

FULBRIGHT RESEARCH AND DEVELOPMENT PROGRAM IN UKRAINE

Instructions for Completing the Online Fulbright Foreign Student Program Application

<https://apply.iie.org/ffsp2021>

The submission deadline is **November 1, 2020**, until midnight Ukrainian time

If you have any questions regarding the programs, please contact the Fulbright Office in Kyiv:

Fulbright Program in Ukraine

20 Esplanadna Street, 9th floor, office 904, Kyiv, 01001, Ukraine

Tel.: +380 (44) 287 07 77; Fax: +380 (44) 230 20 60

E-mail: ibarysh@iie.org, office.ukraine@iie.org (please indicate "FRDP" in the e-mail subject line).

Working Hours:

Monday-Friday: 10:00 – 17:30 EST

Please read all instructions carefully before completing the application

Please note: The Fulbright Foreign Student Program is a generic international program including both categories: FRDP: Research and Development Program students (visiting student researchers) and Graduate Program students (master's students).

You should use these **country instructions for Ukraine**: we customized the generic instructions and included our contact information, deadline date, eligibility requirements, specific information that is not currently requested on the generic online application.

1. Learn requirements for submitting an application

The application is supported by all modern browsers. We highly recommend that you use a current version of [Google Chrome](#), which supports Windows, Mac, and Linux platforms.

Using the Fulbright online application (Slate) platform you will benefit from:

- A mobile-friendly browsing experience.
- A more intuitive layout.
- The auto-save feature.
- The ability to apply more than once using the same e-mail alias.

To protect your privacy, **your session will time out within 60 minutes of using the application**. Please note however that much of the platform automatically saves your work, so you do not risk losing much work in the event of a session timeout.

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 that once you submit (completed) 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 (the five-line word limit) **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.
- Prepare required documents and save them in **PDF format**. It is highly recommended that to preserve any formatting and special characters in your documents, you **upload them in PDF format**.

- **Do not use any Cyrillic letters** on any portion of the application as these letters cannot be processed in the Fulbright online system and will be unreadable—and most readers in the U.S. will not be able to understand your entry.
- Some questions are ‘required.’ They are marked with an asterisk (*). 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 “**Review**” button on the Home page, your application will be checked for completeness. You will be prompted to enter any missing information on required questions.

3. Submit the application

Once you have entered all required information, including recommenders, review your application for errors. If all information is correct, submit your application. Once you submit you CANNOT make changes to your application.

Note: there is a 60-minute ‘time out’ function. You can copy and paste text from another document and edit online. Again, you will have a 60-minute “time-out” function.

Remember to save your application after completing each page by pressing the *Continue* button at the bottom of each page.

**Please read carefully all these country specific instructions for completing a question or item.
In addition, please review the following important information.**

Creating Your Online Account

To start, click *Create an account*.

Enter your email address, first name, last name, and select your date of birth (Month-Date-Year) from the drop-down menus. **Your name must be entered exactly the way it appears (or will appear) on your passport.**

Note: Use an email address that you will be able to access for at least two years after submitting your application. This is the email address you will use to log in to your application account. We recommend you do NOT use a work email address if you will not have access to it during your grant in the U.S.

Managing Your Application

EDITING YOUR APPLICATION PRIOR TO SUBMISSION

1. You may log in at any time to review and edit your application form, upload documents, and enter recommender information.
2. Remember to save your application after completing each page by pressing the *Continue* button at the bottom of each page.

Note: The application will automatically log you out after 60 minutes of inactivity, so it is best to save your application frequently.

REVIEWING YOUR APPLICATION AFTER SUBMISSION

1. After you SUBMIT your application, you CANNOT make any changes.
2. You may continue to log in to your account to view the information you have submitted, save a PDF of your application form, and manage your recommenders.
3. You can manage your recommenders by clicking on the *Recommendations* section of the online application.

LETTERS OF RECOMMENDATION

1. Letters of recommendation will be submitted directly to Fulbright by the recommenders you registered via your application.
2. Letters of recommendation and language evaluations may be submitted **before or after you submit the application.**
3. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.

Preliminary Questions

It is very important that the following questions be answered correctly:

1. **Through which program country are you applying?** Make sure that you properly identified your country of citizenship: **Ukraine**.
2. **To which academic year are you applying?** Please select: **2021-2022*** Academic year 2021-2022 typically corresponds to initial grant periods between August/September 2021 and May/June 2022.
3. **Have you reviewed and do you meet all program eligibility requirements for the country through which you are applying?** If you have reviewed the country specific instructions for Ukraine before you proceeded, please select: **Yes**.

Fulbright Office in Ukraine does not require applicants to check with them before beginning this online application. In these country instructions for Ukraine, we included our contact information, deadline date, [eligibility requirements](#), specific information that is not currently requested on the generic online application.

Should you have any specific questions regarding the overall Fulbright Research and Development Program or the application process, please feel free to email or phone The Fulbright Office in Kyiv: ibarysh@iie.org; office.ukraine@iie.org (Please indicate "FRDP" in the e-mail subject line).

Fulbright Program Office in Ukraine
[Esplanadna str, 20, office 904](#), Kyiv, 01001, Ukraine
Tel: +380 (44) 287 07 77; Fax: +380 (44) 230 20 60
office.ukraine@iie.org

Country Information

Please review all information in this section.

Note: country-specific and award-specific instructions for Ukraine for completing the rest of the application, including country website, deadline information, open application cycle, additional required materials.

1. **You must select an Award** before proceeding:
 - Current Award: **Fulbright Research and Development Program (Ukraine)**
 - Click *Save*
2. **Recommendations:** 3 recommendations are required. In order to register your recommendations, you must first complete the **Reference Materials Waiver** on the **Study Plan page** of the application.
 - Please be assured that the reference form registration does appear, but **you must first indicate whether you waive your right to access on the Study Plan page** as this waiver relates to information required to place students at U.S. universities and associated application protections.
You must answer this question before you are able to register any recommenders.
 - Click *Continue* to proceed to the next section.
3. **Supplemental Forms:**
 - [Information Concerning Foreign Student Academic Records](#). **Do not complete this form.**
 - [Transcript Release Form](#) (for post-secondary U.S. transcripts only): **PDF Version**. **This form is needed for those students who attended a post-secondary program (undergraduate or graduate) in the U.S.** Please upload (if applicable) on the *Academic Materials page* of the application.
 - [Report on Proficiency in English](#): To evaluate your command of the English language. **Word Version | PDF Version**. **This form is not required. Optional.** Complete only 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 or a qualified teacher of English. Your language evaluator should send this form directly to the Fulbright Office.
 - [Letter of Reference Form](#): As directed, to be provided to your Recommender. **PDF Version**

Contact Information

1. **Name:** It is very important that you **list your name exactly as it appears (or will appear) on your international 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.
2. **Email:** **The email address used to create your account will appear in the primary email address field and will not be editable**. You may provide an Alternate/Secondary Email that can be used to contact you if Fulbright Program Officers cannot reach you via your primary email address. All system-generated emails will continue to go to your primary email address.
3. **Emergency Contact in Your Home Country:** **The emergency contact in Ukraine is required** of you at the time of application submission.

Academic & Professional Information

This section collects information about your academic and professional background, including your curriculum vitae/resumé, academic degrees, professional experience, awards and recognitions, and experience abroad. **Prepare and upload documents in PDF format** as required. Note any page limits and ensure your documents do not exceed page limits.

Curriculum Vitae/Resume

Upload your curriculum vitae/resumé in PDF format that does not exceed four (4) pages.

It is highly recommended that all FRDP applicants attach a **professional resume or curriculum vitae**. Research and teaching experience is extremely beneficial and should be detailed either in a resume or CV or/and in the personal statement. Feel free to use this page to give additional information about yourself. In this section, you may want to attach a professional resume (usually required for professional degrees such as law and architecture) or a complete curriculum vitae (sometimes required for students pursuing theoretical academic fields). You should create your CV [use our sample](#).

Note: If your file exceeds 4 pages, an error message will appear on the Review page and will prevent submission of your application. 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 (!)**.

Academic Background

Please list all post-secondary institutions attended in reverse chronological order (putting the most recently attended first). **Secondary (high school) institution information should not be included.**

List all post-secondary educational institutions from which you have received a degree or academic credential. You **MUST** include any education institutions you are currently attending (even if you have not yet completed your educational program) and estimated date of graduation/completion.

- a. Provide the website of the institution (optional)
- b. Select the U.S. equivalent of the degree or diploma earned (e.g., BA – bachelor's degree)
- c. If a degree is in progress, list expected end date of academic program
- d. To add additional entries for post-secondary educational institutions, click *Add Institution* and follow the bulleted instructions above.

Professional Experience

Identify your current position or occupation. Please select from the drop-down menu the position title, which best describes the activity in which you are currently (or most recently) involved. **List positions held, beginning with the most recent employment.**

If you have more than one current position, click *Add Experience* and follow the instructions above.

Awards and Recognitions

Enter a list of the following items into the text boxes provided (all text boxes have a 250-word limit). If you do not have anything to add, leave text boxes blank:

- a. Any scholarships and/or fellowships you currently or previously received (include the source or sponsor, amount, where held and duration)
- b. Any academic honors and prizes that you have received in the text box (include any titles and/or dates)
- c. Any books, articles, and/or thesis published by you, particularly in your proposed field of study (include the title, place, and date of publication)
- d. Any teaching experience (current or previous positions)
- e. Any research you have completed or in which you are currently involved.

Experience Abroad

List any travel, study or residency you have had abroad (in any country other than your own) for more than one month. This can include time overseas for education, research, business, vacation, etc.

If you have more than one trip abroad to enter, click *Add New* again, and follow the bulleted instructions until all entries have been saved.

- a. Select 'yes' or 'no' to indicate if you have previously entered the United States on a J-1 or J-2 visa
 - If 'yes', you are required to select the J category of sponsorship from the list and upload a copy of your previous DS-2019
- b. Select 'yes' or 'no' to indicate if you have previously been awarded a Fulbright grant.
 - If 'yes', you are required to list the grant(s):
 - Click *Add Grant*
 - Select the Fulbright award type from the dropdown menu provided
 - If you select "Other (please specify)", enter in the name of the Fulbright grant that you received in the "Other, please specify" field
 - Select the academic year that corresponds to the year in which you received the Fulbright grant
 - Click *Save*

Academic Materials

This section collects copies of your transcripts and/or diplomas. **Please upload scans of all available transcripts and diplomas from post-secondary institutions you have attended.**

1. **Applicants** should upload scanned copies of their academic documents (transcripts/diplomas and supplements to diplomas/transcripts of records) covering the entire period of study at universities and other post-secondary institutions. Transcripts must list all courses and/or subjects taken and the grades received. **Transcripts should be in the official language of the country unless the school provides an official transcript in English.**

If you have more than one transcript, please upload all your transcripts as a single document. **Please do not send hard copies** of your academic documents to the Fulbright Program Office.

2. **Finalists** must submit official, complete and certified academic documents certified by the school directly covering the entire period of study at universities and other post-secondary institutions. Copies of diplomas certified or notarized by a third party (i.e. public notary) will not be accepted as official. US schools only accept academic documents verified by the university's Director of Archives, Dean, Secretary, or Vice Rector. **Finalists** will have to provide **certified English translations of the academic documents if your diploma is not bilingual (Ukrainian/English)**. If a translation is necessary, it can be issued by the school or by a qualified translator. Translations must be literal - not interpretive.

Note: For those individuals studying in Europe and completing a Bologna-compliant degree, a diploma supplement in English is also needed.

- Select the corresponding institution from the list. If you do not see an institution that you attended below, please first return to the Academic & Professional Information page and update your academic background.
- Review the institution information (which you provided on the previous page). If this information is incorrect, please return to the previous page to edit.
- Select *Choose File* and locate the desired file on your computer. Click *Open*.
- You may upload transcripts/diplomas as a multi-page documents or upload single page documents. PDF, JPEG, and TIFF image files are all accepted.
- Click *Save*. Repeat these steps for all applicable institutions.
- Click *Continue* to save your responses and advance to the next section.

Language Skills

This section collects information about your native language, English language skills, and any additional languages that are relevant to your project proposal.

- Select your native language from the dropdown menu provided.

English Language Proficiency

If your native language is not English, a section collecting your English language proficiency will appear.

- Rate your English language proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.

Additional Language Skills

- Select the number of additional languages that you would like to include that may be of use for your project or study plans.
- Select the language you are reporting from the dropdown menu and rate your proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.
- Click *Continue* to save your responses and advance to the next section.

Test Scores

This section collects information about standardized test scores that you have taken or will take in the future. Standardized tests include TOEFL, GRE, GMAT and IELTS. Standardized test scores are often required for admission to U.S. institutions. **Fulbright finalists will be required to take the [TOEFL](#) test.**

- Select *Add Test*.
- Select the test type from the dropdown menu.
- Select the test date from the dropdown menu (Month-Day-Year format).
- If you have not yet taken the test, enter the date that you are registered for the test.
- Enter your test scores, if you have the results from the test.
- Click *Save*. Repeat these steps for all applicable standardized tests.
- Click *Continue* to save your responses and advance to the next section.

Note: Finalists are required to pass the TOEFL iBT (Internet-based Test of English as a Foreign Language) in January-February 2021.

Study Plan

This section collects information about your proposed plan of study in the U.S. Make sure that you **identified your degree objective correctly**; otherwise, your application can be considered for the wrong program.

- a. **For which degree objective are you applying?** From the drop-down menu of choices, please select: **Visiting Student Researcher *** for the FRDP program (which is a **non-degree research program**). Otherwise, your application can be considered for the wrong program.
- b. **What is your proposed major field of study?** From the choices, select the field of study most appropriate to your study objectives. You can briefly elaborate on the exact nature of your objective in the text box that follows. Please note: if your field is not included on the list of the disciplines for Ukraine, you will not be eligible for the program.
- Some fields will trigger a prompt to ask you if you'd like to upload portfolio materials as part of your application. Select 'yes' or 'no'.
 - If you select 'yes,' you will be directed to upload your materials on the next page. Please follow the upload instructions listed.
 - Select the most appropriate major academic discipline and primary specialization from the dropdown menus.
 - Enter a brief description of the field in which you plan to specialize in the U.S. in the text box.
 - Enter a brief description of your future in the text box.
- c. **Intended grant period.**
Please indicate from 6 to 9 months' period. Please also indicate August 1/September 1, 2021 as your approximate arrival date to the U.S.A.

d. **Plagiarism Agreement***

Review the plagiarism agreement and acknowledge that you understand and will comply with the agreement.

The Fulbright Program seeks applicants that have developed a sense of personal integrity and are original thinkers. Plagiarism is using someone else's words, ideas, or research as your own without crediting the source. The following application includes several opportunities to express your own thoughts, ideas, and opinions in essay responses. **Plagiarism in any of your answers to these questions will result in your disqualification from participating in the program.**

- ✓ *By indicating 'Yes' in the question below, you are acknowledging that you understand both what actions constitute plagiarism in this application, and the consequences resulting from any plagiarism found in your submission:*

I have reviewed and understand the above information on the importance of presenting my own original work in the Fulbright Program application. I agree to properly cite any outside sources from which I take words or ideas in the composition of my essay responses. I understand any falsification or plagiarism found in my Fulbright application will result in my dismissal from the Fulbright Program. *

Study/Research Objective

Upload a copy of your study/research objective.

The study/research objective description that you provide is an essential and highly important part of your application. It helps the reader better understand your proposed goals.

You can focus upon your research or specialization. Alternatively, you can make an emphasis on the teaching or curriculum development components. A successful application should address institutional and university-wide reform. Remember that your project/career objectives and plans for dissemination of results/products will be evaluated on the basis of their potential impacts on your fields of study in Ukraine and in a broader global context; on the potential impact on your home institutions; on the potential impact on the society, economy, and/or culture of Ukraine (and beyond) over the coming years; and ultimately, on the impact of the attainment of a U.S. experience on your professional, academic, and personal growth.

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; what you want to accomplish during your program, why you want to specialize or concentrate in your field, what aspects of the field interest you most, and how this program will help you achieve your future goals. Remember, this is your opportunity to state what you hope to achieve during your program. If there is specific research that you want to accomplish, please describe.

The goal of the Fulbright Program, while firmly based on academic excellence and scholarship, is not necessarily first and foremost the improvement of the grantees' academic standing and scholarly advancement. Cultural exchange is an important part of the Fulbright Program's mission to promote mutual understanding. Please explain what benefit will be to your field of study in Ukraine, or to Ukrainian society when you complete your program. What will be your contribution to your host and home communities through participating in community activities abroad and sharing your experience upon returning home.

The essay should be no longer than two - three pages. Organize your proposal in order of the following points:

- *Background*: introduce the topic and place the project in academic or professional context.
- *Objectives*: clearly define the aims of the project.
- *Justification for Residence in the U.S. for the Proposed Project*: Indicate very specifically, why it is necessary for the accomplishment of the project to conduct research in the U.S.
- *Methodology*: describe the project and explain the approach, methods, and plan you will use.
- *Significance*: explain the importance of the project for the field, Ukraine, and your own professional development. *Evaluation and Dissemination*: describe plans for assessment and distribution of research results in Ukraine.

DO NOT mention the names of any U.S. universities you wish to attend in your Study/Research Objectives. The University Preference Sheet is included for that purpose.

If you are planning to use someone else's works or research, you must credit the source at all times.

Preview your essay to check the formatting before submitting your application (!).

- Click *Choose File*
- Locate and select the file that you previously saved to your computer
- Click *Open*
- Click *Upload* to complete the file upload

Personal Statement

Upload a copy of your 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. Your personal statement essay should discuss how your life experiences and background have contributed to your desire to pursue study in your field, and your purpose in applying for study/research in the U.S. This should not be a CV (curriculum vitae) or resume. Be specific but limit your essay to 2-3 pages if possible.

DO NOT mention the names of any U.S. universities you wish to attend in your Study/Research Objectives. The University Preference Sheet is included for that purpose.

If you are planning to use someone else's works or research, you must credit the source at all times.

Preview your essay to check the formatting before submitting your application (!).

- Click *Choose File*
- Locate and select the file that you previously saved to your computer
- Click *Open*
- Click *Upload* to complete the file upload

Essay Guidelines

Letter of Invitation (optional)

Upload a letter of invitation from a U.S. institution, if you have received one.

You are **strongly advised** to make contact with one or more of these institutions before submitting your application, and to have a letter of invitation that can reflect their interest in your project and their willingness to collaborate with you (especially if you will need to work in a laboratory or with special equipment).

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 Fulbright Program Office in Kyiv at ibarysh@iie.org.

If you do not have a clear idea, which US programs will be the best fit, you should leave the University Preference Form blank. IIE Placement staff possesses field specific expertise and, after conducting extensive research on the programs that will best meet the candidates' goals, will recommend a range of suitable programs.

- Click *Choose File*
- Locate and select the file that you previously saved to your computer
- Click *Open*
- Click *Upload* to complete the file upload

University Preferences

It is highly recommended that you have U.S. university preferences. 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. While researching which program will best meet your needs, please take into consideration the following questions: what research is the faculty doing? Do your research objectives match their research? How many faculty members have expertise in your specialization?

If you do not have a clear idea, which US programs will be the best fit, you should leave the University Preference Form blank. IIE Placement staff possesses field specific expertise and, after conducting extensive research on the programs that will best meet the candidates' goals, will recommend a range of suitable programs.

- Enter institution name
- Enter name of department
- Enter the degree type that you are interested in at this institution
- Enter your preferred specialization or concentration
- Enter your specific reasons for listing this institution and any contact information for professors at the institution with whom you have already communicated
- Click *Save*

Authorization of Release of Information

Type your full name into the space provided to indicate your authorization of release of the information you have provided in this application.

Reference Materials Waiver

- Select 'yes' or 'no' to indicate whether you waive your right to review the information contained in the evaluations submitted by recommenders on your behalf.
- Click *Continue* to save your responses and advance to the next section.

You must answer this question and press "Continue" before you are able to register any recommenders. Once recommenders are registered, you will not be able to modify your response.

Grant and Travel Plans

Financial Information

This section gathers information on your personal finances, additional funding you may have applied for/received, passport, and accompanying dependents.

Do not complete the first part of the form “Family Funds.” The Fulbright grant that may be awarded to you will cover all your expenses. You may need to provide funds from your own or other sources just for any unforeseen expenses only.

Passport/Travel Document and Dependents

Please upload a copy of your passport or travel document.

- Click *Choose File*
- Locate and select the file that you previously saved to your computer
- Click *Open*
- Click *Upload* to complete the file upload

Please be aware that the Foreign Fulbright Student program **does not provide financial support for dependents**. Should dependents accompany you, you will be responsible for providing travel, adequate insurance, and support for them from non-Fulbright sources.

Note: Only the spouse and unmarried children under 21 years of age qualify for J-2 visa sponsorship. If required, upload a copy of your passport or travel document.

Please list each accompanying dependent:

- Select the number of dependents you intend to have accompany you the U.S. (select 0 if you do not have dependents or your dependents will not accompany you to the U.S.).
- Enter required information for each dependent, including relationship to you, name, and intended length of stay in the U.S. (in number of months)
- Enter information for how you will provide for your dependents during your time in the U.S. in the text box
- Click *Continue* to save your responses and advance to the next section.

Personal Financial Information

Do not complete this form. The Fulbright grant that may be awarded to you will cover all your expenses. You may need to provide funds from your own or other sources just for any unforeseen expenses only.

- Please be aware that the Foreign Fulbright Student program **does not provide financial support for dependents**. Should dependents accompany you, you will be responsible for providing travel, adequate insurance, and support for them from non-Fulbright sources.
- If this is the case, you should indicate **“Yes”** in the section “Will these dependents accompany you to the U.S.?”
- **Please indicate your dependents accompany you to the U.S.** Only the spouse and unmarried children under 21 years of age qualify for J-2 visa sponsorship. Please add comments in the box provided on the form “How you intend to provide for them during your year of study in the U.S.”

Additional Information

Additional Documents/ Country-Specific Materials/Supplemental Forms

Please use these country instructions for Ukraine: we customized the generic instructions and included our contact information, deadline date, eligibility requirements, specific information that is not currently requested on the generic online application.

- The Fulbright-Ukraine Office **does not require specific information/documents** to be uploaded to this page. You can upload any additional documents you would like to include in your application.
- You can use this page to upload **a writing sample** (*i.e. a research paper, published article, academic paper, etc.*) that will be submitted along with the rest of your application materials to the universities. The academic writing sample (in English) is often required for study in the humanities or social sciences. This is mainly for doctoral candidates, as most of those programs require a writing sample be included with the application materials. It should be a minimum 10-page piece of work that demonstrates your ability to write in English on topics in your field of study.
- You can upload **a work sample** (*i.e. portfolio of slides of art work, video, film, music, sample of journalistic work, etc.*), often required for study in the arts or art-related fields as well as in communication and/or journalism.

Recommendations

Please complete the following information to register your recommenders.

The recommendation submission deadline is **November 1, 2020, until midnight Ukrainian time.**

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. IIE recommends focusing on work contacts OR on academic contacts, depending on what is weighed more significantly by the admissions committee—your work experience or your academic background.

Letters of reference **should not be** written by persons related to you either by blood or marriage or by friends. You might want to focus more on work contacts OR on academic contacts. Referees should be able to speak to your strengths. They should be chosen so that they say different things about you. At least one academic and one professional or work-related letter should be included among the letters.

The letters should be typewritten and be written in English if possible. If they are not, an original English translation must be provided.

We recommend that your referees complete the online reference letter. You may register them as part of the online application process. Once you click "Send to Recommender," an email with instructions on completing the online recommendation will be sent to your recommender. You can track the status of recommendations, send reminders, and add/delete recommenders through this system before **and** after submission of your application.

- Click *Add Recommender*.
- Complete all fields in the pop-up form
- Click *Send to Recommender* to generate automatic email to recommender.
- Click *Continue* to save your responses and advance to the next section.
- Once sent, you will have the option to *Edit Recommender* information if they have not yet started progress on their response and Save, Send Reminders, and Exclude if you wish to remove the recommender and replace with another individual.

However, **if your recommenders cannot complete the online reference letter**, can download the [Letter of Reference Form](#) and forward to your recommenders who will then **complete the forms and mail** to your Fulbright Program Office: Esplanadna str, 20, office 904, Kyiv, 01001, Ukraine.

Note: You should register your recommenders to complete work on your application and to submit your application online. No need to duplicate your reference letters online if already submitted as hard copies by mail.

Signature

Certify that the information you provided in the application is true and complete by typing your full legal name in the Signature Box.

- Click *Confirm* to continue to the next page.

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.

The application will review the responses entered and will display any incomplete questions and required attachments that are missing.

- if no errors appear, then your application is ready for submission.
- if any errors appear, correct or complete these sections and return to the Review section to determine if your application is ready for submission.

REVIEW ALL RESPONSES. CLICK SUBMIT.

Note: 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.** If necessary, to make any changes or corrections after your application has been submitted, please inform the Fulbright Program Office in Kyiv at ibarysh@iie.org (please indicate **"FRDP_ Your Last Name"** in the e-mail subject line).

IMPORTANT! Supporting documentation needed to complete your application. Your application is not considered complete until your Fulbright Program Office receives all your supporting documentation and supplemental forms, including the letters of reference and the consent to the proceeding of personal data.

[Consent to the processing of personal data/Згода на обробку даних](#) (in Ukrainian only): Mandatory form. You must print out, complete, sign, and forward one original form to the Fulbright Office:

Fulbright Program in Ukraine
20 Esplanadna Street, 9th floor, office 904, Kyiv, 01001, Ukraine

Other Important Information

1. Standardized tests:

a) **Finalists** will be required to take **[\[TOEFL iBT\]](#)** (Test of English as a Foreign Language): TOEFL is an admissions requirement at U.S. institutions for applicants whose native language is not English. A wealth of practice material is available at <http://www.ets.org/toefl/>. There are free materials as well as materials that can be purchased.

- ✓ **IELTS (International English Language Testing System):** A growing number of U.S. institutions will accept the IELTS in lieu of TOEFL scores. It is left up to individual institutions to determine their TOEFL and IELTS score requirements. <http://www.ets.org/toefl/institutions/scores/compare>

Note: TOEFL and IELTS scores are valid for two years.

The Fulbright Office in Kyiv will make all testing arrangements and cover all costs of the testing process. Recommended candidates (finalists) should take the TOEFL test **by mid-February 2021**. Test scores are an increasingly critical factor in admissions decisions, and grantees should take test preparation very seriously. Finalists should try to obtain TOEFL scores that are in the **80s and higher** (for candidates in Law, Public Administration, Journalism, Education, etc. - where strong written and spoken English skills are critical for successful study/research - scores should be 100 or more).

It is recommended that all applicants begin to familiarize themselves with the required tests at least three-four months before taking them. Since finalists will be selected in December and testing will occur in one-two months, we **urge you (!) to begin review and practice of the tests during the summer months.**

For more information about the TOEFL test please contact your nearest

EducationUSA Advising Center: EdUSA.org.ua | educationusa.state.gov or

Window on America Centers: <https://ua.usembassy.gov/uk/education-culture-uk/window-america-centers-uk/>

2. Duration of Grants:

Fulbright grants and other fellowships, assistantships, scholarships and educational grants are generally awarded for six to nine months beginning in August or September 2021.

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.

3. Change of Plans:

You should promptly inform your Fulbright Program Office of any change in your academic status or future plans after your application has been submitted.