



## FULBRIGHT FOREIGN LANGUAGE TEACHING ASSISTANT (FLTA) PROGRAM

### Instructions for Completing the 2021-2022 Fulbright FLTA Program Application

Application: <https://apply.iie.org/flta2021>

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

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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](#), which supports Windows, Mac, and Linux platforms.

**The online application form is used by Fulbright programs worldwide and not all items in the application form are necessarily applicable to Finns. Thus, it is very important that you fill in the application according to the instructions in this leaflet as this leaflet is for Finnish candidates only.**

**Please have the instructions at hand all the time when filling in the application form. In case there is a difference between the instructions in the online form and the instructions provided in this instruction leaflet, please follow the ones in this instruction for Finnish candidates.**

Please remember that it is the applicant's responsibility to make sure that all required items are submitted by the application deadline. The application will be reviewed ONLY if ALL the required documents have been submitted by the deadline.

Prior to starting an application, please complete the following steps:

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

Before you begin an application make sure you are eligible to apply. Eligibility information for Finns can be found in the grant program specific instructions on the Fulbright Finland Foundation website.

### **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 and letters Ä and Ö (you can leave the dots out).**
- 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, however, do not use special such as accent marks and letters Ä and Ö (you can leave the dots out).**

### 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](mailto: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.

### REVIEWING YOUR APPLICATION AFTER SUBMISSION

1. After you SUBMIT your application, you CANNOT make any changes.
2. You may continue to log in to 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. **Please note: Finnish candidates do not need to submit language evaluation.**
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.

### FFL Preliminary Questions [2021]

Through which program country are you applying?\*

  

To which academic year are you applying?\*

  

*Academic year 2021-2022 typically corresponds to initial grant periods between August/September 2021 and May/June 2022; grant dates and grant lengths will vary by country and program.*

**You must answer all questions above in order to proceed with the application.**

Do you hold or are you applying for:\*

a) U.S. citizenship;  
c) Dual citizenship with the U.S.; or  
b) U.S. permanent residency?

Yes  
 No

Have you reviewed and do you meet all program eligibility requirements for the country through which you are applying?\*

Yes  
 No  
 Unsure

1. Select **FINLAND** as the country through which you are applying for the Fulbright grant from the dropdown menu.
2. Select the appropriate program year from the dropdown 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 Language Teaching Assistant Program.
4. Select 'Yes', 'No', or 'unsure' to indicate if you are aware and meet all program eligibility requirements.
  - b. Please review the program eligibility requirements for the country through which you are applying before proceeding.
5. Select 'Yes' or 'No' to indicate if you meet all employment eligibility requirements.
  - c. Applicants or applicants' immediate family cannot have been employed by the stated

organizations and/or agencies within the year prior to application.

d. If you select 'Yes', please provide details of employment or association.

6. 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 instructions for completing the rest of the application, including:
  - a. Country Website
  - b. Application Instructions

Please note: Finnish candidates do not need to submit language evaluation.

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

## Data Privacy

1. Carefully review the Data Privacy information.
2. 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 name if it is DIFFERENT than your legal name (e.g. Alex instead of Alexander). Please do not use special letters such as accent marks and letters Ä and Ö (you can leave the dots out).
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 dropdown menus provided.
5. Enter number of dependents. Please review the FLTA Program's policy on J-2 visa sponsorship for dependents: select 'Yes' or 'No' to indicate your response.
6. Please indicate any physical limitations that you may have. This information is gathered for statistical purposes and to ensure appropriate accommodations can be made. The Fulbright Program does not discriminate on the basis of physical impairment.
7. Select your country of citizenship and country of residence from the dropdown menus provided. To select indicate additional countries of citizenship, hold down the CTRL (PC) or Command (Mac) button when selecting options.
4. If applicable, enter your national identification number and any additional countries in which you hold citizenship.
  - a) National identification number. Please type in your Finnish social security number.
5. Indicate if you have ever held U.S. Citizenship, U.S. Dual Citizenship or U.S. Permanent Residency: select 'Yes' or 'No' to indicate your response.
6. Indicate if you have a pending diversity visa lottery application pending or if you have ever applied for U.S. permanent residency: select 'Yes' or 'No' to indicate your response.
7. Click *Continue* to save your responses and advance to the next section.

## Contact Information

Enter all required contact information.

1. Select the country where you live from the dropdown 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 as appropriate. Include the country code. If the field turns red, please review the numbers that you have entered to look for 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. **Entering your emergency contact in Finland is required.** 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 that corresponds to your emergency contacts' address 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 on the Review page and will prevent submission of your application.
  - 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"/>

### Academic Background

2. List all post-secondary educational institutions from which you have received a degree or academic credential. 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.
  - a. Click *Add Institution*
  - b. Type in the name of the institution
  - c. Choose the level of study (graduate or undergraduate) from the dropdown menu
  - d. Select the country where the institution is located from the dropdown 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. If relevant, provide the actual name of the degree or diploma (e.g., license)
  - i. Enter the discipline in which this degree or diploma was earned
  - j. 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
  - k. 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
- I. Click *Save*.

**Educational Institution**

Institution\*

Level of Study\*

**Institution Location (all address fields are required)\***

Country

City

State

Website

Name of Diploma or Degree Equivalent\*

Actual Name of Degree or Diploma

Discipline\*

Enrolled From

Enrolled To

Date Degree Received

If a degree is in progress, list expected date of conferral for Date Degree Received.

3. To add additional entries for post-secondary educational institutions, click *Add Institution* 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 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 dropdown menu. Enter in the street address, city, state/region, and post code as applicable

f. Click *Save*

### Professional Experience

Role\*

Position Title/Type of Work

Employer Name\*

If you are currently employed, please leave the End Date field blank.

Start Date

End Date

### Employer Address

Street Address\*

City\*

State/Region\*

Postal Code\*

Country\*

5. If you have more than one current position and/or relevant previous professional experience, click *Add 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:
- Any scholarships and/or fellowships you currently or previously received (include the source or sponsor, amount, where held and duration)
  - Any academic honors and prizes that you have received in the text box (include any titles and/or dates)
  - Any books, articles, and/or thesis published by you, particularly in your proposed field of study (include the title, place, and date of publication)
  - Any professional societies, fraternities or other organizations in which you now hold membership or in which you have been active in the past

## 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*
- b. Select the country in which you spent your professional travel and/or residence abroad from the dropdown menu provided
- c. Select the start and end dates (Month-Year format) of your 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* 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.
  - 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):
    - Click *Add Grant*.
    - Select the Fulbright award type from the dropdown 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. Use the section below to upload scans of all available transcripts from the post-secondary institution you have attended.

**Please combine the following documents (a-b) by institution as one file and upload scans to corresponding institutions.**

- a. **Official transcripts** (*opintorekisteriote*) in English (translated by the issuing university). You need to attach one transcript from each university or post-secondary institution you attended, even those schools from which you did not receive a degree or diploma. The transcripts should list the subjects you studied and the grades you received during each year of your enrollment and have a signature and a stamp.
- b. **University or post-secondary diploma** (*tutkintodistus*) for each post-secondary or university degree awarded to you. The diplomas can be in Finnish or English. Please note that for example the transcript or a Diploma supplement is not sufficient to replace the actual university diploma. The actual diploma is required.
- c. **Official Diploma Supplement**

**Please note:** If you are invited for an interview to the Fulbright Finland Foundation you are requested to show the official original diplomas and transcripts at the interview.

1. Select the corresponding institution from the list.
2. Review the institution information (which you provided on the previous page). If this information is incorrect, please return to the previous page to edit.
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

## 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 dropdown 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 dropdown 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 dropdown menu and rate your proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.
5. Click *Continue* to save your responses and advance to the next section.

## Test Scores

**Please note: Finnish applicants are not required to include TOEFL test score to the Fulbright application.**

However, if you have already taken the TOEFL test/, please indicate the examination date and your results on this page. Only selected candidates are required to take TOEFL test in December/January, you will receive a voucher for the test.

This section collects information about standardized test scores that you have taken or will take in the future. Standardized tests include TOEFL, GRE, GMAT and IELTS. 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. The first section is labeled "Type" and features a single wide drop-down menu. The second section is labeled "Test Date" and consists of three separate drop-down menus, one for each component of the date (month, day, and year).

## 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

## FLTA Information

This section collects information specific to the Fulbright Foreign Language Teaching Assistant (FLTA) Program.

### Language Skills

1. Select the language you are apply to teach/assist in the U.S.
2. Rate proficiency in the chosen language using the appropriate dropdown. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.

### Preferences

**Please note that the questions 4-6 do not refer to Finnish applicants as the Finnish grantee placement process is different compared to FLTA programs in other countries.**

3. Using the drop-down menu, select which option you are willing to do in your role as a language assistant on a U.S. university campus.
4. Indicate if there is a college or university type which you would most prefer. Select from the dropdown menu as appropriate. If you believe you are adaptable to all institution types, please respond N/A, I would accept all.
5. Select if there are any college or university types which you would **most prefer** from. Select from the dropdown menu as appropriate. If you believe you are adaptable to all institution types, please respond N/A, I would accept all.
6. Select if there are any college or university type which you would **refuse** an offer assistantship from. Select from the dropdown menu as appropriate. If you believe you are adaptable to all institution types, please respond N/A, I would accept all.

**Preferences**

In your role as a language assistant on a U.S. university campus, you are willing to \*

Is there a particular region in the U.S. that interests you?

Candidates for the FLTA program are matched with U.S. colleges and universities of all types (small/large, urban/rural, etc.). The best candidates for the program can be effective in and make the most of any environment.

Is there any college or university type which you would **most prefer**? If you believe you are adaptable, please respond N/A.

Is there any college or university type which you would **refuse** an offer assistantship? If you believe you are adaptable, please respond N/A.

## Teaching Experience

7. Indicate, numerically, the total amount of language teaching experience in years and months that you currently have or previously held.
8. Please provide a brief overview of your prior language teaching experience:
  - a. Indicate level, class sizes, English and/or native language teaching experience for each position held

**Teaching Experience**

If you currently or previously held language teaching positions, please quantify your total amount of teaching experience.

Years

Months

Please provide a brief overview of your prior language teaching experience (level, class sizes, English and/or native language teaching experience)  
Include any current or previous teaching positions.

## Interests

9. Input your academic and non-academic interests into the appropriate text boxes.
10. Click *Continue* to save your responses and advance to the next section

**Interests**

**ACADEMIC INTERESTS:** The FLTA Program is a non-degree program which offers coursework for enrichment purposes. Select 2-3 areas of academic study that you feel would contribute to your development as a language professional. Please note: the subjects you indicate are not guaranteed should you be selected for the FLTA Program. Topics you select give you an opportunity to express your academic interests.

Academic Interest 1 \*

Academic Interest 2 \*

Academic Interest 3

**NON-ACADEMIC INTERESTS:** Please list any non-academic interests (e.g. sports, music, art, etc.). Include information about your experience in these areas. \*

## Plagiarism Agreement

1. Carefully review the Plagiarism Agreement and indicate your acceptance of the terms by selecting 'Yes' or 'No'.
2. Click *Continue* to save your responses and advance to the next section.

## Essays and Objectives

This section collects information about your objectives and motivations for applying for the FLTA program. In addition, you will be required to answer questions regarding your teaching methodologies and techniques, and how you plan to share your culture in the U.S.

### Objectives and Motivations

1. Select *Choose File* and locate the desired file on your computer. Click *Open*.
  - a. Uploaded objective statements are limited to a maximum of two pages. PDF, JPEG, and TIFF image files are all accepted.
  - b. Click *Upload*.

**Objectives and Motivations**

Write a clear and detailed description of your objectives and motivations. Please write a well-structured essay that addresses your background and qualifications for the program, past experiences that have been formative in your personal development, reasons for applying to the program, and how being an FLTA will assist you in achieving your long term career goals. Please do not insert your actual CV or resume in this section. \*

Uploaded objective statements are limited to a maximum of two pages.

No file chosen

### Teaching Methodologies and Techniques

2. Type a response that focuses on the teaching methodologies and techniques you would like to utilize to teach your language to U.S. students. This response is expected to be 300-500 words in length.

### Sharing your Culture

3. Type a response choosing one of the three following scenarios (1. A guest lecture at your host institution 2. An international festival 3. Volunteering at a local youth center) and explain what it means to be a cultural ambassador and how you would share your culture in the chosen scenario using your own unique issues. This response is expected to be 300-500 words in length.
4. Click *Continue* to save your responses and advance to the next section

## Additional Information

### Supplemental Materials/Additional Documentation

#### Passport

1. Upload a copy of your passport or travel document. **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.

#### Checklist

2. Upload a copy of the checklist (Tarkistuslista) which can be printed out from the Fulbright Finland Foundation's grant program website. **This is a required document.**

### Personal Statement, Degrees, Certificates, or other Supplemental Materials

3. If applicable, upload a copy of your personal statement, degrees, certificates, or other supplemental materials using the instructions above.

#### Other Grants and Awards

1. Use the text box to indicate if there are any other scholarships, fellowships or employment that would supersede your participation in the FLTA program should it be offered.

#### Outreach Survey

2. Complete the Outreach Survey.
3. Click *Continue* to save your responses and advance to the next section

## Authorization of Release of Information

1. Carefully review the Authorization of Release of Information statement.
2. 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.
3. Click *Continue* to proceed to the next section.

## Recommender Registration

Use this section to register your recommenders. **You are required to submit 3 recommendation letters.**

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 to your Fulbright Program Office.

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

**Add Recommender**

Prefix

First Name

Last Name

Institution

Position/Title

Relationship

Telephone

Email

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

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.

3. Click *Send to Recommender* to generate automatic email to recommender
4. Click *Continue* to save your responses and advance to the next section
5. 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 **Sent to recommender on 12/20 at 11:18 AM**

## Signature

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

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.**