

# FULBRIGHT FOREIGN STUDENT PROGRAM

ASLA-Fulbright Graduate Grants

Fulbright-Technology Industries of Finland Grants

Fulbright Finland Partnership Award with University of South Florida

## Instructions for Finnish Candidates for Completing the Application

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 is 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 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:

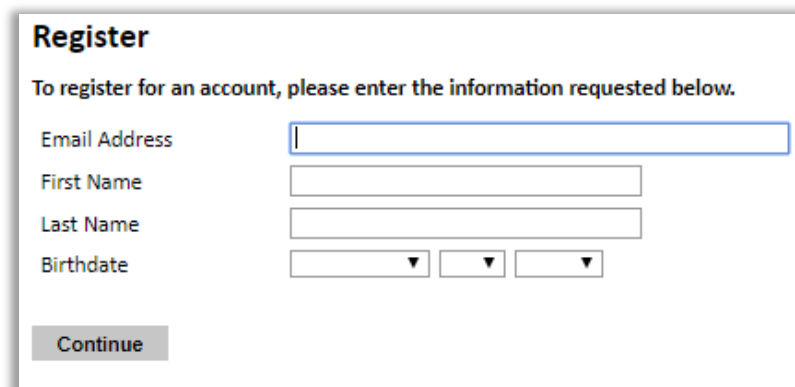
- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). **Do not use special characters, such as accent marks and letters Ä and Ö (you can leave the dots out).**
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents and save them **in PDF format**. It is highly recommended that you upload them to the application in PDF format.
- Some questions are "required" by the application system. 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

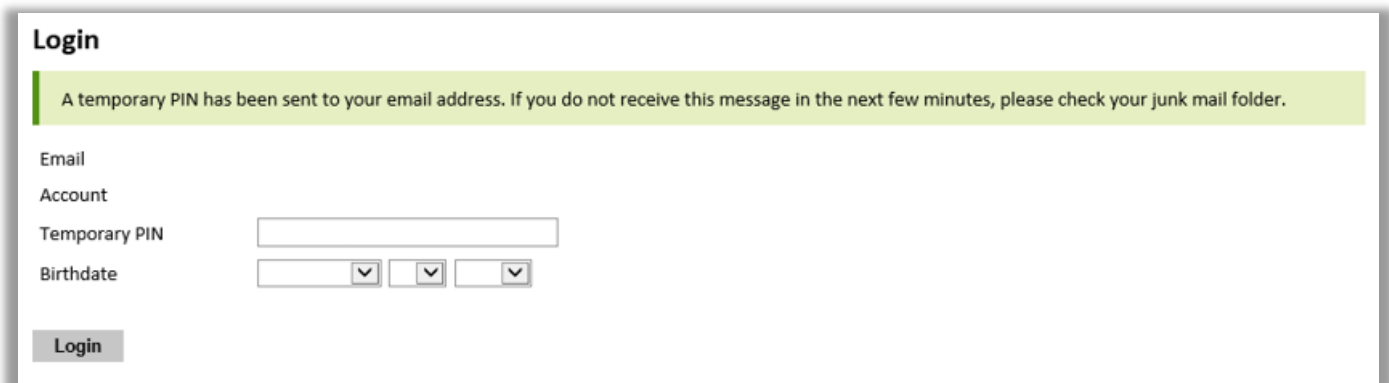
1. To start, click *Create an account*.
2. Enter your email address, first name, last name, and select your date of birth (Month-Date-Year) from the drop-down menus. **Your name must be entered exactly the way it appears (or will appear) on your passport, however, do not use special such as accent marks and letters Ä and Ö (you can leave the dots out).**



The screenshot shows a registration form titled "Register". Below the title is the instruction: "To register for an account, please enter the information requested below." The form contains four input fields: "Email Address" (a long text box), "First Name" (a text box), "Last Name" (a text box), and "Birthdate" (three separate dropdown menus for month, day, and year). A "Continue" button is located at the bottom left of the form.

**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.



The screenshot shows a login form titled "Login". At the top, a green banner contains the message: "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." Below the banner are four input fields: "Email" (a text box), "Account" (a text box), "Temporary PIN" (a text box), and "Birthdate" (three separate dropdown menus for month, day, and year). A "Login" button is located at the bottom left of the form.

**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

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

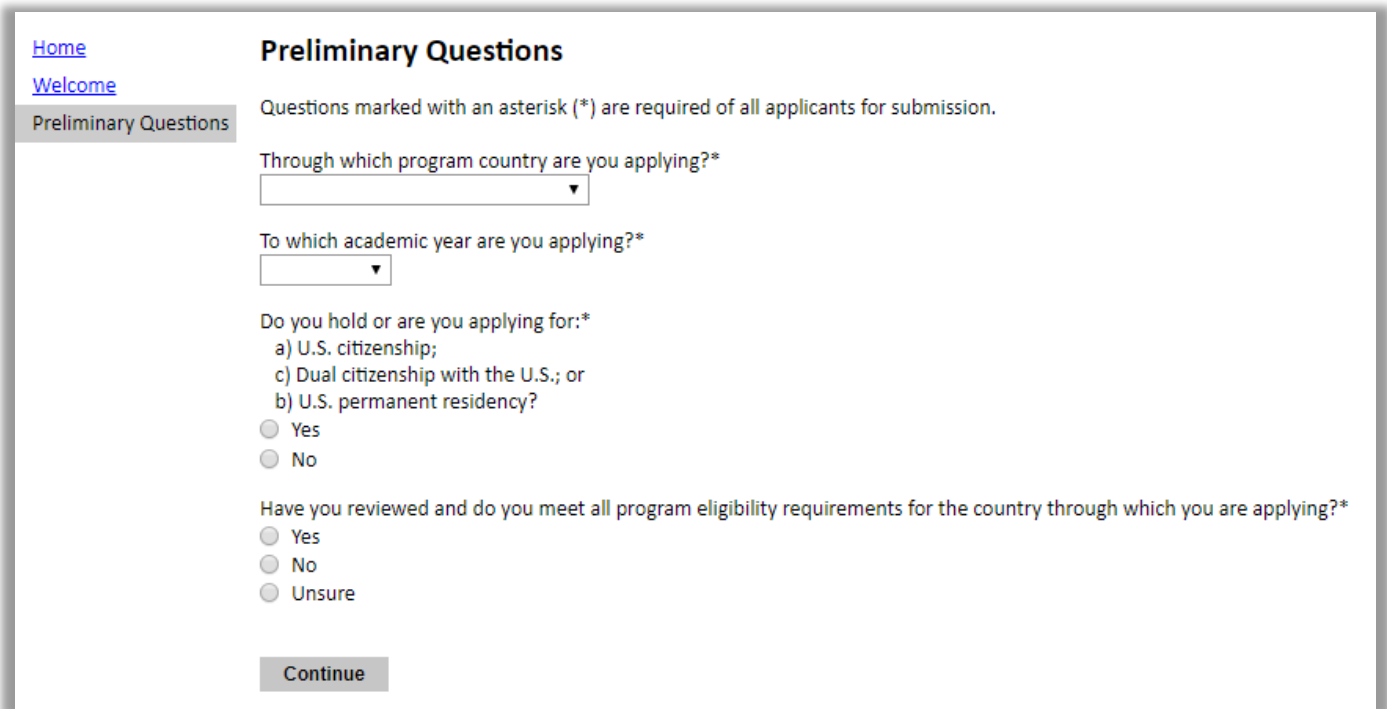
1. After you SUBMIT your application, you CANNOT make any changes.
2. You may continue to log in to your account to view the information you have submitted, save a PDF of your application form, and manage your recommenders.
3. You can manage your recommenders by clicking on the *Recommendations* section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



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 text and form elements:

- Preliminary Questions**
- Questions marked with an asterisk (\*) are required of all applicants for submission.
- Through which program country are you applying?\*
- To which academic year are you applying?\*
- 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
- Continue**

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 Student 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 on the Fulbright Finland Foundation website in the grant program specific instructions.
5. Click *Continue* to save your responses and advance to the next section.

## Country Information

1. Review all information in this section!

2. Please select Award (grant program) before proceeding and read Awards requirements.
3. 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

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

4. If prompted, you must select an Award before proceeding.
5. 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. The information provided on this form will be used by the Fulbright Finland Foundation and the Fulbright administrative agencies in the United States for internal purposes only.

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. Enter number of dependents.
5. Select your country of citizenship and country of residence from the dropdown menus

provided.

6. If applicable, select 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.
  - b. National identification number. Please type in your Finnish social security number.
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 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.
6. If you do not have an emergency contact in the U.S., you may leave this section blank.
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 (\*). Please note any page limits and ensure your documents do not exceed page limits.

### Curriculum Vitae/Resume

1. Upload your curriculum vitae/resumé (**written in English**) 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.	Choose File	No file chosen
		Upload	

### Academic Background

2. List all post-secondary educational institutions (i.e. educational institutions after high school or vocational school) 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
- l. 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.

### 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. Enter your current 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

Current 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, 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:
  - 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 in the text box (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)
  - e. Any research you have completed or in which you are currently involved

## 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). Choose File No file chosen

Upload

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 official transcripts and/or diplomas received from the institutions listed in the “Academic & Professional Information” section.

**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.

**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*.
4. You may upload transcripts/diplomas as a multi-page documents or upload single page documents. PDF, JPEG, and TIFF image files are all accepted.
5. Click *Save*. Repeat these steps for all applicable institutions.
6. 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

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.

**Please note: Finnish applicants are not required to include TOEFL, GRE or GMAT test scores to the Fulbright application.** However, if you have already taken the TOEFL, GRE or GMAT test/s, please indicate the examination date and your results on this page.

U.S. universities/departments/programs have their own test requirements including score deadlines which you can find out on the university websites. Please note that the university might require your test scores in some cases by early November in which case it is advisable to take the test by early October. Since Fulbright grantee selections are published in early/middle September, it is recommended that you don't wait with test preparations until hearing about the Fulbright selections. In order to secure enough time to prepare for the tests, do start practicing for the tests already before you are informed about the Fulbright selections.

Please also note that if the U.S. universities require you to complete the GRE Subject test, you most likely need to sign up for the test before the Fulbright selection decisions have been finalized. This is due to the GRE Subject test schedule; the GRE Subject test is offered only twice a year. GRE Subject test is usually required for degree and non-degree students of certain disciplines. Please check if your field of study is listed as a GRE Subject test discipline.

To add your test scores:

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 dropdown menu. The "Test Date" section has three separate dropdown menus for the month, day, and year, respectively.

7. If you enter test scores, you will be redirected to the Score Reports section after you press continue. In the "Score Reports" section you can 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

## [Study Plan](#)

This section collects information about your proposed plan of study in the U.S. Before answering to the question below, please read the [guidelines](#) on university enrollment categories (*opiskelijakategori*). After considering different options, select one category from the drop down menu of choices. Choose the objective that best describes your plans.

1. Select the degree objective to which you are applying
  - a. **Master's**: Choose if you are planning to earn a master's degree in the U.S.
  - b. **Doctorate**: Choose if you are planning to complete a full doctoral degree in the U.S. (if you are a doctoral student in Finland and applying for the grant for one year of studies or research in the U.S., select "non-degree" or "visiting student researcher")
  - c. **Non-degree**: Choose if you are planning to concentrate on full- time coursework in the U.S. for one academic year either in master or doctoral level.
  - d. **Visiting student researcher**: Choose if you are planning to conduct graduate research, such as research for your dissertation. Visiting student researchers do not generally take courses or only audit (= follow courses without receiving official credits) one or two courses in addition to their research.

Some fields will trigger a prompt to ask you if you'd like to upload **portfolio** materials as part of your application. Select 'yes' or 'no'. If you select 'yes,' you will be directed to upload your materials on the next page. Please follow the upload instructions listed.

2. Select the most appropriate major academic discipline and primary specialization from the dropdown menus
3. Enter a brief description of the field in which you plan to specialize in the U.S. in the text box. In case you were not able to find the correct field of study from the drop down menu in the previous question on your discipline, please write here also the name of your discipline in English you wish the Fulbright Finland Foundation to use when referring to your academic field. In addition, describe here the field you wish to specialize in. Clarify here also whether you wish to complete a full degree in the U.S. or conduct research or take courses.
4. Enter a brief description of your future plans in the text box.

### Intended Grant Period

5. Enter your proposed length of stay in the U.S. and select your proposed date of arrival in the U.S. (Month-Day-Year format) from the dropdown menu

### Study/Research Objective

6. Study/Research Objective can be **1-2 pages long**. The Study/Research Objective description that you provide is an essential and highly important part of your application. You should take great care to write a clear and very detailed description of the program you want to pursue. Clearly identify the area(s) within your field of study in which you want to specialize or concentrate. If there is specific research that you want to accomplish, please describe.



If your objective is to pursue non-degree studies in the U.S., explain what you plan to accomplish during your grant period. Do also contact the suitable university programs to find out if they accept non-degree students. Remember to mention in the study objective section which universities would be suitable for you and would accept non-degree students. Also, attach the university e-mail correspondence with your Fulbright application in the “Additional Information” section.

**Please note: Finnish applicants can mention the institutions they plan to attend.**

Give your Study/Research Objective a title in English and in Finnish/Swedish and start your essay with it. The title should be concise and describe the topic of your study or research in the United States.

When writing the Study/Research Objective essay, remember that **the text needs to be understandable also for readers representing other than your own discipline/field of specialization.**

Please note that students wanting to conduct research for a thesis/dissertation should also attach a longer research plan, maximum 6 pages, in “Additional Information” section in addition to the research objective essay. This text should be targeted for readers in your field of specialization.

Upload a copy of your study/research objective.

- 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

## Personal Statement

7. Personal Statement must be **one page** and not longer. Please see tips for writing the personal statement at the [grant program website](#).

Upload a copy of your personal statement. Your personal statement should be a narrative statement describing how you have achieved your current goals. 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

## Proposed U.S. Institution

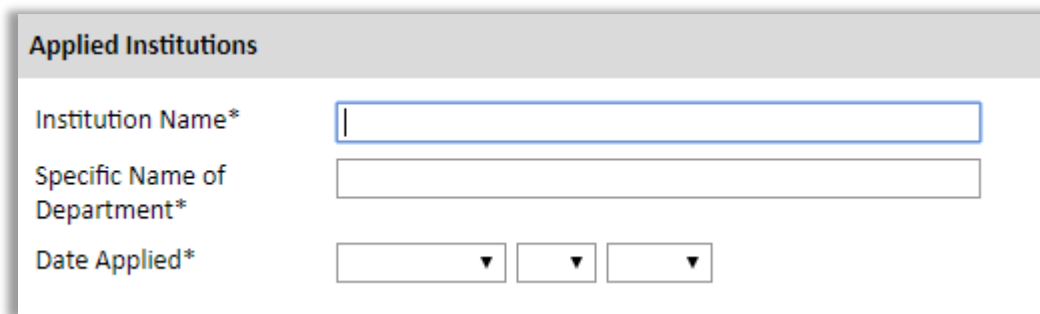
If you have already secured a placement in a U.S. institution, please fill in this section.

8. List the U.S. university/institution that you plan to attend and to which you have been admitted or received an invitation from concerning a research visit.
9. Upload a letter of admission or letter 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

10. If you are in the process of locating a U.S. placement, list all programs to which you have applied or intend to apply. [If you are applying for the Fulbright Finland Partnership Award with University of South Florida, write here University of South Florida.](#)
  - Select *Add Institution*
  - Enter name of institution
  - Enter specific name of department
  - Select the date you applied for the institution (Month-Day-Year format)



**Applied Institutions**

Institution Name\*

Specific Name of Department\*

Date Applied\*

11. 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 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.

Since the Fulbright grant that may be awarded to you might only cover a portion of your expenses, you may need to provide funds from your own or other sources. Please complete this form as completely and accurately as possible based on information that you have at the time of application. If you should have a major change in your financial resources while your grant is pending, you should immediately inform the Fulbright Finland Foundation. If you are enrolled at a Finnish graduate school, and you have a possibility to take your salary to the U.S., submit a letter stating that the **graduate school salary** will be available to you during your studies in the U.S. Save supporting documents (such as stipend award letters, statement from employer etc.) to the online application in a suitable section. All must be **in English**.

1. Enter your father's, mother's and spouse's occupations in the corresponding boxes.  
**Please note:** Finnish candidates are not required to provide parents' or spouse's

occupation. However, if they will support your studies financially, please indicate the amount.

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 U.S. dollars)
    - The Other Funds Total field will automatically update based on the amounts provided above
5. Enter any other sources of funding such as fellowships, educational grants or loans, etc. that you are planning to apply for in the text box (700-character limit)
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 U.S.
  - 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 U.S. if necessary
  - a. If yes, enter the amount of travel funding available
  - b. If no, move to the next section

### Passport/Travel Document and Dependents

8. Please upload a copy of your passport or travel 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
9. Please 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 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

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

## Additional Information

Country-Specific Materials: Please combine the documents listed below in a manner that allows you to upload them to the three-slots available in the “Additional Documentation” section.

- a. **Copies of possible correspondence with the U.S. universities**
- b. **Research Plan** (visiting student researchers only): Applicants who are planning to conduct research for a thesis/dissertation should attach a research plan in this section, maximum 6 pages. This text should be targeted for readers in your field of specialization.
- c. **Tarkistuslista** (checklist) can be printed out from the Fulbright Finland Foundation’s grant program website.
- d. **University of Helsinki applicants only:** Home unit statement on cost-sharing. Please find the form from the Fulbright Finland Foundation’s grant program website.
- e. **If you have not received your Bachelor's degree by the Fulbright deadline**, but you have completed all the required courses for the degree, attach your home university statement on this as well as information on when you will receive your diploma.

Complete the Outreach Survey.

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

## Recommendations

Use this section to register your recommenders. **Please note that if you are currently a doctoral student, one of the letters must be submitted by your dissertation research advisor.**

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.

1. Click *Add Recommender*

2. Complete all fields in the pop-up form:

The image shows a web form 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 text:** A text block stating: "You may include a personal message for your recommender here. If your program has a recommend deadline, please use this message to communicate this deadline to your recommender."
- Buttons:** "Send To Recommender" and "Cancel" buttons 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**

Only those recommendation letters your recommenders submit electronically to the Fulbright Finland Foundation through the application system will be accepted. The applicant cannot submit the recommendations by him/herself. It is the applicant's responsibility to make sure recommenders submit their letters in time. Please find tips on selecting suitable recommender for you from the Fulbright Finland Foundation website. The Foundation website also includes tips for the writer of the recommendation letter.

## 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.**

### **OTHER IMPORTANT INFORMATION**

- **Change of Plans:** You should promptly inform your Fulbright Program Office of any change in your academic status or future plans after your application has been submitted.
- **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.**