

Fulbright U.S. Student Grant – K-State Campus Application Instructions -- 2021

1. Begin as soon as possible. Some aspects of the application require advance planning. And you need at least three to four weeks for the sake of etiquette for your referees.
2. Find detailed information at <https://us.fulbrightonline.org>. Make sure and check out the *Statistics* link (bottom right corner).
3. The actual application is the last item under the “Applicants” tab on the Fulbright website.
4. The campus deadline is **August 16**. But communicate with me as early as possible.

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5. Complete the entire national application by the campus deadline. Hit SUBMIT and know that I can return the application to you so that you can make further revisions.
6. I can only see you as an applicant after you list Kansas State University as your institution!
7. The application is comprised of the following:
 - A. Online application form (biographical and résumé information).
 - B. An uploaded *Narrative Autobiography* (one page) and *Statement of Grant Purpose* (two pages for study/research applicants / one page for ETA applicants). Single spaced, 12-point font, Times New Roman, one-inch margins.
 - C. Three letters of reference. Consult with me regarding who to ask.
 - D. Foreign language evaluation if applicable. Ditto.
 - E. Unofficial transcripts (will also accept official transcripts)
 - F. Letter of Affiliation if applicable
 - G. Portfolio if applicable (for Creative/Performing Arts categories only)
8. Fulbright requires three letters of reference. Entering the name and contact info allows you to generate an automated e-mail that prompts each referee to upload his/her letter. Ask them nicely before you send the prompt. Communicate the campus deadline. They SHOULD NOT send a copy directly to my office.
9. Consult the *Country Summaries* on the Fulbright website to determine language expectations for each host country. You never need an evaluation for a language that you do not know. You always need a language evaluation for a language that is required. For evaluators, the registration system works the same as it does for referees.
10. If you will have one person do both a letter of recommendation and a language proficiency assessment, assign them a different e-mail address for each. All you have to do is assign “ksu.edu” to one and “k-state.edu” to the other. Make sure and tell your person that.
11. Fulbright wants **all** college transcripts. Unofficial is acceptable. This includes transfer work and study abroad transcripts. They are uploaded as PDF files. I have a scanner if you need one.
12. Letters of Affiliation mostly only apply if you are doing research abroad. Remember: a digital copy is fine but should still be signed and on letterhead.
13. I will schedule campus interviews for September 2021. When you submit your application, e-mail me at jimlth@ksu.edu and tell me your general availability for M-F interviews.
14. I have samples of successful applications in my office (including letters of affiliation)
15. Do not hesitate to contact me with questions. I am here to help!