United States-India Educational Foundation

Completing the IIE 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 2023-2024 U.S. academic year

Application Deadline: May 16, 2022, 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) curriculum vitae; (b) study/research objective; (c) personal statement; (d) writing sample; (e) portfolio, if applicable (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 (*If you are on a contractual/temporary position or planning to resign from your job to participate in the Fulbright-Nehru Master's Fellowship program, it's not mandatory for you to submit the Employer's Endorsement Form. However, on the FNMasters Applicant Annexure, you must specify the reason for not uploading the FNMasters Employer's Endorsement Form*); (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.

POINTS TO REMEMBER

- All applications must be completed online at: **https://apply.iie.org/ffsp2023/**
- 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*.
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.**

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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 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.

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.

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

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

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

Select appropriate response from the drop-down list.

1. **Through which program country are you applying?** Select India from the dropdown menu.

2. **To which academic year are you applying?** Academic year 2023-2024 corresponds to initial grant periods between August/September 2023 and May 2024*.*

3. **Do you hold or are you applying for?** Select 'yes' or 'no' to indicate your response.
   U.S. citizens or permanent residents of the U.S. are not eligible to participate in the Fulbright Foreign Student Program from India.

4. **Have you reviewed and do you meet all program eligibility requirements for the country through which you are applying?**
   Select 'yes'.

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.

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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 "Continue."

Employment Eligibility*

Employees and their immediate families (i.e., spouses and dependent children) of the U.S. Department of State, the U.S. Agency for International Development (USAID), and of public or private organizations under contract to the U.S. Department of State and the U.S. Agency for International Development are ineligible to apply for a Fulbright grant until one year after termination of such employment.

Select the appropriate response from the drop-down list.

Reference Materials Waiver*

If selected for a Fulbright award opportunity, cooperating agencies may need to provide copies of forms and letters submitted by your recommenders to U.S. institutions on your behalf. In these cases, the responsible cooperating agency must indicate whether you waive your right of access to confidential references in accordance with the U.S. Family Educational and Privacy Rights Act (FERPA), 20 U.S. C. 1232(g). If you indicate below that you **do not** waive your right of access, this will be indicated on the form provided to each recommender.

Select the appropriate response from the drop-down list.

COUNTRY INFORMATION

This page provides information on the address of USIEF, the Fulbright Commission in India, the name of the fellowship, website information, and deadline.

Select/Change Award
Select "**Fulbright-Nehru Master's Fellowships**" from the drop-down menu.

Supplemental Forms
You need not submit any of the supplemental forms at this stage.

PERSONAL INFORMATION

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

First/Given Name, Middle Name and Last/Family Name: This will auto-populate based on the information you 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.

Biographical Information: Complete the items as per the online form.

Citizenship Information: Complete the items as per the online form.

National Identification Number: Please leave this blank.

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

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CONTACT INFORMATION
Complete the items as per the online instructions.

Email: Please use the email you have used to create the application and use it frequently.

Emergency Contact Information: The individuals listed under emergency contacts (India and U.S.) may be contacted in the event of an emergency while undertaking activities related to this grant opportunity, including any possible travel required for interviews within India. This is mandatory.

Click *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 four (4) 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 (e.g., design and visual arts), please include this URL as well. Do not include photographs in your CV.

Academic Background: List up to three completed degrees. Enter your highest degree first (e.g., Ph.D., Master's, Bachelor's). You may add additional institutions by clicking on "Add New Academic Background."

Professional Experience: List your current and relevant previous professional experience, if any. You may add additional information by clicking on "Add New Professional Experience."

Awards and Recognitions: Complete as per the online instructions. List your most significant professional accomplishments, honors, awards, up to three significant publications, teaching and research experience (if any), and membership/licensing in Professional Organizations. Please write 'not applicable' if none.

Experience Abroad: If you have traveled, lived, or studied in any country other than your own for more than one month, 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 the U.S. on J-I or J-2 visa and upload the copy of the previous DS2019.

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

ACADEMIC MATERIALS (Transcripts and Diplomas):
Please select the corresponding institution from the list that appears and upload your documents when prompted. If you do not see an institution that you attended in the list, please first return to the Academic & Professional Information page, and update your academic background.

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Please upload scanned copy of your degrees/diploma certificates and mark sheets. You must include mark sheets for all yearly or semester examinations and not just the final one. You can upload a consolidated mark sheet. **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.

Do not upload images taken by your mobile camera.

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

STANDARDIZED TEST SCORES: Select "Add Test" below to add information about TOEFL and GRE you have taken or will take in the future. It is **not** mandatory to submit TOEFL and GRE scores at the time of application. If recommended for the fellowship, USIEF will provide fee vouchers for the TOEFL exam. However, if you took TOEFL or GRE in 2021 or later, please upload your score report.

SCORE REPORTS: Please upload copies of available score reports in the respective upload area. To add additional test types, please return to the Standardized Test Scores page.

PLAGIARISM AGREEMENT

Plagiarism in any part of your application will result in your disqualification from participating in the Fulbright Visiting Scholar Program. Please select the appropriate response and *Continue*.

STUDY PLAN:
What is your intended degree objective in the United States? Select "**Master's**" from the list.

What Is your intended major field of study? Select one discipline from the drop-down menu that is closest to your study objective.

What is your intended specialization/ sub-field 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 you will upload in this online form on the page: Additional Information under Country-specific materials.

Briefly describe the area of the field in which you plan to specialize. Please provide a summary of the field in which you propose to work here.

Please describe your 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.

Intended Grant Period:
Proposed length of stay in the U.S.: Please indicate the duration of fellowship between 1-2 years.

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Proposed date of arrival in the U.S.: Please indicate expected date of your arrival in U.S. university. Please check the academic calendar of the U.S. university for more information.

Study/Research Objective: Upload a copy of 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 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.

Do not mention specific U.S. universities at which you would like to study. It is strongly recommended that you upload in PDF format. It is advisable for you to limit your response to fifty lines of text.

Personal Statement: This 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.

It is strongly recommended that you upload in PDF format. It is advisable for you to limit your response to fifty lines of text.

Writing Sample: Writing sample (not exceeding 20 pages) should be a copy of original article or paper published/presented in the online application form. It is strongly recommended that you upload in PDF format.

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

Online instructions say, "It is not a requirement, nor is it expected for you to identify institutions at which you would like to study. However, if you do have preferences, please list in priority order up to four schools of your choice." **However, Indian applicants must complete this item along with preferred ranking**.

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 .**

Authorization of Release of Information: Read carefully and type your name in the box.

Portfolio
The candidates applying in the fields such as Arts and Culture Management, and Urban and Regional Planning can upload a portfolio as many U.S. universities recommend submitting a portfolio as part of the application materials.

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You will see this link only if you have selected Arts or Architecture under major field of study. Please upload your work in .jpeg or .pdf version only.

GRANT & TRAVEL PLANS
Please complete the items as per the online instructions.

Passport/Travel Document: If you have a valid passport, please upload the bio page of your passport that bear your name, place and date of birth, passport number, place and date of issue.

Accompanying Dependents: Please indicate if you plan to take any dependents (spouse and children below 21 years of age) with you to the U.S. At this stage of your application, passport information for your dependents is not required. The Fulbright-Nehru Master's Fellowships do not provide any financial support for dependents.

ADDITIONAL INFORMATION

Additional Documentation:
Country-Specific Materials:
Upload the PDF format of the completed **FNMaster's Applicant Annexure** on this link.

Supplemental Materials: You are **not** required to submit the following forms available under the Supplemental forms link on the Country Information page:
1. Information Concerning Foreign Student Academic Records
2. Transcript Release Form
3. Report on Proficiency in English

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.

Additional Documentation: Please upload FNMaster's employer's endorsement form (if applicable). It is strongly recommended that you upload in PDF format.

Outreach Survey: Please complete as per online form instructions.

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

Click the "Add Recommender" 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.

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Your referees will receive an email from Fulbright@iie.org directly, asking them to register for the website and complete their recommendation. You will receive an email notification after the referee submits the online recommendation letter. You must follow up with the referee if you do not receive the reference submission notification. References must be submitted no later than **May 16, 2022.**

Note: Letters of recommendation 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. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.

SIGNATURE
Read carefully and type your full name (as per passport) in the box.

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.

Preview Application Proof: You can download the pdf copy of the application, review and keep a copy for your record.

IMPORTANT: REFER TO THE FNMASTERS APPLICATION CHECKLIST BEFORE SUBMITTING YOUR ONLINE APPLICATION. FNMaster's Applicant ANNEXURE AND FNMaster's Letter of Support from Home Institution Form (IF APPLICABLE) ARE IMPORTANT, WITHOUT THESE DOCUMENTS YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE.

Note: On submission of your online application, you will receive the following automated response:

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"Congratulations! You have successfully submitted your online application to the Fulbright Foreign Student Program. You may also receive a confirmation email from the Fulbright agency in your home country/country of application to verify that your application has been received…"

NOTE: United States-Educational Foundation in India (USIEF) - Fulbright Commission in India - will NOT send any additional confirmation e-mail to you.

Important Alert!
The online application portal will close exactly at the specified time of the deadline. No applicant will be able to submit their application after the deadline. Applicants are strongly advised to submit their applications well in advance.

Application Deadline: May 16, 2022, 23:59:59 hrs (IST)

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