

# FULBRIGHT VISITING SCHOLAR PROGRAM

## Instructions for Finnish candidates completing the 2020-2021 Fulbright Visiting Scholar Program Application including Mid-Career Professional Development Program (MCPD)

Application: <https://apply.iie.org/fvsp2020>

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

Applicants may only apply for one award per application cycle.

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### Contents

General Information.....	2
Creating Your Online Account .....	3
Managing Your Application .....	5
Country Information.....	7
Data Privacy.....	8
Personal Information.....	9
Contact Information .....	10
Academic & Professional Information .....	11
Curriculum Vitae/Resume .....	11
Academic Background.....	11
Current Professional Profile .....	12
Organizational Memberships .....	14
Letter of Support from Home Institution.....	14
Experience Abroad .....	15
Language Skills.....	17
English Language Proficiency .....	17
Additional Language Skills.....	17
Project Proposal .....	18
Grant and Travel Plans .....	21
Additional Information.....	22
Recommendations .....	23
Signature .....	25
Review .....	25

## 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.

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

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

Please read the instructions on the Fulbright Finland Foundation website before you begin an application. If you have any questions about the application process, please contact the Fulbright Finland Foundation office. 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://www.cies.org/>.

### **Step 2: Record user name and password in a safe place**

Your email address is your user name. 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 user name 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:

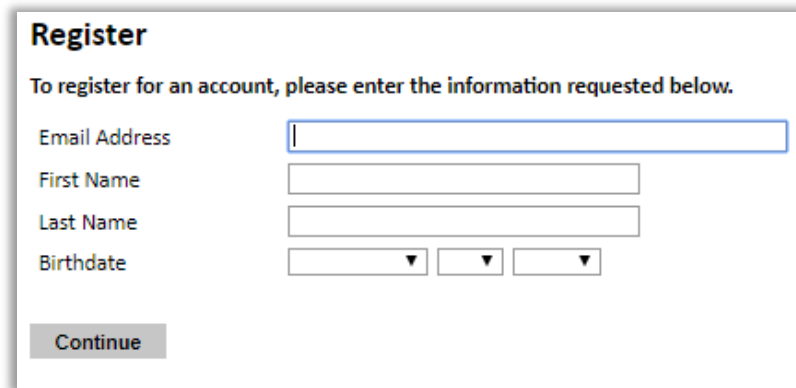
- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents 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

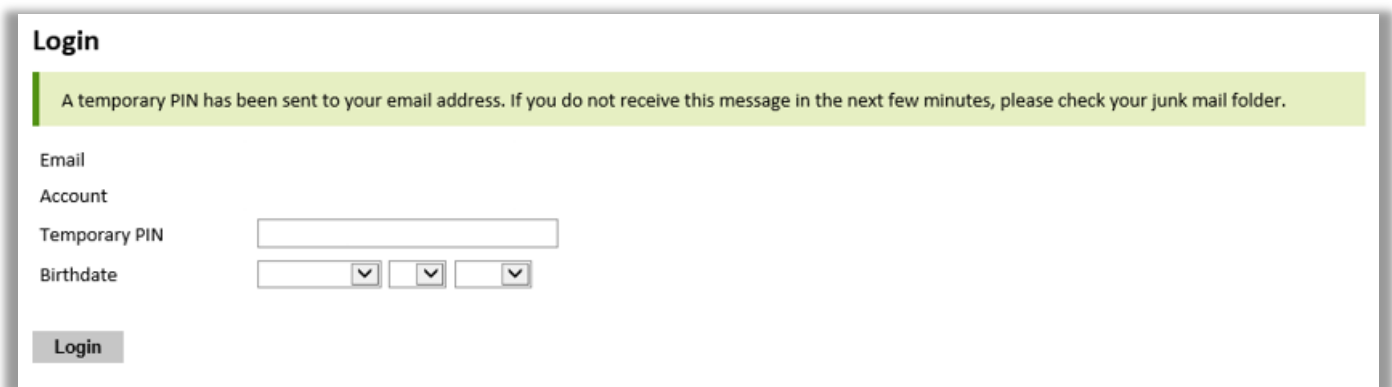
First Name

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](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. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.
3. **Please make sure that all three recommenders submit their recommendation letter by the application deadline.**

## Preliminary Questions

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

The screenshot shows a web form titled "Preliminary Questions". On the left, there is a navigation menu with links for "Home", "Welcome", and "Preliminary Questions" (which is highlighted). The main content area contains the following elements:

- A heading "Preliminary Questions" followed by a note: "Questions marked with an asterisk (\*) are required of all applicants for submission."
- A question: "Through which program country are you applying?\*" with a dropdown menu.
- A question: "To which academic year are you applying?\*" with a dropdown menu.
- A question: "Do you hold or are you applying for:\*" with sub-options: "a) U.S. citizenship;", "c) Dual citizenship with the U.S.; or", and "b) U.S. permanent residency?". Below these are radio buttons for "Yes" and "No".
- A question: "Have you reviewed and do you meet all program eligibility requirements for the country through which you are applying?\*" with radio buttons for "Yes", "No", and "Unsure".
- A "Continue" button at the bottom.

1. Select 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 Visiting Scholar Program.
4. Select 'yes', 'no', or 'unsure' to indicate if you are aware and meet all program eligibility requirements.
  - a. Please review the program eligibility requirements for the country through which you are applying before proceeding.
5. Click *Continue* to save your responses and advance to the next section.

## Country Information (for Finnish candidates)

1. Review all information in this section!
2. Note the instructions that are specific to Finland and the award that you are applying for:
  - a. Country website: [www.fulbright.fi](http://www.fulbright.fi)
  - b. Deadline for applications: **December 8, 2019**
  - c. Additional required materials:
    - Letter of Support (cost-share commitment form) from the home institution (only applicable for Mid-Career Professional Development Program applicants from higher education institutions and all applicants from the University of Helsinki)
    - Letter of invitation from the host institution
    - Copy of the Finnish passport
    - Preliminary budget
    - Checklist
    - Bachelor's and Master's Diploma (Pre-Doctoral Research Fellows only)
    - Transcripts from each university or post-secondary institution attended (Pre-Doctoral Research Fellows only)

**It is the applicant's responsibility to make sure that all required items are submitted by the application deadline. Fulbright Finland will not contact applicants about missing documents.**

**If you have any technical problems with the electronic application system (for example with uploading documents), please contact Fulbright Finland immediately.**

3. You must select an Award from the drop-down menu under "Award Information" before proceeding. Click *Save*.

Available Awards are:

- ASLA-Fulbright Pre-Doctoral Research Fellows Program
  - ASLA-Fulbright Research Grant for a Junior Scholar
  - ASLA-Fulbright Research Grant for a Senior Scholar
  - Mid-Career Professional Development Grant (MCPD)
  - Fulbright – Technology Industries of Finland Grant (postdoc)
4. Click *Continue* to proceed to the next section

## Data Privacy

1. Carefully review the Data Privacy information. If prompted, indicate your acceptance of data privacy terms by selecting 'yes' or 'no'.
2. Click *Continue* to proceed to the next section



## Personal Information

Enter all required biographical 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).
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.
4. Enter your city of birth, country of birth, sex (as it appears or will appear on your passport or travel document), preferred gender identity, marital status, and number of dependents.
5. Select your country of citizenship and country of residence from the dropdown menus provided.
6. If applicable, enter your national identification number and any additional countries in which you hold citizenship.
  - 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.

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 section.
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. Enter emergency contact information. If you would like to provide emergency contacts in your home country, please enter the appropriate information. The individuals 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. 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, organizational memberships, letter of support from home institution, experience abroad, and previous Fulbright grants, if applicable.

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 six pages.  
**Note:** If your file exceeds 6 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 PDF document that does not exceed six (6) 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 the date this degree was received (Month – Year format) from the drop down menu
  - If a degree is in progress, list expected date of conferral for Date Degree Received.
- k. Click *Save*.

**Educational Institution**

Institution\*

Level of Study\*

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

Country

City

State

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Website

Name of Diploma or Degree Equivalent\*

Actual Name of Degree or Diploma

Discipline\*

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.

### Current Professional Profile

- 4. List your current professional affiliation or employer by clicking *Add Experience* under Position Title
  - a. Choose the role which most closely corresponds to your current role from the dropdown menu
  - b. If you are an independent/unaffiliated scholar, check the box underneath the Current Role field. The Institution Name and Department Name fields will disappear after the box

- is checked
- c. Enter your current position title (e.g. Director, Assistant Director, etc.)
  - d. Enter the name of the institution and, if relevant, the department where you are currently employed
  - e. Enter 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.
  - f. 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
  - g. Click *Save*

### Professional Experience

Current Role\*

I am an independent/unaffiliated scholar.

Position Title

Institution Name\*

Department Name

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

Start Date

End Date

### Institution Address

Country\*

Street Address\*

City\*

State/Region\*

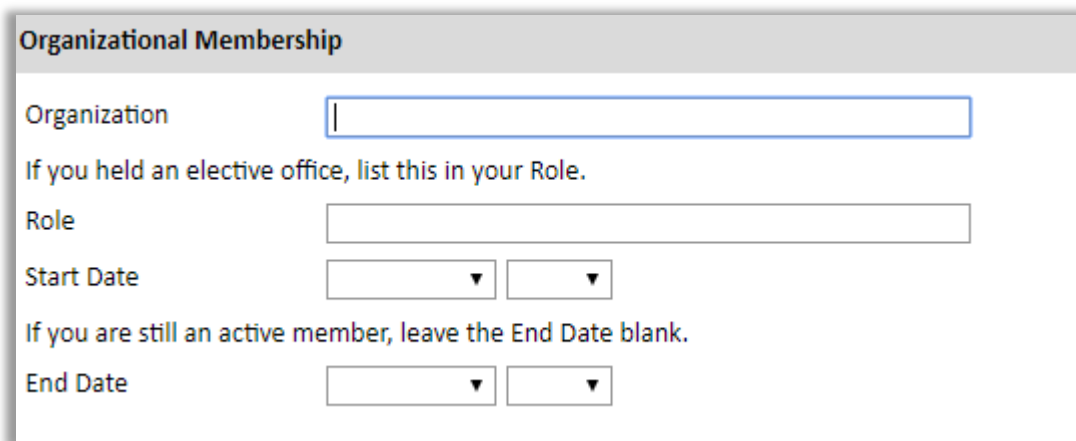
Postal Code\*

5. If you have more than one current position, click *Add Experience* and follow the instructions above.

6. List your most significant professional accomplishments, honors and awards, and up to three significant publications in the text box.
  - a. List no more than five accomplishments, honors, or awards
  - b. Separate each entry with a semicolon (;)
  - c. 700-character limit

## Organizational Memberships

7. List up to four professional memberships in cultural, educational, and professional organizations.
  - a. Click *Add Organization*
  - b. Enter the name of the organization
  - c. If you held an elective office in the organization, enter the name of your role (e.g., Treasurer)
  - d. Enter the start and end dates (Month-Year format) that correspond with your membership in this organization.
    - If you are still an active member, leave the End Date blank.
  - e. Click *Save*



**Organizational Membership**

Organization

If you held an elective office, list this in your Role.

Role

Start Date

If you are still an active member, leave the End Date blank.

End Date

## Letter of Support from Home Institution

(called cost-share commitment form in Finland)

While most candidates are not required to include this document, there are some exceptions:

- **Mid-Career Professional Development (MCPD) program applicants working at Universities or Universities of Applied Sciences** need to upload the document titled "[University's commitment to cost-share a Fulbright grant](#)".

- **Applicants from the University of Helsinki** need to upload the document titled "[University of Helsinki's commitment to cost-share a Fulbright grant](#)".
8. Upload a PDF file of your cost-share commitment form from your home institution in the section "Letter of Support".
    - 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

Letter of Support      Please upload any letters of support/leave from your home institution.      Choose File      No file chosen

Upload

## Experience Abroad

9. List any professional travel and/or residence abroad exceeding three (3) months during the last six years:
  - 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:\*

10. 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.
11. 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

*\*If you have participated in a J-1 or J-2 visa exchange program in the Professor or Research Scholar categories, please check with your Fulbright Office to confirm you are eligible to apply for the program at this time.*

12. 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\*

13. If you are applying for another Fulbright Scholar Opportunity, please provide justification as to why you should be considered for another award in the text box.

14. 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.

Finnish applicants are **not** required to submit a certificate of proficiency in English.

### 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

## Project Proposal

This section collects information about your proposed project.

1. Select the category of grant for which you are applying.
  - a. If you select Research, you must upload a Bibliography
  - b. If you select Teaching/Research, you must upload a Bibliography and Course Syllabus
  - c. If you select Teaching, you must upload a Course Syllabus

MCPD program applicants should select "Research" as they will be pursuing an independent project. However, a bibliography is not mandatory for MCPD candidates if it is not relevant for the project.

2. Enter your Project Title
3. Enter a summary of your Project Proposal in the text box (maximum of 700 characters)
4. Upload a detailed project statement of three (3) to five (5) pages in PDF format
  - 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

**As part of your project statement, please include some expected outcomes:** Indicate what effect you expect the opportunity to have on your teaching or professional work in your home country (for example, new approaches to curriculum planning, student advising or pedagogy; expanding knowledge in the field through collaboration with U.S. colleagues). Describe briefly the expected impact of your participation on your home institution, community or professional field.

5. Upload a Bibliography of one (1) to three (3) pages of references in PDF format following the instructions above. Note: if a bibliography is not relevant for MCPD candidate's project, please attach a blank page to move forward.
6. If requested, upload Course Syllabi of up to ten (10) pages in PDF format following the bulleted instructions above.
7. Select the most appropriate academic discipline for your project from the dropdown menu.
8. Select the most appropriate primary specialization from the dropdown menu.
9. Enter a brief description of the area of the field in which you plan to specialize/conduct research in the United States in the text box.

- a. Some fields will ask you if you'd like to upload portfolio materials as part of your application. Select 'yes' or 'no'
  - b. If you select 'yes,' you will be directed to upload your materials on the next page. Please follow the upload instructions listed.
10. Select your proposed grant length (in months) from the dropdown menu
  11. Enter your proposed grant start and end dates (Month-Day-Year format)
  12. Indicate whether you have already made affiliation arrangements with a U.S. Host Institution by selecting 'yes' or 'no'.

**Please note that the Finnish applicants must always include an invitation letter from the U.S. host institution as part of the application prior to the deadline.** Applications without a letter of invitation will not be reviewed. Non-academic affiliations require special review and approval is not always granted.

Please note that an invitation does not ensure selection for an award.

**Fulbright Finland will not arrange affiliations.**

- a. Add the Host Institution by selecting *Add Institution*
  - Enter Institution Name
  - Enter Name and Contact Information of the person at the Institution who will be your primary contact
  - Enter the address of the Institution
  - Indicate whether you have received a letter of invitation
  - Click *Save*
  - Upload the Letter of Invitation by clicking *Choose File*

**The letter of invitation should include:**

- The specific research or professional affiliation offered.
- The exact start and end date of the affiliation\* (i.e. August 15, 2019 to May 14, 2020, or for a 9-month period commencing August 15, 2019). Please note that the invitation letter(s) need to cover the entire grant period.
- Signature from an appropriate university or organization officer (for example the head of department or research advisor/mentor).
- The name and title of the applicant's academic or professional host in the United States.

- Are you required to pay fees or cover costs to the host university or organization?
- What are you provided? Office space, telecommunication connections, library access, housing?
- The letter should be on the U.S. host university's or organization's official letterhead

The invitation letter should indicate as clearly as possible what kind of support services your host institution will be able to provide for you. It should also provide contact information for the academic or professional host you will be working with. Letters of invitation should be typed on institutional letterhead and signed. **E-mail invitations are not sufficient.** If the academic or professional project you propose requires affiliation with more than one institution, please include an invitation letter from each host organization and explain and indicate the approximate length of time needed at each. CIES/IIE advises against dual or multiple affiliations unless absolutely necessary because time is lost in finding housing and making other arrangements at each institution.

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

## Grant and Travel Plans

This section gathers information on your personal finances, additional grants you may have applied to/received, passport, and accompanying dependents.

Finnish applicants must complete these sections and attach a preliminary budget to the application under section “Additional Information”.

Finnish applicants must use the **Preliminary Project Budget** form. Please open the pdf-form, fill it, print it and sign it, and upload the completed form to your application.

1. Select ‘yes’ or ‘no’ to indicate if you have other sources of financial support during your Fulbright grant
  - 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 U.S. dollars)
    - The Other Funds Total field will automatically update based on the amounts provided above
    - Upload supporting documentation by selecting *Choose File*
2. Indicate if you are planning to apply for other sources of funding to supplement the Fulbright grant award in the text box (700 character limit). Include the source and amount for all funding.
3. Upload a copy of your passport or travel document by selecting *Choose File*

**Finnish applicants need to upload a copy of their passport as proof of their Finnish nationality.**

4. Select the number of dependents you intend to have accompany you the U.S. (select 0 if you do not have dependents or your dependents will not accompany you the U.S.)
  - a. Enter required information for each dependent, including relationship to you, name, date of birth, sex, country of citizenship, previously held U.S. J-1 or J-2 visa, and intended length of stay in the U.S.
5. Click *Continue* to save your responses and advance to the next section

## [Additional Information](#)

Use this section to upload any required additional documentation, including:

### **All Finnish applicants:**

- [Preliminary Budget Form](#)
- Checklist
  - Please upload the check-list from the Fulbright Finland website in this section:
    - [Check-list for scholar grants](#)
    - [Check-list for ASLA-Fulbright Pre-Doctoral Research Fellows](#)
    - [Check-list for Mid-Career Professional Development program](#)

### **ASLA-Fulbright Pre-Doctoral Research Fellows Program applicants:**

- Bachelor's and Master's Diploma (in Finnish or English)
- Transcripts from each university or post-secondary institution attended during your Bachelor's, Master's and Doctoral studies so far. The transcript should include all courses taken at the university level. The transcripts can be in Finnish or English.

**Please note that you must also email the attachments to Fulbright Finland Foundation to [applications\(at\)fulbright.fi](mailto:applications@fulbright.fi). Please read the instructions on the checklist.**

Complete the Outreach Survey.

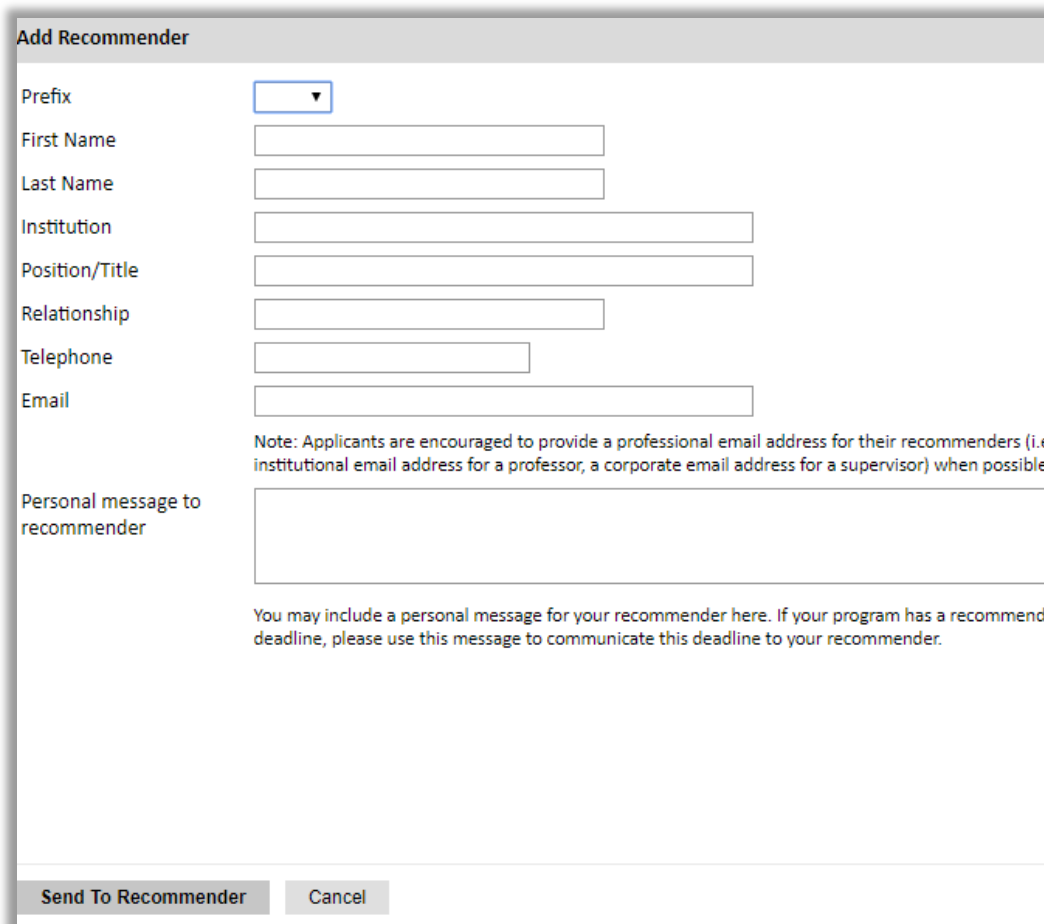
Click *Continue* to save your responses and advance to the next section

## Recommendations

Use this section to register your three 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. **Please make sure that all three recommenders submit their recommendation letter by the application deadline.**

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" at the bottom.

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:

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.**