

FULBRIGHT FOREIGN STUDENT PROGRAM

Instructions for Completing the 2024-2025 Fulbright Foreign Student Program *Application*

Placement Type: Self-Placed

GRADUATE STUDY:

- ALL DISCIPLINES
- AFAM

Application: <https://apply.iie.org/ffsp2024>

Read all instructions carefully before completing the *Application*.

Applicants may only apply for one award per *Application* cycle.

In caso di discrepanza tra le istruzioni in inglese e in italiano, seguire esclusivamente le indicazioni in italiano.

N.B. Tutti i documenti scritti dal candidato devono essere redatti in inglese.

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General Information

The *Application* is supported by all modern browsers. We highly recommend that you use a current version of [Google Chrome](https://www.google.com/chrome/), which supports Windows, Mac, and Linux platforms.

Prior to starting an *Application*, please complete the following steps:

Step 1: Learn requirements for submitting an *Application*

Before you begin an *Application*, contact the Fulbright Program Office in the country from which you are applying. Deadline dates and *Application* requirements for a Fulbright grant will vary from country to country. You must make sure you are eligible to apply. Additional information and a list of participating countries can be found here: <https://foreign.fulbrightonline.org/>.

È importante verificare sul bando di concorso i requisiti di partecipazione e i criteri di esclusione. Se si rispettano i requisiti e non si rientra nei criteri di esclusione, si può procedere autonomamente con la compilazione dell'*Application* selezionando *Yes* alla domanda *Have you checked with your Fulbright Program Office, senza contattare la Commissione*.

Step 2: Record username and password in a safe place

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.

Step 3: Complete the *Application*

You do not need to complete this *Application* at one time. You can re-enter at any time to edit your *Application*. However, once you SUBMIT your *Application*, you CANNOT make changes to it.

To complete your *Application* correctly, please answer all questions completely and carefully. Review these additional tips:

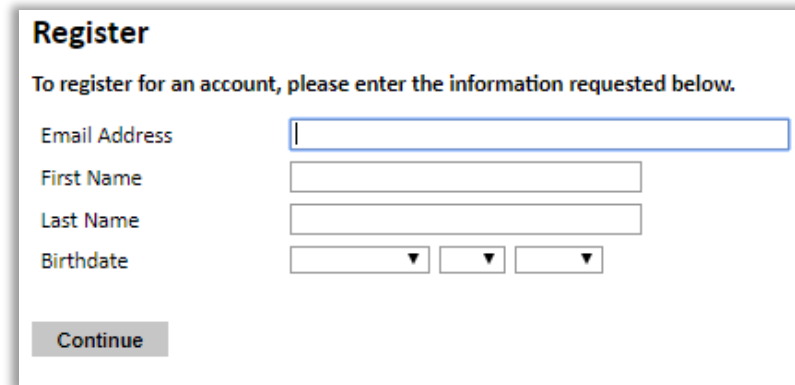
- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents 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.
- Some questions are “required.” They are marked with an asterisk (*). You will not be able to submit your *Application* until all required items are complete.

Step 4: Submit the *Application*

Once you have entered all required information, including recommenders, review your *Application* for errors. If all information is correct, submit your *Application*. Once you submit you CANNOT make changes to your *Application*.

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.**



Register

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

Email Address

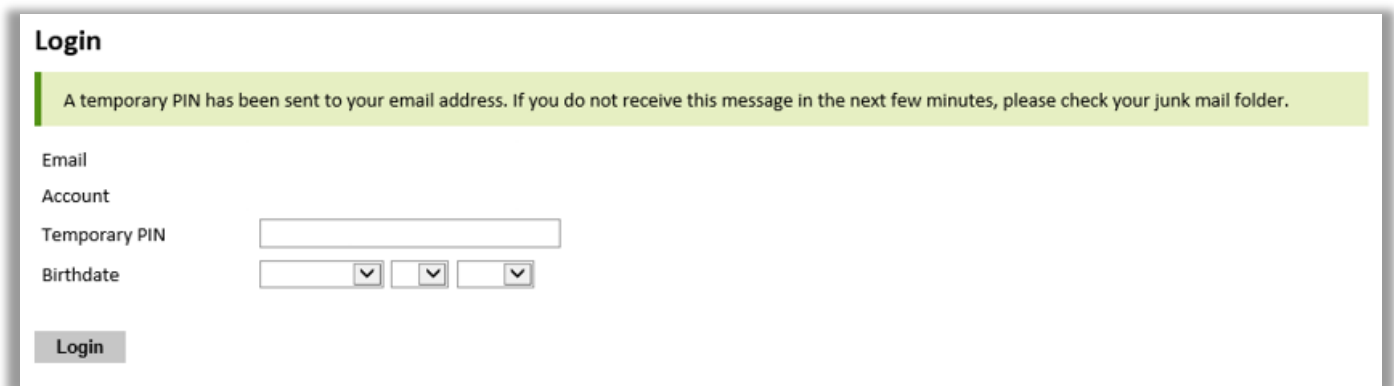
First Name

Last Name

Birthdate

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 apply@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

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. 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.

Managing Your Application

EDITING YOUR *APPLICATION* PRIOR TO SUBMISSION

1. You may log in at any time to review and edit your *Application* form, upload documents, and enter recommender information.
2. Remember to save your *Application* after completing each page by pressing the *Continue* button at the bottom of each page.

Note: *The Application will automatically log you out after 60 minutes of inactivity, so it is best to save your Application frequently.*

PRESTARE PARTICOLARE ATTENZIONE AI DUE SEGUENTI PARAGRAFI:

REVIEWING YOUR *APPLICATION* AFTER SUBMISSION

1. After you SUBMIT your *Application*, you CANNOT make any changes.
2. You may continue to log into your account to view the information you have submitted, save a PDF of your *Application* form, and manage your recommenders.
3. You can manage your recommenders by clicking on the *Recommendations* section of the online *Application*.

LETTERS OF RECOMMENDATION

1. Letters of recommendation will be submitted directly to Fulbright by the recommenders you registered via your *Application*.
2. Letters of recommendation and language evaluations may be submitted before or after you submit the *Application*.
3. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the *Application*.

Preliminary Questions

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

Preliminary Questions

Through which program country are you applying?*

Norfolk Island

Year are you applying?*

2023-2024

Important! In the U.S. academic calendar, the academic year begins in August (2023) and runs through the following May (2024). If you intend to apply for a period that begins outside of academic year 2023-2024, make sure to consult with your home country Fulbright office (see [Country Information](#) page at left) to ensure you are filling out the correct application.

Academic year 2023-2024 typically corresponds to initial grant periods between August/September 2023 and May/June 2024; grant dates and grant lengths will vary by country and program.

Do you hold or are you applying for:*

1. U.S. citizenship; or
2. Dual citizenship with the U.S.; or
3. U.S. permanent residency?

1. Select the country through which you are applying for the Fulbright grant from the drop-down menu. **ITALY**
2. Select the 2024-25 program year from the drop-down menu.
3. U.S. Citizenship, Dual Citizenship with the U.S. or Permanent Residency: select 'Yes' or 'No' to indicate your response.
 - a. Applicants cannot be U.S. citizens or permanent residents of the U.S. to participate in the Fulbright Foreign Student Program.
4. Select 'Yes', 'No', or 'unsure' to indicate if you are aware of, and meet, all program eligibility requirements.
 - a. Please review the program eligibility requirements for the country through which you are applying before proceeding.
5. Carefully review the Data Privacy information. When prompted, indicate your acceptance of data privacy terms by selecting 'Yes' or 'No'.
 - a. You will not be able to submit your *Application* without indicating your agreement to the Data Privacy terms.

Selezionare YES: è obbligatorio dare il proprio consenso, altrimenti non sarà possibile continuare e partecipare al concorso.

6. Select 'Yes' or 'No' to indicate if you meet all employment eligibility requirements.
 - a. Applicants or applicants' immediate family cannot have been employed by the stated organizations and/or agencies within the year prior to *Application*.
 - b. If you select 'Yes', please provide details of employment or association.
7. Select 'Yes' or 'No' to indicate whether you waive your right to review the information contained in the evaluations submitted by recommenders on your behalf.
8. Click *Continue* to save your responses and advance to the next section.

Country Information

1. Review all information in this section!
2. Note any country-specific and award-specific instructions for completing the rest of the *Application*, including:
 - a. Country website
 - b. Deadline information
 - c. Open *Application* cycle
 - d. Additional required materials
3. If prompted, you must select an Award before proceeding.

Alla voce **Current Award (sotto **Award Information**) selezionare il concorso a cui si intende partecipare. I candidati AFAM dovranno selezionare *Graduate Self-Placed Scholarships in the Arts*.**

4. Click *Continue* to proceed to the next section

Personal Information

Enter all required biographical information. Please review country-specific guidance (provided in the Country Information section of the *Application*) to determine whether you must provide additional information.

1. Enter your name exactly as it appears on your passport. Only enter a preferred first name if it is DIFFERENT than your legal name (e.g. Alex instead of Alexander).
2. If your name is recorded differently on any previous records, list it in the Name on Previous Records section (e.g. maiden name).
3. The birthdate that you used to create your account will automatically appear. If you entered this date incorrectly during your account creation, you may correct it now.
4. Enter your city of birth and select country of birth, sex (as it appears or will appear on your passport or travel document), preferred gender identity, and marital status from the drop-down menus provided.
5. Select your country of citizenship and country of residence from the drop-down menus provided.
6. If applicable, enter your national identification number and any additional countries in which you hold citizenship. *** Codice fiscale (facoltativo)**
 - a. To select multiple countries, hold down the CTRL (PC) or Command (Mac) button when selecting options.
7. Click *Continue* to save your responses and advance to the next section.

Contact Information

Enter all required contact information. Please review country-specific guidance to determine whether you must provide additional information.

1. Select the country where you live from the drop-down list first when entering your permanent address (i.e. physical address where you live).
 - a. Based on your country selection, the subsequent fields will change to match the address format of that country.
 - b. Complete the remaining address fields. Do not use accents or special characters.
2. Select 'Yes' or 'No' to indicate if your current mailing address (i.e. the address where you receive mail) is the same as the permanent address you entered above. *They do not have to be the same.*
 - a. If you answer 'No,' then a second address section will appear where you may enter your mailing address information.
 - b. If you answer 'Yes' to this question, proceed immediately to the next question.
3. Enter your contact numbers, including the country code. If the field turns red, please review the numbers that you have entered to identify any errors.
 - a. To find the correct country code, click on the blue 'country code' link.
4. The email address used to create your account will appear in the primary email address field and will not be editable. You may provide an Alternate/Secondary Email that can be used to contact you if Fulbright Program Officers cannot reach you via your primary email address.
Note: *All system-generated emails will continue to go to your primary email address.*
5. Enter your home country emergency contact information. The individual(s) you list may be contacted in the event of an emergency while you are participating in grant activities, including any required travel for interviews in your home country.
 - a. When entering the address, choose the country first and the following fields will update to match the address format of the selected country.
6. Entering emergency contact information in the United States is not required. If you have emergency contact(s) in the United States at this time, please enter the appropriate information.
7. Click *Continue* to save your responses and advance to the next section.

Academic & Professional Information

This section collects information about your academic and professional background, including your curriculum vitae/resumé, academic degrees, professional experience, awards and recognitions, and experience abroad.

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

Curriculum Vitae/Resume

1. Upload your curriculum vitae/resumé in PDF format that does not exceed four (4) pages.

Note: *If your file exceeds 4 pages, an error message will appear.*

Il Curriculum Vitae di tipo professionale secondo il modello statunitense (disponibile [qui](#)). Non è accettato il formato europeo. Al CV dovrà essere allegato anche l'eventuale elenco di pubblicazioni.

- a. Click *Choose File*
- b. Locate and select the file that you previously saved to your computer
- c. Click *Open*
- d. Click *Upload* to complete the file upload

Curriculum Vitae/Resume	Please upload a document that does not exceed four (4) pages.	<input type="button" value="Choose File"/> No file chosen
		<input type="button" value="Upload"/>

Tutti i candidati dovranno caricare del materiale supplementare richiesto espressamente dalla Commissione Fulbright.

Ai candidati AFAM e DAMS, inoltre, viene richiesto un portfolio.

Tutti i candidati dovranno fare riferimento alle indicazioni contenute nella sezione Supplemental Materials, sotto [Additional Information](#).

Academic Background

2. List all post-secondary educational institutions you have attended for credit-bearing coursework, in reverse chronological order, including any in which you might be presently enrolled. Do not include any short-term certificate programs. These should be noted on your CV/Resume. You **MUST** include any education institutions you are currently attending (even if you have not yet completed your educational program) and estimated date of graduation/completion.

Per la Laurea Triennale selezionare BA dal menu a tendina.

Per la LS/LM selezionare MA.

Per i Master (I o II livello) selezionare Master's, Not Specified.

N.B. Non includere il titolo di scuola secondaria superiore.

AFAM

Per il Diploma 1 livello selezionare BA dal menu a tendina.

Per il Diploma 2 livello selezionare MA.

N.B. Non includere il titolo di scuola secondaria superiore.

- a. Click *Add New Academic Background*
- b. Type in the name of the institution
- c. Choose the level of study (graduate or undergraduate) from the drop-down menu
- d. Select the country where the institution is located from the drop-down menu
- e. Enter the appropriate city and region/state
- f. Provide the website of the institution (optional)
- g. Select the U.S. equivalent of the degree or diploma earned (e.g., BA – bachelor's degree)
- h. Enter the discipline in which this degree or diploma was earned
- i. If relevant, provide the actual name of the degree or diploma (e.g., master's)

Specificare in italiano il titolo conseguito (es. Laurea Triennale in Lingue e Letterature, ecc.)

- j. Enter your final cumulative Grade Point Average, as noted on your transcripts or diploma.
Per calcolare il proprio GPA è possibile usare il sito [Scholaro.com](https://www.scholaro.com) dopo aver selezionato Italy. Il calcolo dovrà essere effettuato sulla media dei voti degli esami e non sul voto di laurea.
- k. Enter the highest possible Grade Point Average at your institution (ex: 4.0)
Informazione non rilevante per la candidatura. Scrivere 4.0.
- l. Select the month and year of start and end dates (Month – Year format) that you attended this institution
 - If a degree is in progress, list expected end date of academic program
- m. Select the date (Month-Year format) that you received your degree from this institution
 - If a degree is in progress, list expected date of conferral in this field
- n. Click *Save*.

Academic Background	
Institution*	<input type="text"/>
Level of Study*	<input type="text" value="v"/>
Institution Location (all address fields are required)*	
Country	<input type="text" value="v"/>
City	<input type="text"/>
State	<input type="text" value="v"/>
Website	
Name of Diploma or Degree Equivalent*	<input type="text" value="v"/>
Discipline/Subject*	<input type="text"/>
Actual/Local Name of Degree or Diploma*	<input type="text"/>
Final cumulative GPA (grade point average)*	<input type="text"/>
Highest Possible GPA of Academic Institution	<input type="text"/>
Enrolled From*	<input type="text" value="v"/> <input type="text" value="v"/>

3. To add additional entries for post-secondary educational institutions, click *Add New Academic Background* and follow the bulleted instructions above.

Professional Experience

4. List your current professional affiliation or employer and any relevant previous professional experience by clicking *Add New Professional Experience* under Position Title.
 - a. Choose the role which most closely corresponds to your current role and/or relevant previous professional work experience from the drop-down menu
 - b. Enter position title (e.g. Director, Assistant Director, etc.) or type of work (e.g. accounting)
 - c. Enter the name of your employer
 - d. Select the start and end dates for the position you entered (Month-Year format). If you are currently employed in this role, leave the End Date fields blank
 - e. Select the country where your current place of employment is located from the drop-down menu. Enter in the street address, city, state/region, and post code as applicable
 - f. Click *Save*

Professional Experience

Role*	<input type="text"/>
Position Title/Type of Work	<input type="text"/>
Employer Name*	<input type="text"/>
If you are currently employed, please leave the End Date field blank.	
Start Date	<input type="text"/> <input type="text"/>
End Date	<input type="text"/> <input type="text"/>

Employer Address

Street Address*	<input type="text"/>
City*	<input type="text"/>
State/Region*	<input type="text"/>
Postal Code*	<input type="text"/>
Country*	<input type="text"/>

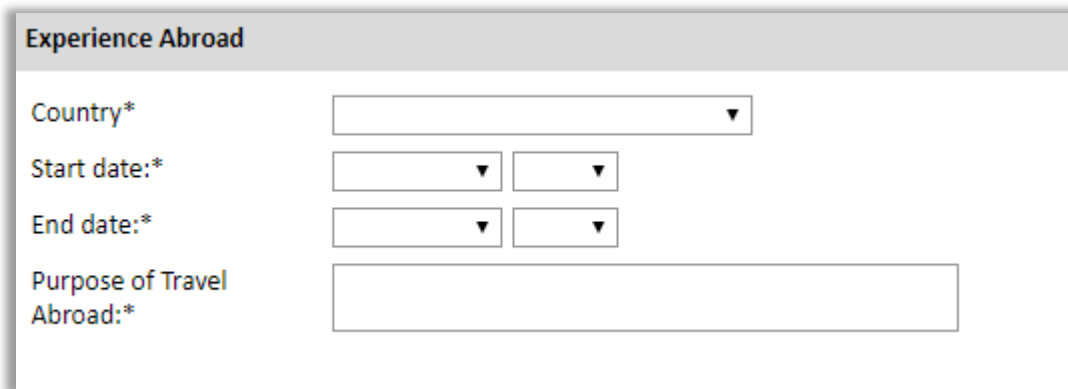
5. If you have more than one current position and/or relevant previous professional experience, click *Add New Professional Experience* and follow the instructions above.

Awards and Recognitions

6. Enter a list of the following items into the text boxes provided (all text boxes have a 250-word limit). If you do not have anything to add, leave text boxes blank:
- a. Any scholarships and/or fellowships you currently or previously received (include the source or sponsor, amount, where held and duration)
 - b. Any academic honors and prizes that you have received (include any titles and/or dates)
 - c. Any books, articles, and/or thesis published by you, particularly in your proposed field of study (include the title, place, and date of publication)
 - d. Any teaching experience (current or previous positions); this is especially relevant for PhD candidates and candidates in the field of education
 - e. Any research you have completed or in which you are currently involved
 - f. Any memberships in professional organizations, or licensing obtained by a professional organization

Experience Abroad

7. List any travel, study or residency you have had abroad (in any country other than your own) for more than one month. This can include time overseas for education, research, business, vacation, etc.
 - a. Click *Add New Experience Abroad*
 - b. Select the country in which you spent your professional travel and/or residence abroad from the drop-down menu provided
 - c. Select the start and end dates (Month-Year format) of you travel/residency
 - d. Enter the purpose of your travel abroad
 - e. Click *Save*



Experience Abroad

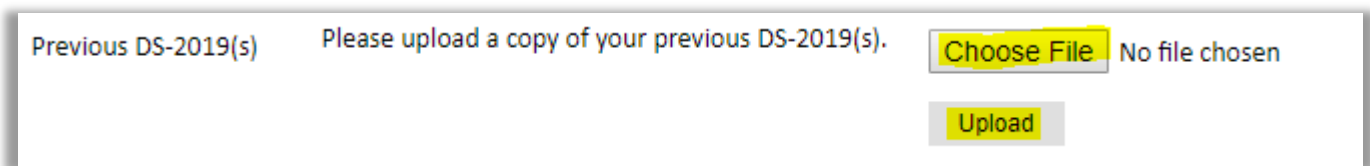
Country*

Start date:*

End date:*

Purpose of Travel Abroad:*

8. If you have more than one trip abroad to enter, click *Add New Experience Abroad* again, and follow the bulleted instructions until all entries have been saved.
9. Select 'Yes' or 'No' to indicate if you have previously entered the United States on a J-1 or J-2 visa **Non caricare, inviare esclusivamente a fulbright@fulbright.it. Da presentare solo in caso di J-1 or J-2 Visa ottenuti negli ultimi 5 anni. (Vedi l'Application Checklist)**
 - a. If 'Yes', you are required to select the J category of sponsorship from the list and upload a copy of your previous DS-2019



Previous DS-2019(s) Please upload a copy of your previous DS-2019(s). No file chosen

10. Select 'Yes' or 'No' to indicate if you have previously been awarded a Fulbright grant.
 - a. If 'Yes', you are required to list the grant(s):
 - Select the number of previous Fulbright grants you would like to add
 - Select the Fulbright award type from the drop-down menu provided (e.g., Fulbright FLTA, Fulbright Foreign Student, etc.)

- If you select “Other (please specify)”, enter in the name of the Fulbright grant that you received in the “Other, please specify” field
- Select the academic year that corresponds to the year in which you received the Fulbright grant
- Click *Save*

Previous Fulbright Grants

Award Type*

Previous Grant Year*

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

Academic Materials

This section collects copies of your unofficial transcripts and/or diplomas. Please consult the country-specific guidance provided in the *Application* to determine what documents you should upload in this section.

If required, or if not additional guidance is provided, please upload scans of all available transcripts and diplomas from post-secondary institutions you have attended.

1. Select the corresponding institution from the list of institutions you previously entered.
2. Review the institution information (which you provided on the previous page). If this information is incorrect, you can edit the information directly in the popup box.
 - a. If you do not see an institution that you attended below, you may either return to the Academic & Professional Information page and update your academic background or add the institution by clicking the "Add Institution" link.
3. Select *Choose File* and locate the desired file on your computer. Click *Open*.
 - a. You may upload transcripts/diplomas as a multi-page documents or upload single page documents. PDF, JPEG, and TIFF image files are all accepted.
4. Click *Save*. Repeat these steps for all applicable institutions.
5. Click *Continue* to save your responses and advance to the next section.

In questa sezione dovranno essere caricati i ***Diploma Supplement*** dei titoli di studio accademici conseguiti in Italia o all'estero. Il ***Diploma Supplement*** è un documento rilasciato dalle università **in doppia lingua** (in italiano o la lingua originale del paese dove il candidato ha studiato e in inglese) esclusivamente per i percorsi accademici conclusi. La struttura del documento (illustrata al [seguente link](#): cliccare su *Allegato*) deve includere **l'elenco completo degli esami sostenuti/corsi frequentati e il voto finale relativo all'ottenimento del titolo.**

Nell'eventualità le segreterie delle università (italiane o estere) non fossero in grado di rilasciare il **Diploma Supplement in doppia lingua**, il candidato può presentare **in alternativa** 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. (SEGUE)**

Per quanto riguarda i percorsi accademici non ancora conclusi, i candidati dovranno presentare i certificati (*Transcripts*) **in doppia lingua italiano e inglese**.

I candidati dovranno altresì Indicare nella *Application Checklist* il tipo di certificato caricato online.

Language Skills

This section collects information about your native language, English language skills, and any additional languages that are relevant to your project proposal.

1. Select your native language from the drop-down menu provided.

English Language Proficiency

If your native language is not English, a section collecting your English language proficiency will appear.

2. Rate your English language proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the drop-down menus as appropriate.

Additional Language Skills

3. Select the number of additional languages that you would like to include that may be of use for your project or study plans.
4. Select the language you are reporting from the drop-down menu and rate your proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the drop-down menus as appropriate.
5. Click *Continue* to save your responses and advance to the next section

Standardized Test Scores

This section collects information about standardized test scores that you have taken or will take in the future. Standardized tests include TOEFL, GRE, GMAT, IELTS, MCAT and LSAT. Standardized test scores are often required for admission to U.S. institutions.

1. Select *Add Test*.
2. Select the test type from the drop-down menu.
3. Select the test date from the drop-down menu (Month-Day-Year format).
 - a. If you have not yet taken the test, enter the date that you are registered for the test.
4. Enter your test scores, if you have the results from the test.
5. Click *Save*. Repeat these steps for all applicable standardized tests.
6. Click *Continue* to save your responses and advance to the next section.



The screenshot shows a form titled "Add Test". It contains two main sections: "Type" and "Test Date". The "Type" section has a single wide drop-down menu. The "Test Date" section has three separate drop-down menus for the month, day, and year, respectively.

TOEFL – IELTS – DUOLINGO - PTE: Per questo particolare concorso la Commissione Fulbright non richiede un punteggio specifico, ma in via eccezionale accetterà il punteggio che soddisfi i requisiti di ammissione delle università a cui il candidato sta presentando domanda di ammissione. Tuttavia, si fa presente che la maggior parte delle università normalmente richiede un punteggio TOEFL IBT pari o superiore a 100/120, un punteggio IELTS versione *Academic* pari o superiore a 7.5/9, un punteggio Duolingo pari o superiore 130-135/160 e un punteggio PTE *Academic* pari o superiore a 70/90.

Lo *Score Report* deve essere presentato preferibilmente entro la scadenza del 5 dicembre 2023 nell'*Application on-line*. (SEGUE)

I candidati che non avessero ancora sostenuto il test dovranno iscriversi al più presto a una sessione d'esame di una delle quattro (4) certificazioni ed inviare la ricevuta d'iscrizione alla Commissione via email a fulbright@fulbright.it entro il 5 dicembre unitamente al resto della documentazione.

Si consiglia di iscriversi alla prima data disponibile che consenta di far pervenire lo score report alla Commissione via email a fulbright@fulbright.it entro e non oltre il 10 febbraio 2024.

I candidati a cui le università NON richiedono il superamento di una prova linguistica o a cui riconoscono una certificazione diversa da TOEFL, IELTS, DUOLINGO e PTE devono far pervenire alla Commissione o una dichiarazione da parte dell'università o lo scambio di email o la sezione del sito in cui si dimostra che il candidato è esentato dalla prova di lingua.

GRE, GRE Subject Tests e GMAT: non sono prerequisiti per partecipare al concorso per le borse di studio Fulbright, ma qualora il superamento di uno di questi test rientrasse nei requisiti di ammissione delle università, verranno presi in considerazione dagli esperti che valuteranno le candidature. Gli Score Report, se disponibili alla scadenza del concorso **5 dicembre 2023** dovranno essere allegati. Diversamente, potranno essere inviati alla Commissione successivamente anche nella versione online via email a fulbright@fulbright.it.

I candidati dovranno caricare una scansione degli *Score Report* nella sezione *Score Reports dell'Application* online.

Score Reports

1. If you enter test scores, you will be redirected to the Score Reports section, where you will upload copies of your available score reports.
 - a. Click *Choose File*
 - b. Locate and select the file that you previously saved to your computer
 - c. Click *Open*
 - d. Click *Upload* to complete the file upload

Plagiarism Agreement

1. Carefully review the Plagiarism Agreement and indicate your acceptance of the terms by selecting 'Yes' or 'No'.
 1. If you select 'No' you will receive a warning message and you will not be able to submit your *Application*.
2. Click *Continue* to save your responses and advance to the next section.

N.B. Selezionare “YES” significa avere piena consapevolezza dei seguenti:

“*Application* materials will be processed using software to help identify any instance of plagiarism. Plagiarism in any part of your *Application* will result in your disqualification from participating in the Fulbright Foreign Student Program.”

Eventuali contenuti copiati saranno rilevati dai software dell’IIE nell’ultima fase di selezione. Si fa presente che rilevamenti superiori al 10% anche solo in un singolo documento all’interno dell’intera *Application* sono motivo di squalifica dal programma.

Si ricorda che la definizione di “plagio” nell’accademia americana ha una valenza molto ampia, includendo tutte le parti dell’*Application*, compreso il Personal Statement e le Lettere di Referenze.

Study Plan

This section collects information about your proposed plan of study in the U.S. Please carefully review country-specific guidance to determine if you must submit any additional documentation.

1. Select the degree objective to which you are applying.
- 2. Select the most appropriate major academic discipline and primary specialization from the drop-down menus.**
 - a. Some fields, such as Arts and Architecture, will trigger a message that you are required to upload portfolio materials as part of your *Application*. You will be able to upload materials on the next page.
3. Enter a brief description of the field in which you plan to specialize in the United States in the text box.
4. Enter a description of your future plans in the text box.

Intended Grant Period

5. Enter your proposed length of stay in the United States and select your proposed date of arrival in the United States (Month-Day-Year format) from the drop-down menu. Typically, degree-seeking students will begin in August/September of the proposed academic year.

Study/Research Objective **Leggere attentamente le indicazioni fornite nella stessa Application**

6. Upload a copy of your study/research objective. Please write a clear and detailed description of your study/research objectives and provide your reasons for wanting to pursue them. This statement is an essential part of your *Application* and is required.
 - a. Click *Choose File*
 - b. Locate and select the file that you previously saved to your computer
 - c. Click *Open*
 - d. Click *Upload* to complete the file upload

Descrivere il proprio progetto di studio. Il candidato dovrà dedicare particolare attenzione alla stesura di questo documento, elemento fondamentale della *Application* su cui si soffermeranno gli esperti ai fini della valutazione della candidatura.

Questi gli elementi da considerare per una corretta stesura del documento che **non dovrà assolutamente superare lo spazio disponibile di massimo 50 righe, carattere 12, interlinea singola:**

- Compilare il documento in forma narrativa;
- Delineare con chiarezza gli obiettivi di studio negli Stati Uniti e descrivere come questi si inquadrano nei progetti di carriera accademica o professionale del candidato al rientro in Italia;
- Menzionare le università statunitensi scelte e spiegare i motivi della propria selezione.

Personal Statement **Leggere attentamente le indicazioni fornite nella stessa Application**

7. Upload a copy of your personal statement. Your personal statement should be a narrative statement describing how you have achieved your current goals. Do not mention specific U.S. universities at which you would like to study. This is a required document.
 - a. Click *Choose File*
 - b. Locate and select the file that you previously saved to your computer
 - c. Click *Open*
 - d. Click *Upload* to complete the file upload

Per *Personal Statement* si intende un testo narrativo in cui il candidato presenta sé stesso mettendo in evidenza i propri interessi e punti di forza. È importante fornire elementi circa la propria personalità, le proprie aspirazioni e i propri *Hobby*.

Il *Personal Statement* non è una ripetizione del CV/resume da caricare alla sezione “Academic and Professional Information”, e pertanto si suggerisce di non limitarsi ad una mera elencazione di titoli ed esperienze, ma di elaborare un documento da cui emergano chiaramente non solo la propria personalità, ma anche i fatti e gli eventi più significativi che hanno contribuito alla propria formazione umana, accademica e/o lavorativa.

Al fine di includere nell’*Application* uno *statement* quanto più articolato possibile si raccomanda al candidato di elaborare il documento tenendo conto anche dei seguenti suggerimenti:

- Please write about a time you acted as a leader in your personal or professional life, including experience in volunteering and community work
- Please describe a challenging situation in your personal or professional life that you overcame
- Please describe how you supported your studies: did you work to pay for your studies? Did you receive any scholarship? Are you the first of your family to attend university?
- How is your Study/Research plan going to contribute to the advancement of bilateral relations between Italy and the United States?

Il documento non dovrà assolutamente superare lo spazio disponibile: massimo 50 righe, carattere 12, interlinea singola.

Questi punti dovranno essere approfonditi anche nel *Questionnaire-Addendum to the Personal Statement* da compilare e caricare nella sezione **ADDITIONAL INFORMATION-COUNTRY SPECIFIC MATERIALS**.

Proposed U.S. Institution

Inserire esclusivamente le università da cui si è stati accettati e caricare la relativa lettera di ammissione.

9. List the U.S. university/institution that you plan to attend and to which you have been admitted.
10. Upload a letter of admission or letter of invitation from a U.S. institution, if you have received one.
 - a. Click *Choose File*
 - b. Locate and select the file that you previously saved to your computer
 - c. Click *Open*
 - d. Click *Upload* to complete the file upload

Applied U.S. Institutions

Elencare le università a cui si è presentata o si stia presentando la domanda di ammissione.

11. List all U.S. institutions to which you have applied or intend to apply.
12. Select the number of U.S. institutions to which you have applied from the drop down menu:
 - a. Enter name of institution
 - b. Enter specific name of department
 - c. Select the date you applied for the institution (Month-Day-Year format)
 - d. Enter the term you applied for
 - e. Enter year you applied for
 - f. Select the result of your *Application* from the drop down menu
 - g. Select 'yes' or 'no' to indicate if you are still interested in pursuing this program
13. Click *Continue* to save your responses and advance to the next section

N.B. Le università inserite nelle sezioni *Proposed U.S. Institutions* e *Applied U.S. Institutions* dovranno essere anche elencate in un file word o .pdf che deve essere mandato via email a fulbright@fulbright.it (V. Bando e *Application Checklist*).

Grant and Travel Plans

Questa sezione è ritenuta strettamente riservata sia dalla Commissione Fulbright che dall'Institute of International Education di New York (IIE).

Financial Information

This section gathers information on your personal finances, additional funding you may have applied for/received, passport, and accompanying dependents. Please note that these sections may not be required if you are from certain countries. Review country-specific information before completing.

Family Funds

1. Enter your father's, mother's, and spouse's occupations in the corresponding boxes.
2. Enter the total amount your family can provide for your first year of study in the U.S. (in USD).
3. Enter the total amount you can provide from your own funds for your first year of study in the U.S. (in USD).

Expected Additional Funding

List all **non-Fulbright** funding you expect to receive during your grant.

4. Select 'Yes' or 'No' to indicate if you have been awarded or expect to receive financial assistance from a university or institution in your home country while in the U.S., or funding from any other sources.
 - a. If 'Yes', select the number of other sources of funding you expect to receive
 - Enter Source Description (e.g., NSF grant)
 - Estimated Amount (in USD)
 - The Other Funds Total field will automatically update based on the amounts provided above

Nel compilare il modulo si tenga presente che:

- La borsa di studio Fulbright **NON deve essere indicata fra le possibili fonti personali di finanziamento;**
- Indicare al punto *Other Funds* l'entità di eventuali aiuti finanziari chiesti o già ottenuti dalle università statunitensi.

5. Indicate if you are planning to apply for, or have applied for and/or received, other sources of funding such as a fellowship, assistantship, or other educational grant or loan from another organization, government or educational institution. Include funding title, source, period of funding, and amount of funding for which you are applying, and if/how this project relates to Fulbright project. If additional funding is received after Fulbright *Application* is submitted, please update Fulbright administration. Maximum 1000 characters.
6. Select 'Yes' or 'No' to indicate whether the same amount of funding you listed above in Grand Total will be available for your second year of study in the United States.
 - a. If yes, move to the next section
 - b. If no, enter the amounts of any additional funding you expect for the second year
7. Select 'Yes' or 'No' to indicate if you have travel funds available and can pay for your round-trip travel to the United States if necessary.
 - a. If 'Yes', enter the amount of travel funding available
 - b. If 'No', move to the next section

Tenendo presente che la *Travel Allowance* di €1100 **potrebbe non essere sufficiente a coprire le spese di viaggio di andata e ritorno negli Stati Uniti**, si suggerisce di indicare la disponibilità di fondi complementari finalizzati a questo scopo.

Passport/Travel Document and Dependents

8. If required, upload a copy of your passport or travel document.

NON RICHIESTO. Una copia del passaporto valido verrà richiesta successivamente solo ai vincitori della borsa di studio.



- a. Click *Choose File*
 - b. Locate and select the file that you previously saved to your computer
 - c. Click *Open*
 - d. Click *Upload* to complete the file upload
9. Select the number of dependents you intend to have accompany you to the U.S. (select 0 if you do not have dependents or your dependents will not accompany you to the U.S.).
 - a. Enter required information for each dependent, including relationship to you, name, and intended length of stay in the U.S. (in number of months)
 - b. Enter information for how you will provide for your dependents during your time in the U.S. in the text box

Per Accompanying Dependents si intendono coniuge e figli non sposati fino ai 21 anni di età. Non si considerano tali: genitori, fratelli e sorelle, figli di età oltre i 21

anni, conviventi e fidanzati. I *Dependent* entrano negli Stati Uniti con il visto J-2 che riflette le stesse caratteristiche e condizioni del visto J-1 del borsista.

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

Additional Information

Use this section to upload any required additional documentation per your country-specific guidance.

Alla voce *Country Specific Materials* i candidati dovranno inserire il *Questionnaire-Addendum to the Personal Statement*.

Alla voce *Supplemental Materials* i candidati AFAM e DAMS dovranno segnalare i link dei siti web dove gli esperti possano prendere visione dei loro materiali artistici. I link dovranno essere elencati in un unico documento di testo (sono accettati vari formati: .txt, .docx o .pdf) che dovrà poi essere caricato online.

I candidati nell'ambito degli studi in cinema dovranno presentare:

Uno (1) o più lungometraggi/cortometraggi;

- Portfolio contenente esempi della produzione artistica del candidato. Le singole parti del portfolio dovranno essere corredate da note esplicative circa la data;
- Il contesto nel quale sono state realizzate.

I diplomati dalle accademie d'arte dovranno presentare:

- Un (1) *book* fotografico concernente la produzione artistica;
- Elenco completo e dettagliato delle pubblicazioni;
- Eventuali attestati e/o recensioni.

I diplomati dai conservatori di musica dovranno presentare:

- Una (1) o due (2) registrazioni musicali. Specificare luogo, data, tipo di strumento utilizzato e mezzi di registrazione impiegati. Si suggerisce di esibire una registrazione da "solista". Il candidato dovrà dichiarare sotto la propria responsabilità di essere l'esecutore delle musiche registrate;
- Elenco dettagliato dei concerti effettuati fornendo indicazioni sulla organizzazione. Allegare copie o fotocopie dei relativi programmi di sala.

(SEGUE)

I diplomati dalle accademie di danza dovranno presentare:

- Una (1) o due (2) video delle proprie esibizioni. Si suggerisce di esibire un video da “solista”. Specificare luogo, data, ruolo e spettacolo;
- Elenco dettagliato delle esibizioni effettuate fornendo le indicazioni di cui sopra. Allegare copie o fotocopie dei relativi programmi di sala.

Alla voce *Additional Documentation* i candidati dovranno inserire il *Writing Sample*.

Il Writing Sample consiste di due (2) **saggi**, entrambi in lingua inglese, per tutti i candidati (sia Master che Ph.D.). Tali saggi dovranno essere salvati in un file unico.

1. **Sintesi della tesi di laurea relativa all'ultimo titolo conseguito.** Il documento, di **massimo dieci (10) pagine**, deve recare una copertina dove siano indicati nome e cognome dello studente, titolo della tesi, anno accademico, data e voto di laurea, relatore/i. Una eventuale bibliografia dovrà rientrare nelle 10 pagine richieste.
(SEGUE)
2. **Saggio (Essay) dalle due (2) alle cinque (5) pagine**, inerente al campo di studio che si andrà ad approfondire negli Stati Uniti, con il quale il candidato dimostri le proprie capacità di saper comporre in inglese ad un elevato livello accademico. **Essay validi possono essere anche articoli già pubblicati o tesine già svolte.** Una eventuale bibliografia dovrà rientrare nelle 5 pagine richieste.

Complete the Outreach Survey. **Obbligatorio**

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

Recommendations

Use this section to register your recommenders. Refer to your country-specific instructions for details on the required number of recommenders.

Once you register your recommenders, they will receive an automatic email with instructions on completing the online recommendation form. You can track the status of recommendations, send reminders, and add/delete recommenders through this system before **and** after submission of your *Application*. Letters of recommendation **must be** submitted directly by your recommenders either via the online *Application* or emailed directly by your recommenders to your Fulbright Program

Office.

1. Click *Add Recommender*.
2. Complete all fields in the pop-up form:

The screenshot shows a pop-up window titled "Add Recommender". It contains the following fields and elements:

- Prefix:** A dropdown menu.
- First Name:** A text input field.
- Last Name:** A text input field.
- Institution:** A text input field.
- Position/Title:** A text input field.
- Relationship:** A text input field.
- Telephone:** A text input field.
- Email:** A text input field.
- Note:** A text block stating: "Note: Applicants are encouraged to provide a professional email address for their recommenders (i.e. institutional email address for a professor, a corporate email address for a supervisor) when possible".
- Personal message to recommender:** A large text area for a message.
- Message:** A text block stating: "You may include a personal message for your recommender here. If your program has a recommendation deadline, please use this message to communicate this deadline to your recommender."
- Buttons:** "Send To Recommender" and "Cancel" buttons at the bottom.

Click *Send to Recommender* to generate automatic email to recommender.

3. Click *Continue* to save your responses and advance to the next section.
4. Once sent, you will have the option to Edit Recommender information if they have not yet started progress on their response and Save, Send Reminders, and Exclude if you wish to remove the recommender and replace with another individual.

Edit Recommender

Prefix

First Name

Last Name

Institution

Position/Title

Relationship

Telephone

Email

Personal message to recommender

Status

Le lettere di referenza devono essere tre (3) e dovranno essere redatte on-line in inglese.

Le lettere sono parte integrante della *Application* e costituiscono uno degli elementi fondamentali su cui si basa il processo di selezione in Italia.

Si raccomanda, pertanto, di riservare particolare attenzione alla ricerca dei firmatari che rientrino tra i professori, datori di lavoro, collaboratori con i quali il candidato ha sviluppato il proprio percorso accademico e arricchito il proprio curriculum.

In via del tutto eccezionale:

- Qualora il referente (*Recommender*) avesse difficoltà a utilizzare il sistema online, potrà redigere la lettera direttamente sull'apposito modulo ***Confidential Letter of Reference*** (disponibile nella pagina web del concorso) e dopo averla firmata dovrà inviarla come allegato a fulbright@fulbright.it
- Qualora un referente avesse delle difficoltà a scrivere la lettera in inglese, potrà

scriverla in italiano, ma dovrà inviarne una traduzione in inglese **non giurata, redatta da una terza persona a fulbright@fulbright.it**.

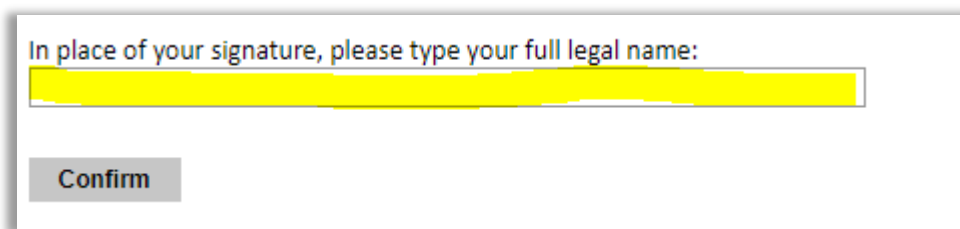
Il candidato dovrà specificare nella *Application Checklist* le modalità adottate per la presentazione delle lettere che dovranno pervenire alla Commissione entro il termine di scadenza.

NB.

- Nell'*Application* devono risultare i nomi dei 3 referenti. Pertanto, per una corretta compilazione dell'*Application* (e per riuscire a chiuderla) sarà necessario inserire i dati anagrafici e l'email dei *Recommender* e cliccare su *invia* per invitarli, **anche nel caso in cui scrivano la lettera di referenza sul modulo *Confidential Letter of Reference***. Il *Recommender* che compilerà il modulo *Confidential Letter of Reference*, dovrà ignorare il link con l'invito a compilare il modulo online e procedere unicamente alla redazione del modulo PDF;
- **Sebbene i referenti possano completare le lettere online anche dopo il *Submit* dell'*Application* (come specificato a pagina 6), è responsabilità del candidato controllare che le lettere pervengano entro la scadenza del concorso.**
- **Alla luce del "Plagiarism Agreement", si fa presente che anche le lettere di referenze devono riportare contenuti originali e personalizzati per ciascun referente nei confronti del candidato.**

Signature

Certify that the information you provided in the *Application* is true and complete by typing your full legal name in the Signature Box:

A screenshot of a web form for signature verification. It features a text input field with a yellow background and a grey 'Confirm' button below it. The text above the field reads: 'In place of your signature, please type your full legal name:'.

In place of your signature, please type your full legal name:

Confirm

Click *Confirm* to continue to the next page.

Review

The *Application* will review the responses entered and will display any incomplete questions and required attachments that are missing.

- If no errors appear, then your *Application* is ready for submission.
- If any errors appear, correct or complete these sections and return to the Review section to determine if your *Application* is ready for submission.

REVIEW ALL RESPONSES. CLICK SUBMIT.

You will be able to download a PDF of your complete *Application* following submission.

Inviare la documentazione aggiuntiva (come indicato sull'*Application Checklist*) a fulbright@fulbright.it.

Fine del documento