



United States-India Educational Foundation

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Completing the Embark Online Application

Instructions for Indian Fulbright-Nehru Master's Fellowships Applicants

For pursuing a master's degree in the eligible fields of study in the United States during the 2019-2020 U.S. academic year

Application Deadline: June 15, 2018, 23:59:59 hrs (IST)

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) writing sample; (f) scanned copies of your mark sheets or transcripts and diploma/degree certificates; (g) scanned copies of proof of your work/professional experience (h) three reference letters; (i) FNMasters Employer's Endorsement, if employed; (j) scanned copies of test score reports, if applicable; (k) correspondence with U.S. universities; (l) FNMasters applicant annexure; and (m) 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.

The home page allows you to view all of the sections required to submit your application.

← → ↻ 🏠 🔒 https://ie.embarc.com/apply/foreignfulbright?responseid=5a20ddee4cb8fe030029cb6a&page=Preliminary%20Questions

FULBRIGHT

Fulbright Foreign Student Program

Preliminary Questions

- Instructions
- General Information
- Education
- Experience, Language Skills and Test Scores
- Personal information
- Personal Financial Information
- University Preference
- Essays & Resume/Curriculum Vitae
- Transcripts and Additional Documents
- Supplemental Forms
- Register Recommenders
- Review

Program/Course selection

Your application will be sent for review and selection to the country that you indicate below.

Through which program country are you applying? * **India**

To which program are you applying? * Fulbright Foreign Student Program

Many Fulbright Program Offices require applicants to check with them before beginning this online application. Please click [here](#) for a listing of Fulbright Program Offices and their contact information.

Have you checked with your Fulbright Program Office? * Yes No

For which academic level are you applying? * **Graduate Study**

SAVE AND NEXT

INSTRUCTIONS

Please click on **the Fulbright Program and General Requirements** on the Instructions page to download **FN Masters Application Instructions** available under [India](#).

Please note that these India specific instructions supersede any general instructions.

ONLINE APPLICATION FORM: PLEASE FOLLOW THE INSTRUCTIONS BELOW:

GENERAL INFORMATION



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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 **Master's degree** 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.

Important note: The disciplines in the drop-down menu **may not** exactly match the list of eligible fields for the Fulbright-Nehru Master's Fellowships. You will be required to indicate your chosen field of study in the **FNMasters Applicant Annexure**, which will have to be uploaded in this online form on Country-specific questions in page: Transcripts and Additional Documents.

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 grant.

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.



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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. At least one academic and one professional or work-related letter should be included among the letters. 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 **June 15, 2018**.

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

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-Nehru grant will be your primary source of funding, all costs may not be covered and you may need to provide funds from your own or other sources. Please complete this form as completely and accurately as possible based on information that you have at the time of



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application. Mention any scholarships or personal funding you will have towards your Master's program.

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.

Do not just list the name of a university in which you are interested. Be specific. Provide the name of the department and the specific program within that department in which you are interested. If you have been in contact or correspondence with a faculty member, please provide the name and contact information for that individual. **If you have applied to a U.S. university within the past three years, please list the programs and the results. If you have letters of admission, letters of invitation, deferral requests, or other correspondence from a school, especially a preferred program, please forward a copy (not the original) of this correspondence to masters@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. This statement is an essential part of your application. Do not mention specific U.S. universities at which you would like to study.

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

Personal Statement: The personal statement should be a narrative statement describing how you have achieved your current goals. It should not be a mere listing of facts. It should include information about your education, practical experience, special interests and career plans. Describe any significant factors that have influenced your educational or professional development. Comment on the number of years of practical experience already completed in the field in which academic work will be done in the U.S. Do not mention specific U.S. universities at which you would like to study.

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.



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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. FNMasters's 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.)

Note: You will need to combine all these documents into one PDF file. 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. This is mainly for Doctoral candidates, as the vast majority of those programs require a writing sample be included with the application materials, but certain Master's candidates would benefit from including a writing sample as well.

Test Scores: You should use this page to upload your copy of any available test score reports (e.g. TOEFL, GRE, etc.) you took in 2016 or later.

Upload scanned photocopies of proof of your **work/professional experience** on this section of the online application form. Do not upload images taken by your mobile camera.

Note that you can only upload one document, so you will need to combine files to make one PDF document to upload here.

Additional Documents: Employed applicants can scan and upload the signed **FNMasters Employer's Endorsement Form** on this page of the online application. If you are going to upload the signed **FNMasters 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 FNMasters Employer's Endorsement Form.

Do not upload images taken by your mobile camera.



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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 (recommendations should be completed online only.)
2. Report on Proficiency in English
3. Transcript Release Form
4. Academic Records Information

IMPORTANT: REFER TO THE FNMASTERS APPLICATION CHECKLIST BEFORE SUBMITTING YOUR ONLINE APPLICATION.

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