

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

1. The campus deadline is **Sept 12, 2016**. A complete draft will include:
 - A. A copy of the completed online application (see 3)
 - B. A draft of both essays (Narrative Autobiography and Statement of Purpose). Essays should be single spaced, 12 point font, Times New Roman, and have one-inch margins
 - C. Three letters of recommendation uploaded to Embark (see 4)
 - D. Foreign language evaluation if applicable (see 5)
 - E. Transcripts (see 7)
 - F. Letter of affiliation if applicable (see 8)
 - G. Interview availability (see 10)
 - H. Portfolio if applicable (Creative/Performing Arts categories only)
2. Extensive information about the Fulbright is available at <http://us.fulbrightonline.org>.
3. At the URL listed above, you will find the actual application under “Embark Online Application” (which is the last item under the “Applicants” tab). Or you can go there directly by following this URL: <https://apply.embark.com/student/fulbright/usa/29//default.asp>.
4. Three letters of recommendation. Enter their names and contact information in Embark in order to 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 DO NOT need to send a copy directly to my office.
5. Consult the *Country Summaries* on the Fulbright website (see 2) 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 system works the same as it does for recommenders (see 4).
6. 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.
7. Fulbright wants **all** college transcripts. This includes transfer work and study abroad transcripts. They are uploaded as PDFs. You can send them to me or collect and scan them directly.
8. 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.
9. I need a copy of everything (except for the letters of recommendation and foreign language evaluation -- which I get directly from Embark). Hard copy or by e-mail is fine:

Analog: Jim Hohenbary Office of Nationally Competitive Scholarships Kansas State University 215 Fairchild Hall 1601 Vattier Street Manhattan, KS 66506	Digital: jimlth@ksu.edu
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10. Interview availability. Submit the attached scheduling grid with your application to assist me in scheduling campus interviews.

Fulbright Campus Interview Availability

Please mark those times in which you will **not** be available. Scheduling flexibility is appreciated.

September 19 – 23

	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00
M													
T													
W													
U													
F													

September 26 – 30

	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00
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T													
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October 3 – 7

	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00
M													
T													
W													
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F													

Name _____

(Please e-mail or deliver to Jim Hohenbary in 215 Fairchild Hall)