

FULBRIGHT FOREIGN STUDENT PROGRAM - SWITZERLAND

Instructions for Completing the Online Application

Fulbright Program Office Contact Information:

Rectors' Conference of the Swiss Universities CRUS

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Read all instructions carefully before completing the application

STEP 1: Learn requirements for submitting an application

Eligibility requirements:

- Swiss citizenship
- excellent graduate degree from a Swiss university or a Swiss university of applied sciences at time of application for final selection (August 2010)
- English proficiency with a TOEFL Internet-based iBT score of 100 or higher (TOEFL score report available at time of application for final selection)

In the following cases, you are not eligible to apply for a Fulbright graduate student grant:

- If you do not have a bachelor degree (or equivalent) by summer/fall 2010
- If you hold dual citizenship with the U.S., or are a resident of the U.S., or if you have a "green card"
- If you have already started your graduate studies in the United States
- If you plan to start your U.S. studies earlier than the fall semester of 2011
- If you plan to spend just one semester at a university in the U.S.

Application deadline: August 6, 2010

Please note that your Fulbright application will only be considered complete if you submit your application online AND send in all required documents by August 6, 2010 at the latest.

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. 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.

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. 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.

- 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 (4 cm) 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 the upper right-hand corner of the screen. When you preview an essay, **you 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.

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:

- **Question 1 - Country of Citizenship:** Make sure that you properly identified Switzerland as the country competition (i.e. country of citizenship) to which you are applying.
- **Question 2 - Program:** Make sure that you correctly identify the Fulbright Program to which you are applying. Most applicants will apply to the **Fulbright Foreign Student Program**. The other choice, the **International Fulbright Science and Technology PhD Program**, is a special world-wide, separate competition. Please note that you can only choose the **International Fulbright Science and Technology PhD Program** once you have been personally invited by the CRUS to apply for this program.

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 in your name, e.g. Ron Smith. Also do not use diacritical markings as this can sometimes create computer-related problems.

Item 5—Date of Birth: Be sure to indicate your birth date in the following order: month, day, year.

Item 11—Application Cycle: Please select “2011-2012”

Degree Objective: Select one degree from the drop down menu of choices. When indicating objective, please keep in mind that your answer will indicate what you will do in the U.S. while you are there, not your degree in Switzerland. For example; if you are planning to do a full Ph.D. in the U.S., you will choose Doctorate. If you plan to do parts of your PhD in the U.S., but to complete the PhD in Switzerland, you will choose “Visiting Student Researcher”.

Item 12—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.

Item 14—Institutions Attended: Please list all post-secondary institutions attended in reverse chronological order (putting the most recently attended first), including those from which you did not achieve a degree. You will be required to provide academic transcripts from ALL institutions that you list. Please do not include information regarding secondary school institutions.

Item 17—Publications: Do not translate titles of publications. If extensive, only list the most relevant in your field of study.

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.

Item 26—Emergency Contact: If you do not have an emergency contact in the U.S., you may leave this section blank.

ESSAYS: Do not repeat verbatim parts of your Study Objectives in your Personal Statement, nor list dates and facts that can be covered in your CV. Your Study Objectives cover specific reasons for studying in the U.S. and your Personal Statements should include general reasons for studying in the U.S. In your Personal Statement you should comment on the number of years of practical experience already completed in the field in which you will do academic work in the U.S.

Item 27—Study/Research Objective: The study/research objective description that you provide is an essential and highly important part of your application. Do not mention specific U.S. universities at which you would like to study. You should take great care to write a clear and very detailed description of the study/research you want to pursue. Clearly identify the area(s) within your field of study in which you want to specialize or concentrate. Please describe in detail specific research that you want to accomplish. 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. It is recommended that you write and spell-check the word document and then upload it into the application.

Item 28—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. It should not be a mere listing of dates and facts. It should be well organized, concise and well written. This exercise allows the selection committee to measure your writing skills and also provides you with an opportunity to share those personal, academic and professional characteristics you feel important to emphasize in your application. 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. Again, do not mention specific U.S. universities at which you would like to study.

Item 29—Resume/Curriculum Vitae: If you intend to pursue a professional degree, e.g. business or law, it is recommended that you attach a professional resume. If you intend to pursue a theoretical, academic degree, a complete curriculum vitae is useful. 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: Please scan copies of your transcripts and English translations and upload them into this application. Just follow the instructions that appear on page 7 of the application. But you will still need to submit ‘official’ transcripts, e.g. transcripts that come directly from your institutions in envelopes that have not been opened by you or *certified* copies of transcripts, accompanied by official English translations.

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

Item 32—National Identification Number: Leave blank

Item 37—References: List the names and contact information of three people who have provided you with a letter of reference. Since these letters are confidential, it is assumed that you will mark “I DO WAIVE my right...”.

Item 41—Authorization of Release of Information: Be sure to indicate “yes” in order to authorize the CRUS and IIE to have access to the information you have provided in the application.

Page 9—Personal Financial Information: Since the Fulbright grant that may be awarded to you might only cover a portion of your expenses, you may need to provide funds from your own or other sources. Please complete this form as completely and accurately as possible based on information that you have at the time of application. If you should have a major change in your financial resources while your grant is pending, you should immediately inform the CRUS.

Item 45 (b) – Dependents: If you have accompanying dependents, you will have to provide for their financial support, travel and medical insurance coverage. You should indicate the amount you will be able to provide and the source of funding (i.e. personal funds).

Page 10—University Preference: It is not an expectation that you will have U.S. university preferences. However, if you do, please 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 correspondence 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. If you have letters of admission, letters of invitation, or other correspondence from a school, especially a preferred program, please forward a copy (not the original) of this correspondence to the CRUS.

Page 11—Writing Sample: You should use this page to upload a writing sample that will be submitted along with the rest of your application materials to the universities. Although writing samples are required primarily for PhD candidates, as the vast majority of those programs request an academic writing sample for admission purposes, we strongly recommend Master’s candidates in certain disciplines (humanities, social sciences, etc.) to upload a writing sample as well.

STEP 4: Print supplemental forms

It is a good idea to print all supplemental forms prior to submitting your application electronically. However, even after submitting your application you will be able to access these 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. 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. **Important:** Please point out to your recommenders that they should not mention specific U.S. universities at which you would like to study in their letters. The letters should be written in English if possible. If they are not, an original English translation must be provided.

Your recommenders have two ways in which they can submit their letters:

- You can print out the Letter of Reference form and forward to your recommenders who will then complete the forms and mail to you or directly to the CRUS.
- Your recommenders can 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: If you do not have a recent TOEFL score (scores are valid for up to two years), complete the top section of this form and have the remaining portion completed by one of the types of certified English language evaluators listed on the form. Your language evaluator should return this form directly to the CRUS.

c) 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 educational and grading system in the country where you did postsecondary study. A separate form should be completed for each college or university attended.

d) Transcript Release Form (for post-secondary U.S. transcripts only): This form is needed for those students who attended a post-secondary program (undergraduate or graduate) in the U.S. Fees for acquiring multiple copies of U.S. postsecondary transcripts will be covered by the Fulbright Foreign Student Program.

e) Signature Form: You must print out, sign, and forward this form to the CRUS.

STEP 5: 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 6: Review and print your application

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

STEP 7: Submit your application

After completing this application and thoroughly reviewing it, you will submit it electronically to the CRUS. Please note, it is very important that the following preliminary questions were answered correctly:

- **Question 1 - Citizenship:** Make sure that you identified Switzerland as the Fulbright Program country to which you are applying.
- **Question 2 - Program:** Make sure that you identified the **Fulbright Foreign Student Program** 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 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) and register recommenders who will submit letters of reference online.*

STEP 8: Track your application for missing documents

At the bottom of the home page of your application, there is a 'track your status' link. If items that are still needed to complete your Foreign Fulbright dossier have been identified, they should be indicated here. Only items that are missing will be identified. This table should be routinely updated by the Fulbright Office. Please return periodically to check your status.

STEP 9: Supporting documentation needed to complete your application

Your application is not considered complete until the CRUS receives all your supporting documentation. The following must be forwarded to the CRUS:

- the signature form
- three letters of reference/recommendation (the original and 6 copies of each if they are not submitted online)
- Information Concerning Foreign Student Academic Record Form (for each postsecondary school attended)
- Transcript Release Form (if applicable)
- certified copies of official academic transcripts from all post-secondary schools attended, and original English translations (when necessary)
- certified copies of diplomas for all post-secondary schools attended, and original English translations (when necessary)
- writing samples or work samples (if applicable)

Academic transcripts: Nominees must submit official, complete and certified academic documents covering the entire period of study at universities and other post-secondary institutions. Documents must be accompanied by complete official English translations. These documents must consist of:

1. One 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. Official transcripts can be submitted directly from the schools to the CRUS.
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.

Standardized tests: You will be required to take one or more of the following standardized tests to gain admission to a U.S. university. For instructions on registration, consult the website of the test.

1. **TOEFL (Test of English as a Foreign Language <http://www.toefl.org>):** 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.
2. **GRE (Graduate Records Examination <http://www.gre.org>):** The GRE is required by most U.S. graduate schools and/or departments for candidates applying in the fields of science, technology, or engineering. 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
4. **GMAT (Graduate Management Admissions Test <http://www.mba.com/mba/takethegmat>):** GMAT is an admissions requirement for applicants proposing to study Business or Management, as well as any fields which may fall within the scope of offerings of a Business school or department. Arrangements should be made immediately to take the GMAT.

IMPORTANT

Note carefully, you **MUST** indicate that you want your score reports sent to the Institute of International Education (IIE). You must 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** exams, please indicate **CODE: 2326**
- For the **GMAT**, please indicate **CODE: F0F-4J-28**

Note: TOEFL scores are valid for two years. GRE and GMAT scores are valid for five years.

OTHER IMPORTANT INFORMATION

1. **Duration of Grants:** Fulbright grants and other fellowships, assistantships, scholarships and educational grants are generally awarded for one nine to twelve months 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 may be 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. For the Doctoral degree, at least two to three academic years are required beyond the master's degree. However, many doctoral students find four or five years necessary, and in some cases even longer.
3. **Change of Plans:** You should promptly inform the CRUS of any change in your academic status or future plans after your application has been submitted.