of the department and the specific program within that department in which you are interested. If you have been in contact or corresponded with a faculty member, please provide the name and contact information for that individual.

If you have applied to a U.S. university within the past three years, please list the programs and the results.

Page 11 Writing Sample: May be required only after nomination.

Page 12 Test Score: Please upload your copy of any available test score reports (e.g. TOEFL/IELTS or GRE/GMAT).
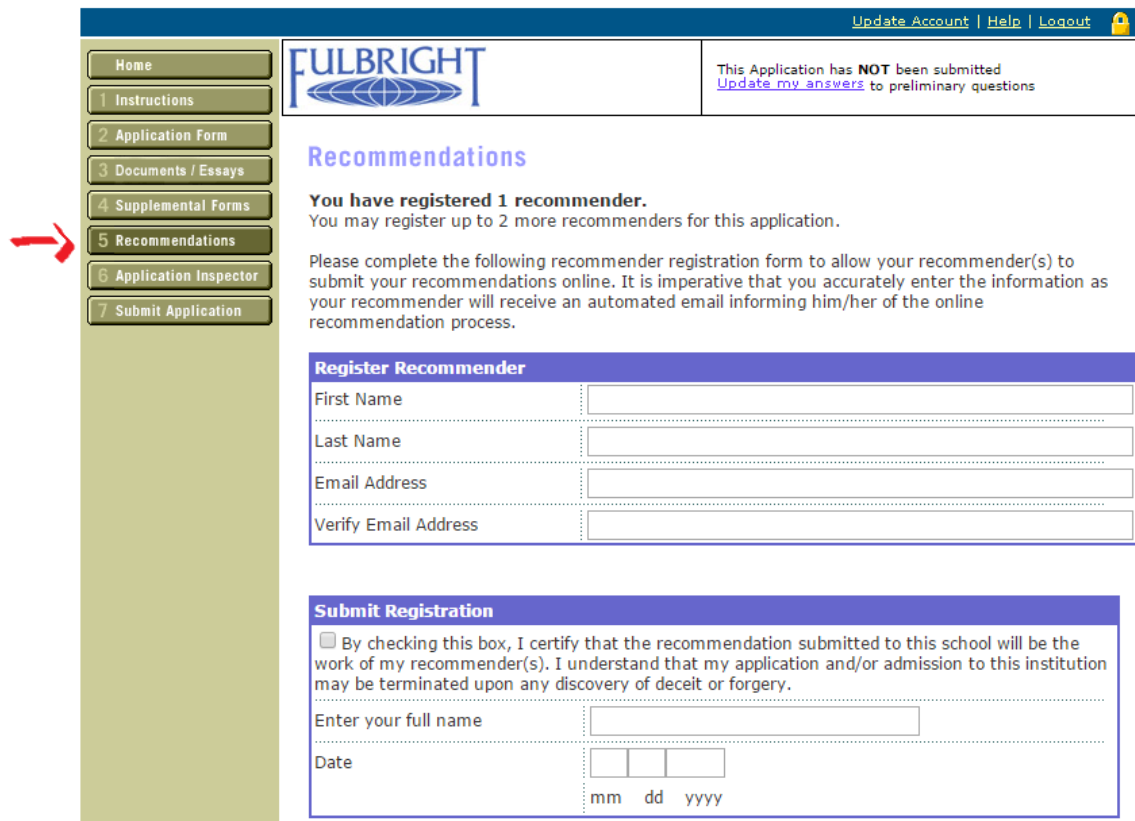
Page 13 Additional Information Page: Please upload the Bio data page of your passport.

STEP 3: Print supplemental forms

The following forms can be found by clicking on the **Supplemental Forms** button on the Home page of this application.

a. **Letter of Reference/Recommendation**: You must have three letters of reference (or recommendation) submitted on your behalf by the deadline date. 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. At least one academic and one professional or work related letter should be included among the letters. The letters **must be written in English on a letterhead paper**.

Your recommenders should complete the forms online and submit electronically. You must click on the **Recommendation** button on the Home page of this application to register your recommenders.

b. **Report on Proficiency in English:** Not required.
c. **Transcript Release Form (for post-secondary U.S. transcripts only):** This form is needed only for those students who attended a post-secondary program (undergraduate) in the U.S.
d. **Signature Form:** You must print out, sign, and e-mail this form to Smattar@fulbright.org.il
e. **Academic Records Information:** Not required.

STEP 4: Application inspector

Before you can submit your application electronically, your application will be reviewed for completeness. If there is missing data, you will be prompted to correct.

STEP 5: Review and print your application

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

STEP 6 Submit your application

After completing this application and thoroughly reviewing it, you will submit it electronically to the Fulbright Program Office in Israel. **Please note**, it is very important that the following questions were answered correctly:

- *Question 1--Citizenship:* Make sure that you identified **Israel** as the Fulbright Office to which you are applying.
- *Question 2--Program:* Make sure that you identified **Fulbright Foreign Student** as the award program to which you are applying.

If you entered either question incorrectly, you must correct your answer(s) prior to submitting your application. You can easily make corrections by clicking on the **'update my answers to preliminary questions"** link on the upper-right hand corner of the Home page.

Note carefully, after submitting your application electronically, you will be able to access it in a viewable PDF format and access supplemental forms. You will be able to print your application and supplemental forms. However, you will not be able to make changes to your application. In addition, you will be able to access tracking information (see below for further information).

STEP 7: Supporting documentation needed to complete your application

Standardized tests: All applicants must take the TOEFL /IELTS and GRE/GMAT tests.
Applicants in Law do not need to take the GRE.

1. **Tests of English Language Proficiency**
    a. **TOEFL (**Test of English as a Foreign Language): TOEFL is an admissions requirement at U.S. institutions for applicants whose native language is not English. All non-native English-speaking candidates should immediately register for TOEFL.
    b. **IELTS (International English Language Testing System):** A growing number of U.S. institutions will accept the IELTS in lieu of TOEFL scores.
2. **GRE** (Graduate Records Examination): The GRE is required by U.S. graduate schools and/or departments for candidates in most fields other than Business Administration and Law. You should make every effort to register for the earliest possible administration of the GRE.
3. **GRE SUBJECT TESTS** are required in certain fields. If a GRE Subject Test is offered in your field of study, you should make every effort to register for the earliest possible administration of this exam.

IMPORTANT

Note carefully, you **MUST** indicate that you want your score reports sent to the United States-Israel Educational Foundation (USIEF) **CODE 5373** and the Institute of International Education (IIE). You must also indicate the IIE code on the registration forms and/or the forms provided at the time you take the exam:

For all *TOEFL* and *GRE* tests: please indicate **CODE: 2326.**
For the **IELTS**, select the **Institute of International Education** from the 'Professional Bodies' listing.
Note: TOEFL and IELTS scores are valid for two years. GRE scores are valid for five years.

OTHER IMPORTANT INFORMATION
1. **Duration of Grants:** Fulbright MA grants are awarded for a maximum of two years beginning in August or September. Candidates appointed to certain types of Fulbright grants may be required to arrive during the summer for an introductory course or intensive English program prior to the academic year. In some cases, arrangements maybe made for an extension of the period of grant beyond the first academic year. Candidates should not assume, however, that awards are automatically renewable.
2. **Duration of Degrees:** The length of your degree program may exceed the available funding and sponsorship limits of your Fulbright grant. The requirements for completing academic work toward a degree vary depending upon the degree desired, the candidate's academic background and the regulations of the individual U.S. institution to which the candidate is admitted. It is usually not possible to obtain a degree in one academic year. Although the minimum time required for a Master's degree is one academic year, a student should expect to spend from at least one summer session to an additional academic year to complete the academic requirements.
3. **Change of Plans:** You should promptly inform USIEF of any change in your academic status or future plans after your application has been submitted.

For further information or inquiries, please contact Sandy Mattar:
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