United States-India Educational Foundation

www.usief.org.in

2025-2026 Fulbright-Nehru International Education Administrators Seminar (IEAS)
For Indian higher education administrators to participate in a two-week seminar in the U.S.
Instructions for completing the Embark online application.
Application Deadline: October 6, 2025 23:59:59 hrs (IST)

THESE INDIA-SPECIFIC INSTRUCTIONS SUPERSEDE ANY GENERAL INSTRUCTIONS.

A complete application consists of:
(a) your online application form
(b) statement of purpose (project statement, detailed essay, institutional statement)
(c) curriculum vitae
(d) three reference letters
(e) FNIEAS Letter of Support from Home Institution.

POINTS TO REMEMBER

- All applications must be completed online at: https://apply.iie.org/fvsp2025

- 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. Do not write in CAPS.

- 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**.**

- 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.

- Review the entire application before submitting it. The **application should be free of grammatical and spelling errors**.

CREATING YOUR ONLINE ACCOUNT

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

Application Management

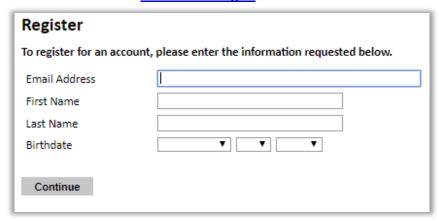Returning users:

Log in to continue an application.

First-time users:

Create an account to start a new application.

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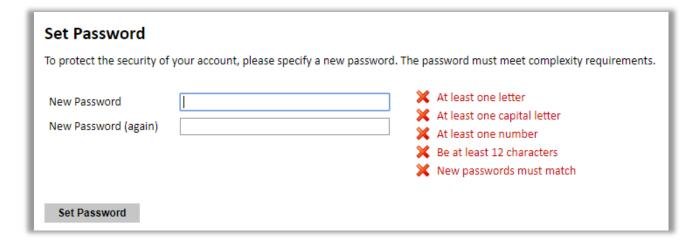
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Register

To register for an account, please enter the information requested below.

Email Address	
First Name	
Last Name	
Birthdate	▼ ▼ ▼

[Continue]

Note: Use an email address that you will be able to access for at least two years after submitting your application. Preferably use the personal email address. 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 Save and Continue. You will receive an email from Fulbright@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.

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	
Birthdate	✔ ✔ ✔

[Login]

Set Password

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

New Password	
New Password (again)	

❌ At least one letter
❌ At least one capital letter
❌ At least one number
❌ Be at least 12 characters
❌ New passwords must match

[Set Password]

5. To revisit your application, click on *Log in* with your email address and password and further click on Fulbright visiting Scholar Program to complete your online application. DO NOT click on Start New Application as this will create multiple applications for you.

Application Management	Login
Returning users:	To log in, please enter your email address and password.
Log in to continue an application.	Email Address _____ Password _____ Forgot Your Password? [Login]

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

WELCOME
Please Confirm You Have Read the Fulbright Policy Guidelines*
Click "Yes" and press "Save and Continue."

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

Through which program country are you applying?
Select "India" from the drop-down list. You must be an Indian citizen to complete this application.

To which academic year are you applying?
Select only "2025-2026" from the drop-down list.

Do you hold or are you applying for U.S. citizenship/ Dual citizenship/Permanent Residency?
If you have or are applying for U.S. permanent residency, you are ineligible for the Fulbright program.

Have you reviewed, and do you meet all program eligibility requirements for the country through which you are applying?
Select "Yes" from the drop-down list and press *Save and Continue*.

IIE Data Privacy Consent for Applicants in IIE-Managed Programs

IIE values your privacy, and we encourage you to read our Program Privacy Statement that is located on the privacy page on IIE's website.

As this notice is intended for all applicants and participants of IIE-managed programs, the Program Privacy Statement outlines how IIE handles your data and includes the types of data we process, why we process it and with whom we share it.

Please note that IIE may be required to process data that is generally considered to be sensitive. IIE only processes this

information when it is necessary to execute the management of your application or program. Please review the "What Types of Sensitive Personal Data Do We Process?" section of the Program Privacy Statement for more details.

I have read IIE's Program Privacy Statement and give consent for IIE to process my data. *

Select "Yes" from the drop-down list and press "Save and Continue."

COUNTRY INFORMATION

This page provides information on address of USIEF, the Fulbright Commission in India, name of fellowship, website information and deadline. **Select** "Fulbright-Nehru International Education Administrators Seminar" from the drop-down list.

ONLINE APPLICATION FORM: PLEASE FOLLOW THE INSTRUCTIONS BELOW:

PERSONAL INFORMATION

Title: Select the most appropriate title from the drop-down menu.

Surname/Family Name, First/Given Name, Middle Name: This will auto-populate based on information your provided during registration. Please review and ensure that your name should appear exactly as it appears on your passport. This spelling will be used on all documents related to your Fulbright-Nehru Fellowship.

Date of Birth (Month/Day/Year), City, Country of Birth
- Add month, day and year of birth.
- Enter your city of birth in English.
- Select your country of birth from the drop-down menu.

Sex: Select your gender from the drop-down menu.

Preferred Gender Identity: Select your preference from the drop-down menu (optional).

Marital Status: Please select most appropriate from the drop-down menu.

The Fulbright Program complies with the Americans with Disabilities Act (the "ADA") and is committed to diversity and inclusion. If you have any form of limitation that requires accommodation, please indicate in the space provided. This information is gathered only for statistical purposes and to ensure appropriate accommodation at a prospective host institution.

Number of Dependents: Please insert "0". *Dependents are not allowed to be accompanied on IEAS program.*

Country of Citizenship: Select the country in which you hold primary citizenship from the drop-down menu.

Country of Permanent Residence: Select the country in which you legally reside from the drop-down menu.

National Identification Number: Please leave this blank – not applicable.

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

CONTACT INFORMATION
Complete items as per the online instructions.

Email: Please use an alternative email id that you use frequently.

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Emergency Contact Information

Emergency contact should be the person who can be contacted in the event of an emergency. The contact can be of a person residing in the U.S. or in India. A**ccompanying or visiting dependents' names should not be entered as your emergency contact. It is mandatory to complete the emergency contact information**.

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

ACADEMIC AND PROFESSIONAL INFORMATION

Note: Prepare and upload documents in PDF format as required (*). Note page limits specified and ensure your documents do not exceed page limits.

Curriculum Vitae/ Resume: The curriculum vitae describes academic credentials and demonstrates a record of scholarly achievements (document should not exceed six (6) pages. Please upload your CV on this page of the online application). If you indicate books, articles, or theses that are available online, please include the URL links. If you have a professional website, please include this URL as well.

When composing curriculum vitae, it is important to include:
- Education (universities attended, degrees earned, and dates received)
- Professional positions held
- Courses taught, and other services provided to students and the home institution
- Publications (provide full citations and list them starting with the most recent)
- Other professional activities, such as workshops, seminars, and consultations
- Membership and activities in professional associations
- Professional honors, awards, and fellowships
- Community service

The application asks for similar information but provides limited space for answers. In the curriculum vitae, you should expand upon these topics to present more completely your accomplishments. Do not include photographs.

Note: Copies of diplomas are not required.

Academic Background: List up to **three completed degrees**; enter your highest degree first. (e.g., Ph.D., Master's, Bachelor's) by clicking on "Add New Academic Background."

Relevant Employment History: List your current and any relevant previous professional experience by clicking on "Add Professional Profile."

List your most significant professional accomplishments, honors, and awards and up to three significant publications (not more than 6 lines)

Organizational Membership:
List up to four professional memberships in cultural, educational, and professional organizations by selecting the appropriate number from the drop-down menu of organizational memberships you would like to add.

Letter of Support from Home Institution:
You can download and complete the "FNIEAS Letter of Support from Home Institution Form" from the given link. http://usief.org.in/Fellowships/International-Education-Administrators-Seminar.aspx from the employer on the institutional letterhead confirming your availability to participate in the Fulbright award.

Experience Abroad: If you have traveled, lived, or studied in any country other than your own for more than three months during the last six years, please list this experience below. This can include time overseas for education, research, business, vacation, etc. You may add additional information by clicking on "Add New Experience Abroad."

Indicate if you have entered US on J-I or J-2 visa and upload the copy of previous DS-2019. In case, you do not have the DS-2019 with you, upload the J visa.

Previous Fulbright Grant(s):
If you have previously been awarded a Fulbright Grant, please list the grant(s).

If you are receiving another Fulbright Scholar Program opportunity (i.e., excluding the Fulbright FLTA and Foreign Student Programs), please provide a brief justification as to why you should be considered for another award.

LANGUAGE SKILLS:
Complete proficiency of languages as per the online instructions.

PROJECT PROPOSAL

To which category of grant are you applying?
Select "Seminar" from the drop-down list.

Project Statement
Project Title
Please write "Not applicable."

Brief Summary of Project Statement
Please write "Not applicable."

Upload your **Statement of Purpose** on the Project statement under **page: Project Proposal**
The Statement of Purpose (SOP) has three aspects:
1. Project Statement
2. Detailed Essay and
3. Institutional Statement

Click here to download the link to the Statement of Purpose. You may also download the link from our USIEF website. To make your application eligible it is mandatory you complete all three aspects as required.

Academic Discipline
Major Academic Discipline: Select the most appropriate discipline from the drop-down menu.
Primary Specialization: Select the most appropriate discipline that is closest to your Fulbright-Nehru project.

Briefly describe the area of the field in which you plan to specialize: Please write "Not applicable."

Intended Grant Period
Proposed Grant Length – select 0.5 from the drop-down menu.
Begin your grant – March/April, 2026
End your grant – March/April, 2026
Note: These dates are tentative.

Leave questions on institutional affiliation and preferred host institutions blank.

GRANT AND TRAVEL PLANS

Financial Information:
Do you expect to receive sabbatical pay, paid leave of absence, or other sources of financial support during your Fulbright grant?
Please select the appropriate response from the list. If yes, complete the details.

Additional Grants, if applicable.

Passport: If you have a valid passport, please upload the bio page of your passport that bears your name, place, and date of birth, passport number, place, and date of issue for yourself and your dependents. At this stage of your application, passport information for your dependents is not mandatory.

Accompanying Dependents: Please select "0" not relevant for IEAS applicants.

ADDITIONAL INFORMATION

Country-specific Materials: leave it blank
Supplemental Materials: leave it blank
Additional Documentation: leave it blank

➢ **Note: DO NOT upload copies of diplomas/mark sheets and degree certificates on your online application.**

OUTREACH SURVEY
How did you learn about the Fulbright Visiting Scholar Program?
Please mark the check box(es) and, if necessary, type in the text field(s) how you learned about the Fulbright-Nehru Academic and Professional Excellence Fellowship.

Please select all that apply from the drop-down menu.

RECOMMENDATIONS
Click the "**Add 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 Fulbright@iie.org directly, asking them to register for the website and complete their recommendations. 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 August 14, 2023.**

- Do not request more than three referees to submit letters of reference.
- Please provide your referees with a copy of your project statement.
- References should be from people qualified to evaluate your professional work, the abilities you bring to the proposed project, your ability to adapt to another country and culture, and the merits of the project itself.
- References can come from your home institution, but at least one of the references should be from a colleague in your field outside your home institution.
- Choose your referees carefully and contact them early. The letters of recommendation need to accompany the application as it could otherwise be weakened by an insufficient number of references.
- Do not ask someone for a letter of reference unless the person is well acquainted with your qualifications. A pro forma letter from a well-known scholar, a contact abroad or a prominent government official will carry less weight than a realistic assessment of your abilities from someone who knows you and your work well.

- References must be written in or translated into English.
- It is your responsibility to ensure that reference reports are submitted by the deadline.
- Candid, frank reference reports or letters of reference help reviewers place your research proposal within your home institution's objectives and plans for growth. References also provide evidence of your reputation within your discipline.
- **Request your referees to specify their name and designation in the letter of reference. Reference letters without referee name will not be considered.**

Note: Letters of recommendation and language evaluations may be submitted before or after you submit the application. However, ensure that your referees complete their letters of reference prior to the application deadline.

SIGNATURE
To electronically sign the application form, please type in your complete legal name as per your passport and click **confirm.**

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 it.

Before you submit your online application, please review it carefully with reference to the **FNIEAS Checklist** and ensure that your application is complete in all respect.

FNIEAS Letter of support from the Home Institution is an important component of the application, without these documents your application will be considered incomplete.

Important: Once you submit the application, you will receive an automated response from Fulbright@iie.org congratulating you for the successful submission of your online application for the Fulbright Visiting Scholar Program.
Note that the United States-Educational Foundation in India (USIEF) - Fulbright Commission in India - will **NOT** send any additional confirmation e-mail to you.

APPLICATION DEADLINE: October 6, 2025, 23:59:59 hrs (IST)

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