



United States-India Educational Foundation

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Completing the Embark Online Application

Instructions for Indian Fulbright-Kalam Climate Fellowship for Doctoral Research

Applicants

For pre-doctoral level research in the United States during the 2019-2020 U.S. academic year
Application Deadline: July 16, 2018

Please read all instructions carefully and follow the application guidelines below.

THESE INDIA SPECIFIC INSTRUCTIONS SUPERSEDE ANY GENERAL INSTRUCTIONS.

A complete application consists of: (a) your online application form; (b) study research objectives; (c) personal statement; (d) curriculum vitae; (e) scanned copies of your mark sheets and diploma/degree certificates; (f) Ph.D. registration certificate; (g) writing sample; (h) three reference letters; (i) letter(s) of invitation from the U.S. host institution; (j) employer's endorsement, if employed; (k) applicant annexure; and (l) additional documentation as specified in the instructions below.

REGISTER ONLINE

- All applications must be completed online at: <https://iie.embark.com/apply/ffsp>
- Click **Register** to start a new application. To begin, please add email id, password, first name and last name. Once your account has been created, you may proceed to login and complete your application. Do not write in CAPS.
- Your email address is your User ID. Keep your User ID and Password in a safe place. While you cannot change your User ID, you can change your password by clicking "Forgot My Password" at the application log-in page.
- You are not required to complete this application in one session. You can re-enter at any time and edit your application before you submit it. However, please remember that 60 minutes of inactivity will automatically log you out. You will have to log in again to resume your application.
- Once you submit your application, you can NO longer make any changes to it.
- Responses to questions on the application must adhere to established character limits.
- Review the entire application before submitting it. The **application should be free of grammatical and spelling errors.**

Once you have created an account, please follow these steps:

PRELIMINARY QUESTIONS

Complete the following preliminary questions before proceeding with the application form:

Through which program country are you applying?

Please select India from the dropdown menu.



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To which program are you applying?

Select "Fulbright Foreign Student Program" from the drop-down menu.

Have you checked with your Fulbright Program Office?

Please select Yes from the dropdown menu.

For which academic level are you applying?

Please select Graduate study.

INSTRUCTIONS

The following instructions are also available as **Fulbright-Kalam Climate Fellowship Application Instructions** under **Instructions** on the homepage. Please click on **India** to download these India specific instructions. **Please note that the India instructions supersede any general instructions.**

ONLINE APPLICATION FORM: Please follow these instructions:

GENERAL INFORMATION

Name: It is very important that you list your name exactly as it appears (or will appear) on your passport. Please use upper and lower case when entering your name, e.g. Tara Singh. Avoid using all capital letters or using all lower case. Also, do not use diacritical markings as this can sometimes create computer-related problems.

Complete other items as per the online instructions.

If you have U.S. Citizenship, U.S. Permanent Residency (Green Card), or you have or had you ever held dual citizenship you are **ineligible** for a Fulbright award.

Study Plan

Which application cycle are you applying to? Please select "2019-2020".

Degree Objective: Select **Visiting Student Researcher** from the drop-down menu of choices

What is your proposed major field of study?

Select one discipline from the drop-down menu that is closest to your study objective.

What is your specialization/ subfield of study?

Select one field from the drop-down menu that is closest to your field of study.

Future Plans: Describe the career you plan to pursue after completion of study or research in the U.S., e.g. teaching, government, business, industry or any plans you might have for continued study or research in your home country. Also indicate if you will be returning to former employment, or if you have been promised a position in India after completing your Fulbright-Kalam grant.



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EDUCATION

List Educational Institutions Attended: Please list all post-secondary institutions attended in reverse order (putting the most recently attended first). List all post-secondary institutions attended even those from which you did not achieve a degree.

Complete the items as per the online instructions.

EXPERIENCE, LANGUAGE SKILLS AND TEST SCORES

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.

Complete other items as per the online instructions.

PERSONAL INFORMATION

Complete the items as per the online instructions.

References: List the names of persons from whom you have requested letters of reference and provide the details as requested.

You must have three letters of reference submitted on your behalf. All letters of reference should be written by teachers under whom you have studied or pursued research or by someone who has supervised you in work related to your proposed field of study. Letters of reference should not be written by persons related to you either by blood or marriage or by personal friends. In your online application form, one of the referees must be your Ph.D. supervisor. S/he must comment on your research work and the usefulness of the fellowship, and indicates the Ph.D. registration date and topic; The letters should be written in English if possible. If they are not, an original English translation must be provided.

Click the “**Register Recommenders**” button in the left corner of the application form to register your referees. You will need to complete the reference registration form to allow your referee(s) to submit your references online. It is imperative that you accurately enter the information as your referee will receive an automated email informing him/her of the online reference process. Your referees will receive an email from noreply@embark.com directly, asking them to register for the website and complete their recommendation. This process will happen as soon as you provide their contact information and *click* on “*Invite Recommenders*.” You will receive an email notification after the referee submits the online recommendation letter. References must be submitted no later than **July 16, 2018**.

The applicant should not wait for referees to submit the recommendations to complete the application process.



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Authorization of release of information

Please click 'Yes' to authorize the Fulbright Program Office

1. to review, receive, and/or request any standardized test score reports for exams the applicant has taken, including but not limited to TOEFL, TWE, IELTS, GMAT, GRE, SAT, and ACT exams;
2. to send standardized test score reports to U.S. institutions on your behalf;
3. to apply on your behalf to U.S. institutions;
4. to request and receive information on the status of application, including financial aid, from U.S. institutions; and,
5. to accept and decline offers of admission and financial aid on your behalf.

Application Signature: Please type your first (given) name and the family (last) name in the boxes.

PERSONAL FINANCIAL INFORMATION

While your Fulbright-Kalam grant as your primary source of funding against Other Funds. Leave other columns blank.

Complete the item as per the online instructions.

UNIVERSITY PREFERENCES

It is mandatory for applicants in India to provide this information.

Online instructions say "It is not a requirement for you to identify institutions at which you would like to study. However, if you have identified potential institutions, please complete this page as fully as possible." However, Indian applicants have to complete this item.

You will be affiliated to one U.S. host institution for your grant. Mention three U.S. institutions which you would prefer to be affiliated with or may have corresponded with, stating specific reasons for your preference. Please list departments and professors. **Upload all letter (s) of invitation, indicating the duration of your visit, preferably with dates on Test scores under Transcripts and Additional Documents page. If you receive letter(s) of invitation after application deadline, please forward to climate@usief.org.in .**

ESSAYS AND RESUME/CURRICULUM VITAE

You will upload essays in this section.

Study/Research Objective: Write a clear and detailed description of your study objectives, and give reasons for wanting to pursue them. Be specific about your major field and your specialized interests within this field. Describe the kind of program you expect to undertake, and explain how your study plan fits in with your previous training and your future objectives. Your statement of purpose is an essential part of your application. Explain the relevance of your



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project in relation to India and/or the U.S. Indicate the expected impact of your participation on your home institution and your field of study. **Include a title and references.**

It is advisable for you to limit your response to fifty lines of text.

Personal Statement: This should be a narrative statement showing your strengths as a candidate for this fellowship. It should include information about your education, practical experience, special interests, career plans and any significant factors/accomplishments that have influenced your educational or professional development which distinguishes you from others and which you would like to bring to the attention of the reviewers.

Resume/Curriculum Vitae: Please upload a copy of your resume or curriculum vitae. It should not exceed three pages. If you indicate books, articles or theses that are available online, please include the url links. If you have a professional website (e.g. design and visual arts), please include this url as well. Do not include photos.

TRANSCRIPTS AND ADDITIONAL DOCUMENTS:

Transcript: Please upload **one** file containing scanned copies of your degrees/diplomas certificates and mark sheets, beginning with your bachelor's degree. You must include mark sheets for all yearly or semester examinations, and not just the final one. The set must be arranged in chronological order, beginning with the latest or the highest degree/diploma. **Do not** include high school/senior secondary school mark sheets or certificates. Certificates and mark sheets in any language other than English must be accompanied by certified English translations.

Please scan and upload the documents. Do not upload images taken by your mobile camera.

Country Specific Questions: Please scan and upload one file containing the following additional documents on this section.

1. Applicant Annexure
2. Signature Form (download from Supplemental Forms link on the homepage). Print and sign before uploading. **Do not send hardcopy of the signature form to USIEF office.**
3. Bio page of your passport (pages with your photo, name, passport number, address etc.)

Do not upload images taken by your mobile camera.

Writing Sample: You should use this page to upload a writing sample that will be submitted along with the rest of your application materials to the universities. Upload your writing sample (which could be a copy of an article or paper published/presented or extracts from your M.Phil./Master's thesis) here.



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Test Scores: It is **not** mandatory to submit TOEFL scores at the time of application. However, if you took TOEFL in 2016 or later, please upload your score report. No other test scores should be uploaded.

In addition to the TOEFL test score report (if any), please upload the following on this page:

- a. Letter of invitation from U.S. institutions (if any)
- b. Ph.D. registration certificate

Please scan and upload the documents. Do not upload images taken by your mobile camera.

Additional Documents: Employed applicants can scan and upload the signed **Employer's Endorsement Form** on this page of the online application. If you are going to upload the signed **Employer's Endorsement Form, please do not submit your application** until you have uploaded this form.

Please indicate in the Applicant Annexure if you are uploading the FNDR Employer's Endorsement Form.

Do not upload images taken by your mobile camera.

REVIEW

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

Supplemental forms: You are not required to submit the following forms available under the Supplemental forms link on the home page:

1. Letter of reference (recommendation should be completed online only)
2. Report on Proficiency in English
3. Transcript Release Form
4. Academic Records Information

IMPORTANT: Refer to the Application Checklist before submitting your online application.

Application Deadline: July 16, 2018, 23:59:59 hrs (IST)

If you have any questions, please write to climate@usief.org.in