

## **Fulbright U.S. Student Grant – K-State Campus Application Instructions -- 2017**

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1. Find extensive information about the Fulbright U.S. Student Grant at <http://us.fulbrightonline.org>.
2. At the URL listed above, you will find the actual application under “Embark Online Application” (the last item under the “Applicants” tab).
3. The campus deadline is **Sept 1, 2017**. I encourage you to actively communicate with me (Jim Hohenbary / 215 Fairchild Hall / 785-532-3422 / [jimlth@ksu.edu](mailto:jimlth@ksu.edu)) prior to that deadline though.
4. To meet the campus deadline, you should complete and submit the national application.
5. I can “unsubmit” the application back to you so that you can make further revisions. Thus, hitting SUBMIT is not irrevocable or final until the national deadline.
6. If you don’t list Kansas State University as your institution, I cannot see your application.
7. I have some flexibility but strive to complete, and upload to Embark, all parts of the application by Sept. 1 if possible. This includes:
  - A. The completed online application form (biographical and résumé information).
  - B. Drafts of both essays (*Narrative Autobiography* and *Statement of Purpose*). Essays are single spaced, 12 point font, Times New Roman, and have one-inch margins.
  - C. Three letters of recommendation (see 8)
  - D. Foreign language evaluation if applicable (see 9 - 10)
  - E. Transcripts (see 11)
  - F. Letter of affiliation if applicable (see 12)
  - G. Portfolio if applicable (Creative/Performing Arts categories only)
8. Fulbright requires three letters of recommendation. When you enter the names and contact info for your recommenders into Embark, it will generate an automated e-mail that prompts each recommender to upload his/her letter. Once letters are uploaded to Embark, I can see them there (using my special powers). They **SHOULD NOT** send a copy directly to my office.
9. Consult the *Country Summaries* on the Fulbright website to determine the language expectations for each host country. You never need an evaluation for a language that you don’t know at all. You always need a language evaluation for a language that is required. For foreign language evaluations, the registration system works the same as it does for recommenders.
10. If you will have one person do both a letter of recommendation and a language proficiency assessment, you need to assign a different e-mail address each time you enter their information. All you have to do is assign “ksu.edu” to one and “k-state.edu” to the other.
11. Fulbright wants **all** college transcripts. This includes transfer work and study abroad transcripts. They are uploaded as PDFs. I prefer working with scanned hard copies versus e-copies. I can explain why in person if you want to know. You can send them to me if you want a quality scan. If an e-transcript comes in a virtual portfolio, you definitely need a hard copy.
12. Letters of affiliation mostly only apply if you are doing research abroad. They should come to you, and then you just share a copy with me. Remember: it needs to be signed and on letterhead.
13. I will schedule campus interviews prior to the national deadline. Please, when you submit your application, e-mail me at [jimlth@ksu.edu](mailto:jimlth@ksu.edu) and also tell me your general availability for interviews.
14. Do not hesitate to contact me with questions. I am here to help!