

# **FULBRIGHT STUDENT PROGRAM**

## *Instructions for Completing the Fulbright Student Program Application*

(The U.S.-Italy Fulbright Commission, Via Castelfidardo 8 – 00185  
Rome, 06-4888211, [www.fulbright.it](http://www.fulbright.it), [info@fulbright.it](mailto:info@fulbright.it).)

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### **Read all instructions carefully before completing the application**

#### **STEP 1: Learn requirements for submitting an application**

- **ELIGIBILITY REQUIREMENTS**

- Cittadinanza italiana
- Iscrizione e frequenza di una laurea Magistrale, o Laurea Specialistica o di un Dottorato di ricerca presso università con sede in Sicilia
- Lettera di invito/affiliazione da parte di una istituzione accademica o di ricerca negli Stati Uniti
- Buona conoscenza della lingua inglese che i candidati selezionati dovranno dimostrare attraverso il superamento del test TOEFL o IELTS (v. Condizioni)

- **FIELDS OF STUDY**

Potranno presentare domande laureati in criminologia o in giurisprudenza, o in altre discipline con indirizzo giuridico-economico, sociologico e antropologico, il cui obiettivo di specializzazione e ricerca sia inerente alle tematiche della legalità e della lotta al crimine organizzato e al “rule of law”.

- **APPLICATION DEADLINE FEBRUARY, 16, 2018**

#### **STEP 2: Record user ID and password in a safe place**

Your email address is your user ID. When you created an account for this on-line application, you created a password. An e-mail was sent to you indicating your User ID and Password. Keep this information in a safe place. You can log in and out of the application as frequently as you like; however, you must have your user ID and password. While you cannot change your User ID, if necessary, you can change your password by clicking on “Update My Account” at the top of the Home page of this application.

#### **STEP 3: Complete the application**

You do not need to complete this application at one sitting. You can re-enter at anytime and edit your application. But remember that once you submit your application, you can NO longer make changes to it.

**All forms in this application are to be completed in English.** Items must be answered completely and carefully. Some helpful “tips”:

- Avoid using all capital letters when answering items, e.g. name, address, etc. It is better to use upper and lower case, e.g. Ron Smith.
- You can copy and paste information into all text boxes.
- In the text boxes, you must **limit your responses to the space provided**. Information that exceeds the space provided 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.
- You can review each page of the application in its PDF format by clicking on the **Preview** button on the upper right-hand corner. Closing out of the PDF view will bring you back to your application.

- You will create essays on pages 4, 5 and 6. On the essay pages, text entered that exceeds the space provided **will display** and print. However, it is recommended that you try to keep your essays to one page when possible.
- You have several ways in which you can create your essays.
  - You can compose your essay on-line. Please note, there is a 40-minute ‘time out’ function. In other words, you will need to either complete your essay in 40 minutes or periodically save your essay. You will not be able to customize the formatting of your essay.
  - You can copy and paste text from another document and edit online. Again, you will have a 40-minute “time-out” function. You will not be able to customize the formatting.
  - You can upload text from another document. This is the only option where you will be able to have special formatting, e.g. bold, underline, headers, double spacing, etc. While you cannot edit an uploaded document on-line, you can delete your upload, make your corrections in your document off-line, and upload again.
  - Pages 4 (study objective) and 5 (personal statement) contain a header that displays on the PDF view. Therefore, you must leave a 1½ inch (4cm) margin at the top of every page of your essays to allow space for the header that will appear on the print version of your application.
- You should **preview** all of your essays to make sure the formatting is correct before submitting your application by clicking the preview button in upper right-hand corner of the screen. When you preview an essay, **you must use the “Back” browser button to return to your essay**. Closing out of the HTML preview (i.e. clicking the X in the upper right-hand corner) will exit you from your application.
- Some questions are ‘required.’ In other words, you will not be able to complete and submit your application until all required items are completed. When you click on the **Application Inspector** button on the Home page, your application will be checked for completeness. You will be prompted to enter any missing information on required questions.

Often specific instructions for completing a question or item will be provided in the application. Please read all instructions carefully. In addition, please review the following important information.

**Preliminary Question Page:** It is very important that the following questions are answered correctly:

- **Question 1 –Country of Citizenship:** Make sure that you properly identified the Fulbright country competition to which you are applying. Usually this will be the Fulbright Commission in your country of *citizenship*.
- **Question 2--Program:** Select the **Fulbright Foreign Student Program**.

**Item 1 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. Ron Smith. Also, do not use diacritical markings as this can sometimes create computer-related problems.

**Item 11 Application Cycle:** Please **select 2018-19**.

- **Degree Objective:** Select **Visiting Student Researcher** from the drop down menu of choices.
- **Item 12—Field of Study:** From the choices, select the field of study most appropriate to your study objective. Once you select your field of study from the drop down, you will use the look-up table to find your specialization. This is a fairly comprehensive list, so please select the one that is most appropriate. You can expand on this in your Study Objective essay.

**Item 14 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 (i.e. **Erasmus, other academic exchange programs**). **Secondary (high school) institution information must NOT be included.**

**Item 21 Position Code:** Please select from the drop down menu the position title which best describes the activity in which you are currently (or most recently) involved.

**Page 4 Study/Research Objective:** The study/research objective description that you provide is an essential and highly important part of your application. 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. If there is specific research that you want to accomplish, please describe. Remember to leave a 1½ inch (4 cm) margin at the top of every page to allow room for the header that will appear on the PDF view. Preview your essay to check the formatting before submitting your application.

**Page 5 Personal Statement:** 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. Again, remember to leave a 1½ inch (4 cm) margin at the top of every page to allow room for the header that will appear on the PDF view. Preview your essay to check the formatting before submitting your application.

**Page 6 Resume/Curriculum Vitae:** Please attach a resume or curriculum vitae; do NOT use the European standard format. While there is no ‘header’ on this page for which you need to leave space, it is still advisable that you preview your information to check the formatting before submitting your application.

**Page 7 University Transcripts:** You can scan copies of your unofficial transcripts and upload them into this application. Just follow the instructions that appear on page 7 of the application. You will still need to submit ‘official’ transcripts, e.g. transcripts that come directly from your institutions in envelopes that have not been opened by you. Contact your Fulbright Commission to learn at what point official transcripts must be submitted. If you cannot upload scanned transcript copies, write to [info@fulbright.it](mailto:info@fulbright.it) to ask for instructions.

**Page 8 Personal Information:** The information provided on this form will be used by the Fulbright Commission in your home country and Fulbright administrative agencies for internal purposes only.

**Item 32 National Identification Number:** This is not a required field. However, if your country or state has a system for assigning an identification number, please enter it here. **The National Identification Number in Italy is the “Codice Fiscale”**

**Page 9 Personal Financial Information:** Since the Fulbright grant that may be awarded to you might only cover a portion of your expenses, 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 application. If you should have a major change in your financial resources while your grant is pending, you should immediately inform the Fulbright Commission.

**Page 10 University Preference:** 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.

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.

**Page 11 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.

**Page 12 Test Score:** Please upload your copy of any available test score reports (e.g TOEFL, IELTS, etc.)

**Page 13 Additional Information Page:** Please feel free to upload any other relevant documents to this section or as instructed by your Fulbright office.

#### **STEP 4: Print supplemental forms**

It is a good idea to print all supplemental forms prior to submitting your application electronically. However, even after submitting your application you will be able to access these forms. The following forms can be found by clicking on the **Supplemental Forms** button on the Home page of this application.

- a. **Letter of Reference/Recommendation:** 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. 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.
  - o Your recommenders have two ways in which they can submit their letters.
    - You can print out the Letter of Reference form and forward to your recommenders who will then complete the forms and mail to your Fulbright Commission.
    - Your recommenders can complete the forms online and submit electronically. You must click on the **Recommendation** button on the Home page of this application to register your recommenders.
- b. **Report on Proficiency in English: Do not complete and send this form.**
- c. **Information Concerning Foreign Student Academic Records: Do not complete and send this form**
- d. **Transcript Release Form (for post-secondary U.S. transcripts only): Do not complete and send this form**
- e. **Signature Form:** You must print out, sign, and forward this form to your Fulbright Commission.

#### **STEP 5: Application inspector**

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

#### **STEP 6: Review and print your application**

Review a PDF version of your application and print a copy for your records.

## STEP 7: Submit your application

After completing this application and thoroughly reviewing it, you will submit it electronically to the Fulbright Commission in **Italy**. **Please note**, it is very important that the following questions were answered correctly:

- **Question 1--Citizenship:** Make sure that you identified **Italy** as the Fulbright Office to which you are applying.
- **Question 2--Program:** Make sure that you identified **Fulbright Foreign Student** as the award program to which you are applying.

If you entered either question incorrectly, you must correct your answer(s) prior to submitting your application. You can easily make corrections by clicking on the **‘update my answers to preliminary questions’** link on the upper-right hand corner of the Home page.

**Note carefully**, 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. In addition, you will be able to access tracking information (see below for further information).

## STEP 8: Supporting documentation needed to complete your application

The following must be forwarded to your Fulbright Commission: the signature form; three letters of reference/recommendation; academic transcripts from all post-secondary schools attended, copies of diplomas for all post-secondary schools attended, and English translations (when necessary). Please see instructions in Italian:

- a. **Academic transcripts: Diploma supplement in doppia lingua** dei titoli di studio accademici ufficiali conseguiti in Italia o all'estero dovranno essere caricati a **pagina 7** dell'application on-line.

Nell'eventualità le segreterie delle università non fossero in grado di rilasciare il diploma supplement in doppia lingua (la lingua originale del paese dove il candidato ha studiato, e in inglese) il candidato può presentare i tradizionali certificati universitari italiani e/o quelli di titoli conseguiti all'estero e la loro relativa traduzione in inglese con l'elenco completo degli esami sostenuti/corsi frequentati e il voto finale relativo all'ottenimento del titolo. I candidati devono presentare anche i *transcripts* relativi a programmi che stanno ancora frequentando. Gli iscritti ad un Dottorato di ricerca dovranno includere anche il certificato di frequenza del Dottorato di Ricerca e la descrizione del programma.

**N.B. In caso di difficoltà a scannerizzare tutti i certificati in un unico documento che rientri nelle dimensioni richieste nelle IIE instructions, i candidati possono, previa richiesta a [info@fulbright.it](mailto:info@fulbright.it), inviare la scansione da loro effettuata direttamente alla Commissione Fulbright. La Commissione provvederà all'opportuna riduzione ed inserimento nell'application on-line.**

- b. **Standardized tests:** Check with your Fulbright Commission to find out which standardized tests are required for completion of this application. You will be required to take one or more of the following standardized tests to gain admission to a U.S. university. For instructions on registration, contact the Fulbright Commission or the website for the test.

1. **Tests of English Language Proficiency**

- a. **TOEFL (Test of English as a Foreign Language):** TOEFL is an admissions requirement at U.S. institutions for applicants whose native language is not English. All non-native English-speaking candidates should immediately register for TOEFL.
- b. **IELTS (International English Language Testing System):** A growing number of U.S. institutions will accept the IELTS in lieu of TOEFL scores.

*Note: TOEFL and IELTS scores are valid for two years*

### **IMPORTANT**

**Note carefully**, you **MUST NOT** indicate that you want your score reports sent to the Institute of International Education (IIE).