



FULBRIGHT RESEARCH AND DEVELOPMENT PROGRAM

Instructions for Completing the 2023-2024 Fulbright Foreign Student Program Application

Placement Type: IIE-Placed

Application: <https://apply.iie.org/ffsp2023>

The submission deadline is **November 1, 2022**, until midnight Ukrainian time.

Applicants may only apply for one award per application cycle.

The Fulbright Foreign Student Program is a generic international program including two grant categories: **Fulbright Graduate Student Program** (master/degree-seeking students) and **Fulbright Research and Development Program/FRDP** (non-degree/visiting student researchers).

If Fulbright alumni have already received their scholarships as part of the Fulbright Foreign Student Program, candidates are ineligible for another student grant, and can apply to the Fulbright Scholar program (if meet the criteria requirements).

Read all instructions carefully before completing the application. Deadline dates and application requirements for a Fulbright grant will vary from country to country. **You should use these country-specific instructions for Ukraine:** Fulbright/IIE Office in Kyiv customized the generic instructions and included contact information, deadline date, eligibility requirements, specific information that is not currently requested on the generic online application.

The IIE/Kyiv Office currently works remotely due to the COVID-19 pandemic.

If you have any questions regarding the program, contact:

ibarysh@iie.org; office.ukraine@iie.org

(Please indicate "FRDP" in the e-mail subject line).

Prospective Fulbright participants should be aware that public health conditions, availability of consular services and travel, as well as U.S. institutional operating status and policies may affect their ability to travel to the U.S. and participate in academic programs.

Visiting Student Researchers (Fulbright Research and Development Program participants) are not permitted to undertake any part of their Fulbright grant remotely. They can begin their program if their host U.S. institution confirms in-person research engagement and availability of the labs, libraries, and other university buildings needed to conduct research.

Contents

General Information.....	3
Creating Your Online Account.....	4
Managing Your Application.....	6
Preliminary Questions.....	7

Country Information.....8

Personal Information.....9

Contact Information10

Academic & Professional Information11

 Curriculum Vitae/Resume11

 Academic Background.....11

 Professional Experience12

 Awards and Recognitions.....13

 Experience Abroad13

Academic Materials.....15

Language Skills.....16

 English Language Proficiency16

 Additional Language Skills16

Test Scores.....17

Score Reports17

Plagiarism Agreement18

Study Plan.....19

 Intended Grant Period.....19

 Study/Research Objective20

 Personal Statement.....21

 Writing Sample.....21

 Letter of Invitation21

 University Preferences22

 Authorization of Release of Information.....23

Grant and Travel Plans24

 Financial Information24

 Passport/Travel Document and Dependents.....24

Additional Information.....24

Recommendations25

Signature27

Review27

Other important Information: Standardized tests, duration of grants, in-person research engagement, change of plans.....28

General Information

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. Prior to starting an application, please complete the following steps:

Step 1: Learn requirements for submitting an application.

Before you begin an application, must make sure you are eligible to apply:

- Applicants should have Ukrainian citizenship and reside in Ukraine at the time of the Fulbright contest.
- Applicants cannot be U.S. citizens or permanent residents of the U.S. to participate in the Fulbright Foreign Student Program.
- Students already in the United States are ineligible for a grant.
- Candidates who have lived abroad for nine months or more during a calendar year are deemed to have resided abroad for that year.
- Candidates who have resided abroad for five or more consecutive years in the six-year period preceding the date of application are ineligible.
- Applicants or applicants' immediate family cannot have been employed by the stated organizations and/or agencies within the year prior to application.
- Preference will be given to candidates who have not had extensive recent experience in the United States. The preference for candidates without extensive previous experience in the United States applies at each stage of competition.
- Candidates who wish to pursue studies as medical students are not eligible. Candidates with medical degrees may receive grants for advanced academic study, but not for internships or residencies. Grants shall not authorize activity for which a license to practice medicine or nursing is required.
- Fulbright candidates (finalists) nominated in some non-medical fields that may involve human or animal patients, subjects, or specimens, will not be able to pursue programs/projects involving graduate medical education/training or that include direct, unsupervised activities that involve human or animal subjects. Prior to their grant, they will have to sign the *"Acknowledgement of Policies for Fulbright Participants Conducting Research or Degree Study in Clinical, Medical or Other Fields Involving Contact with Human or Animal Patients, Subjects or Specimens"* form and may be required to adjust their research and/or academic program activities to align with J-1 visa regulations.
This may arise are in social work, psychology, agriculture, animal science, biology, criminal justice, educational psychology, criminal justice, medical sciences, public health, veterinary medicine, social work, zoology, and virology.

Step 2: Record username and password in a safe place

Your email address is your username. When you create an account for this online application, record your password in a secure place. You can log in and out of the application as frequently as you like using your username and password. If necessary, you can reset your password by clicking the "Forgot Your Password" link on the log-in page.

Step 3: Complete the application

You do not need to complete this application at one time. You can re-enter at any time to edit your application. However, once you SUBMIT your application, you CANNOT make changes to it.

To complete your application correctly, please answer all questions completely and carefully. Review these additional tips:

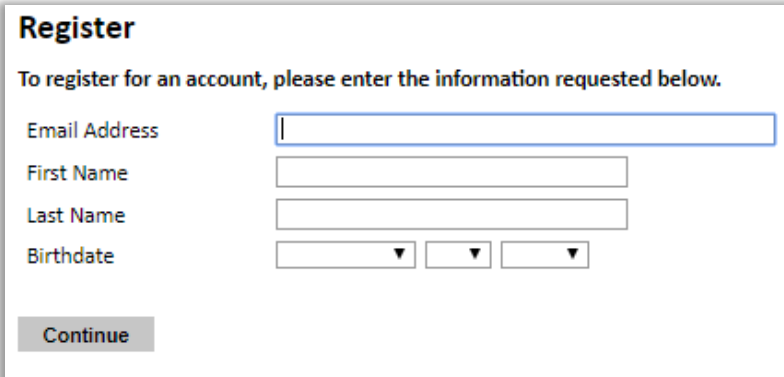
- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes. Information that exceeds 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.
- Some questions are "required." They are marked with an asterisk (*). You will not be able to submit your application until all required items are complete.
- 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.

Step 4: 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.**

Creating Your Online Account

1. To start, click *Create an account*.
2. 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.**



The screenshot shows a registration form with the following fields and layout:

- Register** (Section Header)
- To register for an account, please enter the information requested below.** (Instructional text)
- Email Address**: A single-line text input field.
- First Name**: A single-line text input field.
- Last Name**: A single-line text input field.
- Birthdate**: Three separate dropdown menus for selecting the month, day, and year.
- Continue**: A grey button at the bottom left of the form.

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.

3. Click *Continue*. You will receive an email from apply@iie.org confirming that you have started the application. The email will include a temporary PIN. Follow the instructions in the email to activate your account using the temporary PIN.
4. You will be prompted to enter your pin and then create a password to complete login.

Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password	<input type="text"/>	✗ At least one letter
New Password (again)	<input type="text"/>	✗ At least one capital letter
		✗ At least one number
		✗ Be at least 12 characters
		✗ New passwords must match

Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email	
Account	
Temporary PIN	<input type="text"/>
Birthdate	<input type="text"/> <input type="text"/> <input type="text"/>

5. **Returning users:** Click *Log in* and enter your email address and password. If you do not remember your password, click *Forgot your password?* and follow the resulting instructions.

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.
3. 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 into 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. **Three (3) recommendations** are required.
2. Letters of recommendation will be submitted online directly to Fulbright by the recommenders you registered via your application.
3. Letters of recommendation and language evaluations may be submitted before or after you submit the application, but **NO LATER than November 1, 2022, until midnight Ukrainian time.**
4. 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

These questions address essential program eligibility. All questions are required.

Preliminary Questions

Through which program country are you applying?*

Norfolk Island ▾

year are you applying?*

2023-2024 ▾

Important! In the U.S. academic calendar, the academic year begins in August (2023) and runs through the following May (2024). If you intend to apply for a period that begins outside of academic year 2023-2024, make sure to consult with your home country Fulbright office (see [Country Information](#) page at left) to ensure you are filling out the correct application.

Academic year 2023-2024 typically corresponds to initial grant periods between August/September 2023 and May/June 2024; grant dates and grant lengths will vary by country and program.

Do you hold or are you applying for:*

1. U.S. citizenship; or
2. Dual citizenship with the U.S.; or
3. U.S. permanent residency?

All questions are required. **These questions address essential program eligibility.** It is very important that the following questions be answered correctly:

1. Select the country through which you are applying for the Fulbright grant from the drop-down menu. Make sure that you properly identified your country of citizenship: **Ukraine**.
2. Select the 2023-24 program year from the drop-down menu. Academic year 2023-2024 typically corresponds to initial grant periods between August/September 2023 and May/June 2024.
3. U.S. Citizenship, Dual Citizenship with the U.S. or Permanent Residency: select 'Yes' or 'No' to indicate your response.
 - a. Applicants cannot be U.S. citizens or permanent residents of the U.S. to participate in the Fulbright Foreign Student Program.
4. Select 'Yes', 'No', or 'unsure' to indicate if you are aware of, and meet, all program eligibility requirements.
 - a. Please review the program eligibility requirements for the country through which you are applying before proceeding. The Fulbright/IIE Office in Ukraine does not require applicants to check with them before beginning this online application. **If you have reviewed the country specific instructions for Ukraine before you proceeded, please select: 'Yes'.**
5. Carefully review the Data Privacy information. If prompted, indicate your acceptance of data privacy terms by selecting 'Yes' or 'No'.
 - a. You will not be able to submit your application without indicating your agreement to the Data Privacy terms.

6. Select 'Yes' or 'No' to indicate if you meet all employment eligibility requirements.
 - a. If you select 'Yes', please provide details of employment or association.
7. 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.
8. Click *Continue* to save your responses and advance to the next section.

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

Country Information

1. Review all information in this section!
2. You must select an Award before proceeding: Current Award: **Fulbright Research and Development Program (Ukraine)**.
3. 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.

Supplemental Forms. Supporting documentation are required 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.

- **Letter of Reference Form/ Recommendations: 3 recommendations** are required. As directed, to be provided online to your Recommender.
 - a. 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.
 - b. You must answer this question before you are able to register any recommenders.
- **Consent to the processing of personal data/Згода на обробку даних** (in Ukrainian only). Mandatory from. You must print out, complete, sign, and upload the form in PDF format to the *Additional Information page: Country-Specific Materials*.

4. Click *Continue* to proceed to the next section.

Personal Information

Enter all required biographical information. Please review country-specific guidance (provided in the Country Information section of the application) to determine whether you must provide additional information.

1. Enter your name exactly as it appears on your passport. Only enter a preferred first name if it is DIFFERENT than your legal name (e.g. Alex instead of Alexander).
2. If your name is recorded differently on any previous records, list it in the Name on Previous Records section (e.g. maiden name).
3. The birthdate that you used to create your account will automatically appear. If you entered this date incorrectly during your account creation, you may correct it now.
4. Enter your city of birth and select country of birth, sex (as it appears or will appear on your passport or travel document), preferred gender identity, and marital status from the drop-down menus provided.
5. Select your country of citizenship and country of residence from the drop-down menus provided.
6. If applicable, enter your national identification number and any additional countries in which you hold citizenship.
 - a. To select multiple countries, hold down the CTRL (PC) or Command (Mac) button when selecting options.
7. Click *Continue* to save your responses and advance to the next section.

Contact Information

Enter all required contact information. Please review country-specific guidance to determine whether you must provide additional information.

1. Select the country where you live from the drop-down list first when entering your permanent address (i.e. physical address where you live).
 - a. Based on your country selection, the subsequent fields will change to match the address format of that country.
 - b. Complete the remaining address fields. Do not use accents or special characters.
2. Select 'Yes' or 'No' to indicate if your current mailing address (i.e. the address where you receive mail) is the same as the permanent address you entered above. *They do not have to be the same.*
 - a. If you answer 'No,' then a second address section will appear where you may enter your mailing address information.
 - b. If you answer 'Yes' to this question, proceed immediately to the next question.
3. Enter your contact numbers, including the country code. If the field turns red, please review the numbers that you have entered to identify any errors.
 - a. To find the correct country code, click on the blue 'country code' link.
4. 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.

Note: *All system-generated emails will continue to go to your primary email address.*
5. Enter your home country emergency contact information. The individual(s) you list may be contacted in the event of an emergency while you are participating in grant activities, including any required travel for interviews in your home country. **The emergency contact in Ukraine is required.**
 - a. When entering the address, choose the country first and the following fields will update to match the address format of the selected country.
6. Entering emergency contact information in the United States is not required. If you have emergency contact(s) in the United States at this time, please enter the appropriate information.
7. Click *Continue* to save your responses and advance to the next section.

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. If your file exceeds 4 pages, an error message will appear.

It is highly recommended that all FRDP applicants attach a **professional resume or curriculum vitae**. Research and teaching experience are 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). **Please preview your information to check the formatting before submitting your application (!).**

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

Curriculum Vitae/Resume Please upload a document that does not exceed four (4) pages. Choose File No file chosen

Upload

List all post-secondary educational institutions you have attended for credit-bearing coursework, **in reverse chronological order**, including any in which you might be presently enrolled. *Do not include any short-term certificate programs*. These should be noted on your CV/Resume. 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. **Secondary (high school) institution information should not be included.**

- a. Click *Add New Academic Background*
- b. Type in the name of the institution
- c. Choose the level of study (graduate or undergraduate) from the drop-down menu
- d. Select the country where the institution is located from the drop-down menu
- e. Enter the appropriate city and region/state
- f. Provide the website of the institution (optional)
- g. Select the U.S. equivalent of the degree or diploma earned (e.g., BA – bachelor’s degree)
- h. Enter the discipline in which this degree or diploma was earned
- i. If relevant, provide the actual name of the degree or diploma (e.g., master’s)
- j. Enter your final cumulative Grade Point Average, as noted on your transcripts or diploma
- k. Enter the highest possible Grade Point Average at your institution (ex: 4.0)

- l. Select the month and year of start and end dates (Month – Year format) that you attended this institution
 - If a degree is in progress, list expected end date of academic program
- m. Select the date (Month-Year format) that you received your degree from this institution
 - If a degree is in progress, list expected date of conferral in this field
- n. Click *Save*.

Academic Background

Institution*	<input type="text"/>
Level of Study*	<input type="text" value="v"/>
Institution Location (all address fields are required)*	
Country	<input style="width: 100%;" type="text" value="United States"/>
City	<input type="text"/>
State	<input style="width: 100%;" type="text" value="Select State"/>
<hr/>	
Website	<input type="text"/>
Name of Diploma or Degree Equivalent*	<input type="text" value="v"/>
Discipline/Subject*	<input type="text"/>
Actual/Local Name of Degree or Diploma*	<input type="text"/>
Final cumulative GPA (grade point average)*	<input type="text"/>
Highest Possible GPA of Academic Institution	<input type="text"/>
Enrolled From*	<input type="text" value="v"/> <input type="text" value="v"/>

To add additional entries for post-secondary educational institutions, click *Add New Academic Background* and follow the bulleted instructions above.

Professional Experience

List your current professional affiliation or employer and any relevant previous professional experience by clicking *Add New Professional Experience* under Position Title. **List positions held, beginning with the most recent employment.**

- a. Choose the role which most closely corresponds to your current role and/or relevant previous professional work experience from the drop-down menu
- b. Enter position title (e.g. Director, Assistant Director, etc.) or type of work (e.g. accounting)
- c. Enter the name of your employer
- d. Select the start and end dates for the position you entered (Month-Year format). If you are currently employed in this role, leave the End Date fields blank
- e. Select the country where your current place of employment is located from the drop-down menu. Enter in the street address, city, state/region, and post code as applicable
- f. Click *Save*

Professional Experience	
Role*	<input type="text"/>
Position Title/Type of Work	<input type="text"/>
Employer Name*	<input type="text"/>
If you are currently employed, please leave the End Date field blank.	
Start Date	<input type="text"/> <input type="text"/>
End Date	<input type="text"/> <input type="text"/>
Employer Address	
Street Address*	<input type="text"/>
City*	<input type="text"/>
State/Region*	<input type="text"/>
Postal Code*	<input type="text"/>
Country*	<input type="text"/>

If you have more than one current position and/or relevant previous professional experience, click *Add New Professional 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 (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); this is especially relevant for PhD candidates and candidates in the field of education
- e. Any research you have completed or in which you are currently involved
- f. Any memberships in professional organizations, or licensing obtained by a professional organization

Experience Abroad

1. 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.
 - a. Click *Add New Experience Abroad*
 - b. Select the country in which you spent your professional travel and/or residence abroad from the drop-down menu provided
 - c. Select the start and end dates (Month-Year format) of you travel/residency

- d. Enter the purpose of your travel abroad
- e. Click *Save*

Experience Abroad

Country*

Start date:*

End date:*

Purpose of Travel Abroad:*

- 3. Select 'Yes' or 'No' to indicate if you have previously entered the United States on a J-1 or J-2 visa
 - a. **If 'Yes', you are required to select the J category of sponsorship from the list and upload a copy of your previous DS-2019**

Previous DS-2019(s) Please upload a copy of your previous DS-2019(s). No file chosen

- 4. Select 'Yes' or 'No' to indicate if you have previously been awarded a Fulbright grant.
 - i. Select the number of previous Fulbright grants you would like to add
 - ii. Select the Fulbright award type from the drop-down menu provided (e.g., Fulbright FLTA, Fulbright Foreign Student, etc.)
 - iii. If you select "Other (please specify)", enter in the name of the Fulbright grant that you received in the "Other, please specify" field
 - iv. Select the academic year that corresponds to the year in which you received the Fulbright grant
 - v. Click *Save*

Previous Fulbright Grants

Award Type*

Previous Grant Year*

- 5. Click *Continue* to save your responses and advance to the next section.

Academic Materials

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

- **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.
 - **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.
 - a. **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.
 - b. For those individuals studying in Europe and completing a Bologna-compliant degree, a diploma supplement in English is also needed.
1. Select the corresponding institution from the list of institutions you previously entered.
 2. Review the institution information (which you provided on the previous page). If this information is incorrect, you can edit the information directly in the popup box.
 - a. If you do not see an institution that you attended below, you may either return to the Academic & Professional Information page and update your academic background or add the institution by clicking the "Add Institution" link.
 3. Select *Choose File* and locate the desired file on your computer. Click *Open*.
 - a. You may upload transcripts/diplomas as a multi-page documents or upload single page documents. PDF, JPEG, and TIFF image files are all accepted.
 4. Click *Save*. Repeat these steps for all applicable institutions.
 5. 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.

1. Select your native language from the drop-down menu provided.

English Language Proficiency

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

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

Additional Language Skills

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

Standardized 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, IELTS, MCAT and LSAT. Standardized test scores are often required for admission to U.S. institutions.

All FRDP finalists are required to pass the [TOEFL iBT](#) (Internet-based Test of English as a Foreign Language) in January-February 2023.

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



The screenshot shows a form titled "Add Test". It contains two main sections: "Type" and "Test Date". The "Type" section has a single wide drop-down menu. The "Test Date" section has three separate drop-down menus for the month, day, and year, respectively.

Score Reports

If you enter test scores, you will be redirected to the Score Reports section, where you will upload copies of your available score reports. **Note:** Fulbright/IIE Kyiv Office can accept available IELTS scores for FRDP finalists.

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

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.

1. Carefully review the Plagiarism Agreement and indicate your acceptance of the terms by selecting 'Yes' or 'No'.
 - a. 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.
 - b. If you select 'No' you will receive a warning message and you will not be able to submit your application.
2. Click *Continue* to save your responses and advance to the next section.

[Essay Guidelines/How to Avoid Plagiarism](#)

Study Plan

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

1. Select the degree objective to which you are applying. From the drop-down menu of choices, please select **Visiting Student Researcher** for the FRDP program (which is a **non-degree research program**).
2. Select the most appropriate major academic discipline and primary specialization from the drop-down menus. You can briefly elaborate on the exact nature of your objective in the text box that follows.
 - Some fields, such as Arts and Architecture, will trigger a message that you are **required to upload portfolio materials as part of your application**. You will be able to upload materials on the next page.
 - **Business and related fields or financial management (in business applications), are not eligible fields** for grant support under the Ukrainian Fulbright Student Program grant announcement.
 - **Candidates who wish to pursue studies as medical students are not eligible**. It's not possible for any J-1 visa student/visiting student researcher to pursue programs/projects or direct, unsupervised activities that involve human or animal subjects. It is important that applicants understand these policies as it relates to their Fulbright course of study and/or research and be prepared to make any necessary modifications to their course curriculum or research methods to align with FFSB policy and J-1 visa regulations.

Prior to their grants' issuance, visiting student researchers and scholars in these fields or with projects that could include such contact will have to agree and sign the "Acknowledgement of Policies for Fulbright Participants Conducting Research or Degree Study in Clinical, Medical or Other Fields Involving Contact with Human or Animal Patients, Subjects or Specimens" form. In signing this form, they are acknowledging that they understand the restrictions/requirements of their J-1 visa status and that they may be required to adjust their research and/or academic program activities to align with J-1 visa regulations.
3. Enter a brief description of the field in which you plan to specialize in the United States in the text box.
4. Enter a description of your future plans in the text box.

Intended Grant Period

Enter your proposed length of stay in the United States and select your proposed date of arrival in the United States (Month-Day-Year format) from the drop-down menu. Please indicate from 6 to 9 months' period. Please also indicate August 1/September 1, 2023 as your approximate arrival date to the U.S.A.

Study/Research Objective

Upload a copy of your study/research objective. This statement is required.

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 (!).

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

Personal Statement

Upload a copy of your personal statement. This is a required document.

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 (!).

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

Writing Sample

Upload writing sample, if prompted based on research objective and/or field of study. Optional. **This is required for all PhD (Doctoral) applicants and selected Master's fields only.**

The samples should reflect your analytical and writing abilities. It can be your published or unpublished work (*a research paper, published article, academic paper, etc.*) related to your Fulbright proposal. Academic or professional in nature. A piece of writing should be 10-20 pages of original research with citations, in English (or a translation into English done by you).

You may only submit articles where you are the sole author – co-authored articles will not be accepted. Also, the article or writing sample needs to be submitted in PDF form as there is no way to upload a link in an application.

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

Letter of Invitation (optional)

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

The U.S. university Letter of Invitation is a critical document particularly in the current environment.

The operating status of your host university must be in-person or hybrid (blend of in-person and online), and NOT online-only. Please monitor the operating status of your potential host university up. In keeping with the Fulbright Program's mission of building mutual understanding through direct personal experience, fully online programs will not be supported for Visiting Student Researchers (FRDPs).

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 than 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). University resources required for your research project must be sufficiently available to carry out the program, including the availability of:

- Regular in-person meetings with your Faculty Host and/or departmental community.
- In-person access to required labs, libraries, or university buildings needed to successfully conduct research and/or teaching, as applicable.

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.

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

University Preferences

It is highly recommended that all FRDP applicants 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.

- e. Enter institution name
- f. Enter name of department
- g. Enter the degree type and academic program that you are interested in at this institution
- h. Enter your preferred specialization or concentration within the academic program
- i. Enter your specific reasons for listing this institution and any contact information for professors at the institution with whom you have already communicated
- j. Click *Save*

Preferred Institutions	
Institution Name*	<input type="text"/>
Department*	<input type="text"/>
Degree*	<input type="text"/>
Specialization/ Concentration*	<input type="text"/>
Specific reasons and contacts*	<input type="text"/>

Applied U.S. Institutions

If you have previously applied to a U.S. Institution, please complete this section. Please list the programs and the results.

1. Select the number of U.S. institutions to which you have applied from the drop-down menu:
 - m. Enter name of institution
 - n. Enter specific name of department
 - o. Select the date you applied for the institution (Month-Day-Year format)
 - p. Enter the term you applied for
 - q. Enter year you applied for
 - r. Select the result of your application from the drop-down menu
 - s. Select 'yes' or 'no' to indicate if you are still interested in pursuing this program

Authorization of Release of Information

1. Type your full name into the space provided to indicate your authorization of release of the information you have provided in this application.
2. Click *Continue* to save your responses and advance to the next section.

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 or for support of your family only.

Passport/Travel Document and Dependents

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.** If required, upload a copy of your passport or travel document.

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. In a typical year, many Fulbright grantees embark on their Fulbright experience with their families. This year, due to the continuing COVID-19 pandemic, prospective Fulbright participants should be aware of the additional challenges they may face if traveling with dependents to their U.S. host communities.

1. If required, upload a copy of your passport or travel document.
 - a. Click *Choose File*
 - b. Locate and select the file that you previously saved to your computer
 - c. Click *Open*
 - d. Click *Upload* to complete the file upload
2. Select the number of dependents you intend to have accompany you to the U.S. (select 0 if you do not have dependents or your dependents will not accompany you to the U.S.).
 - a. Enter required information for each dependent, including relationship to you, name, and intended length of stay in the U.S. (in number of months)
 - b. Enter information for how you will provide for your dependents during your time in the U.S. in the text box
3. Click *Continue* to save your responses and advance to the next section.

Additional Information

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, but only if they are essential in providing evidence of your skills or add substance to your application.

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; or **additional academic documents** (*i.e. certificates, diplomas, academic papers, research abstracts, etc.*) in English or with English translations only.

1. Complete the Outreach Survey.
2. Click *Continue* to save your responses and advance to the next section.

Recommendations

Use this section to register your recommenders. **The recommendation submission deadline is November 1, 2022 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.

1. Click *Add Recommender*.
2. Complete all fields in the pop-up form:

Add Recommender

Prefix

First Name

Last Name

Institution

Position/Title

Relationship

Telephone

Email

Note: Applicants are encouraged to provide a professional email address for their recommenders (i.e. institutional email address for a professor, a corporate email address for a supervisor) when possible

Personal message to recommender

You may include a personal message for your recommender here. If your program has a recommendation deadline, please use this message to communicate this deadline to your recommender.

3. Click *Send to Recommender* to generate automatic email to recommender.
4. Click *Continue* to save your responses and advance to the next section.
5. 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.

Edit Recommender

Prefix

First Name

Last Name

Institution

Position/Title

Relationship

Telephone

Email

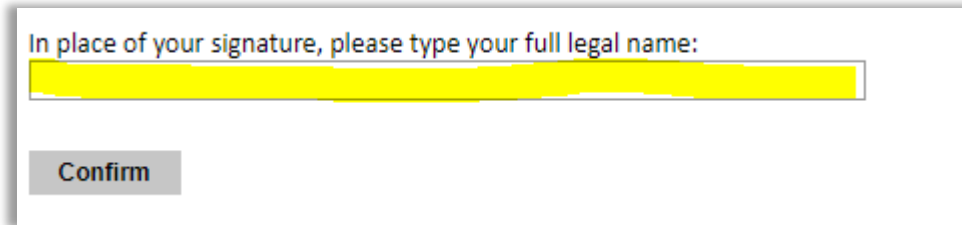
Personal message to recommender

Status

Letters of recommendation MUST BE submitted directly by your recommenders via the online application. You should register them as part of the online application process. Once you register your recommenders, they will receive an automatic email with instructions on completing the online recommendation form. You can track the status of recommendations, send reminders, and add/delete recommenders through this system before and after submission of your application, but no later than on **November 1, 2022**, until midnight Ukrainian time.

Signature

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

A rectangular box with a light gray border. At the top, it contains the text "In place of your signature, please type your full legal name:". Below this text is a long, horizontal yellow rectangular field, likely representing a text input area. At the bottom left of the box is a gray button with the word "Confirm" written in white text.

Click *Confirm* to continue to the next page.

Review

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, office.ukraine@iie.org (please indicate “**FRDP_ Your Last Name**” in the e-mail subject line).

Other Important Information

1. Standardized tests:

All FRDP 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>
- Fulbright/IIE Kyiv Office can accept **available IELTS scores** for FRDP finalists.

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 2023**. 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**.

2. In-Person Research Engagement:

Visiting Student Researchers (Fulbright Research and Development Program participants) are not permitted to undertake any part of their Fulbright grant remotely. They must have an invitation letter that confirms in-person research engagement and availability of the labs, libraries, and other university buildings needed to conduct research. It is the Visiting Student Researcher's responsibility to stay connected with their potential host institution and confirm that their in-person research engagement remains possible, and all resources will be available (including the Academic/Research Advisor). In the days leading up to departure, the VSR should double-check with the host that nothing has changed with the university's operating status or with the individual access to the resources and facilities.

3. 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 2023. Candidates appointed to certain types of Fulbright grants may be required to take an introductory online course or intensive English program prior to the academic year.

4. 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.