

Fulbright Application Guide

2023-2024 Competition

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Contact Us & Schedule Appointments

- **Office of Fellowships and Awards (OFA)**
Email: fellowships@jmu.edu
- **Dr. Meredith Malburne-Wade, Director**
Email: malburmm@jmu.edu
Appointments: calendly.com/malburmm
- **Mr. Jared Diener, Assistant Director**
Email: dienerjl@jmu.edu
Appointments: calendly.com/jared-diener
- **Mr. Rudy Barrett, Writing Center Specialist**
Email: barretrl@jmu.edu
Appointments: <https://calendly.com/barretrl>

Application Checklist

Keep track of your progress using this [online checklist](#).

IMPORTANT: When you open the Google Doc, before you do anything else, select the “File” menu top left, click “Make a copy,” and copy the document to your own Google Drive. Please only work from your own copy of the document.

1. Getting Started

Confirm eligibility: Review the eligibility requirements for Fulbright:
<https://us.fulbrightonline.org/about/eligibility>

Select your Fulbright grant type: There are several different types of Fulbright grants, including awards for independent research, graduate education, arts projects, or teaching (as an assistant teacher of English) abroad in 1 of ~140 countries worldwide. Every award is different, and every award has different requirements. Not all countries require language training, for example. There are no GPA minimums. All majors are welcome.

English Teaching Assistant (ETA) Awards. Work in English language classrooms (or in subject-matter classrooms taught in English) as an assistant to a local teacher for ~20-30 hours a week. The age and academic level of the students varies by country, ranging from kindergarten to university level. *ETAs are the most common grants applied for and awarded to JMU students.*

Research Awards. Design your own independent project (research or arts) and work with an advisor at a foreign university or other institute. Some awards are specific to certain fields in the arts, business, journalism, and STEM. Requires a high degree of independence.

Study Awards. Supports one year of graduate study in a foreign country. Browse country-specific pages for information on universities, course offerings, and eligible expenses. While there is no GPA requirement for Fulbright, study grants usually favor those with higher GPAs.

These Fulbright tutorials provide in depth information to help you determine which award type is right for you. <https://us.fulbrightonline.org/tutorials>

Select the country: Fulbright requires you to apply to a specific program in a country. Eligibility criteria, program expectations, and language requirements differ by country. Some countries are very competitive; others less so. Some prefer certain majors, and some have language requirements.

View countries and their available awards and requirements:
<https://us.fulbrightonline.org/countries>

* *Protip:* To see how competitive awards are for each country based on previous application cycles, visit <https://us.fulbrightonline.org/study-research-eta-statistics>.

This is a lot! So how do I actually get started?

1. Get a sense of the grant type(s) you would be interested in applying for. Think about your experiences, aptitudes, and future goals. What is the best fit for your skills and interests?

2. Select several countries you are interested in based on the following criteria: your own interest in living and working in the country; the type of grant award you have selected; language proficiency requirements; the competitiveness of award type in the country
3. Then, talk with Dr. M and/or Mr. Diener about these options and select the best fit for you.
4. Don't panic. Almost no one comes into the Fulbright process with a clear sense of grant type or country. It's okay to explore!

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2. How to be a Competitive Applicant

Fulbright lists the following factors for the selection of award recipients:

<https://us.fulbrightonline.org/about/competition-selection>

In reality, to be a strong Fulbright applicant, you should:

- Write a strong Statement of Grant Purpose that demonstrates the quality of your project, its feasibility, and your preparation to complete it
- Craft a compelling Personal Statement that connects your personal history and future goals to your Fulbright project
- Research your host country and be able to clearly articulate your interest in the country (*“Why Croatia”?*) and demonstrate an understanding of its culture, society, history, and politics
- Meet the language requirements for the award you are applying to (if applicable)
- Demonstrate a commitment to cultural exchange and the potential to be a strong cultural ambassador for the United States
- Show that you are comfortable adapting to new environments, you are independent and self-motivated, and you are eager to engage with the community
- Undertake multiple revisions of your essays and other application materials and incorporate feedback from your fellowships advisors
- Communicate regularly with Office of Fellowships and Awards (OFA) and meet all internal and external deadlines

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3. Application Timeline

Important deadlines are listed in bold. Text in red indicates a hard deadline that you absolutely cannot miss. After completing each step below, indicate the date completed in the right column. In addition to meeting with Dr. M and Mr. Diener, applicants are required to meet with Rudy Barrett, our Writing Center consultant, at least once a month in June, July, and August for a total of 3 visits.

Submit all drafts and other materials to fellowships@jmu.edu by the stated deadlines. Prior to each draft deadline, you will be notified which OFA advisor (Dr. M or Mr. Diener) you have been assigned to for review. Upon notification, schedule an appointment with that person using their Calendly account (links on page 1 of this document).

Deadline	To Do
May 23	<ul style="list-style-type: none"> • Submit DRAFT 1 of essays, then make appointment with Dr. M • Research/study only: Start asking for letters of affiliation
June 13	<ul style="list-style-type: none"> • Submit DRAFT 2 of essays, then make appointment with an OFA advisor
Anytime	<ul style="list-style-type: none"> • Meet with Rudy Barrett
July 1	<ul style="list-style-type: none"> • Submit DRAFT 3 of essays, then make appointment with an OFA advisor • Order transcripts • Start online Fulbright application (including short answer questions) • Start identifying your recommenders
July 29	<ul style="list-style-type: none"> • Submit DRAFT 4 of essays + draft 1 of short answer questions, then make appointment with an OFA advisor • Attend a letter of recommendation/language eval workshop, identify your recommenders, and send recommendation requests
Anytime	<ul style="list-style-type: none"> • Meet with Rudy Barrett
Aug 15	<ul style="list-style-type: none"> • Submit DRAFT 5 of essays + draft 2 of short answer questions, then make appointment with an OFA advisor • Indicate if you would like to participate in peer review (optional)
Aug 18	<ul style="list-style-type: none"> • Peer review assignments (optional)
Aug 29	<ul style="list-style-type: none"> • Upload essays and short answers to Fulbright application; submit completed application online (does not need to include recommendations, language eval, or letters of affiliation)
Anytime	<ul style="list-style-type: none"> • Meet with Rudy Barrett
Mid Sep	<ul style="list-style-type: none"> • Complete your Fulbright interview (date and time TBD early September), then meet with OFA advisor within one week to discuss final changes
Sep 15	<ul style="list-style-type: none"> • Send friendly reminder to your references

Sep 30	<ul style="list-style-type: none"> • Submission deadline for recommendations and language evaluations
Oct 3	<ul style="list-style-type: none"> • Final readthrough of your application
Oct 7	<ul style="list-style-type: none"> • Submit final application online

Post-Application Timeline

January 2023

- **Notifications:** Applicants are notified of the status of their applications (non-recommended or semi-finalist) based on the National Screening Committee (U.S. reviews). Semi-finalists move forward to second round reviews (host country reviews).

February - June 2023

- **Notifications:** Semi-finalists are notified of final application decisions.

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4. The Essays

You are required to submit a Statement of Grant Purpose and a personal statement. These two essays comprise the most important parts of your Fulbright application and you will spend most of your time on these two documents.

Statement of Grant Purpose (SoGP)

The Statement of Grant Purpose is the **who, what, when, where, why, how** part of your application. It answers the questions: *What are you planning on doing? Why are you qualified?* It should be direct, to the point, with minimal (or no) narrative.

SoGP: ETA

Guiding questions:

- What specific qualifications, training, or experience will you bring to the classroom and your role as an English Teaching Assistant?
- What specific ideas do you have for engaging with students in your chosen host country and helping them learn English?
- What attributes do you possess that will assist you in the challenge of living and working in a new cultural environment? How have you demonstrated these qualities in your academic and professional life? Use specific examples.

Other tips:

- Make your SoGP country specific!
- BUT, do not make it location-specific within the host country, unless specifically requested to do so in the country summary. ETAs will be placed by the Fulbright Commission or the U.S. embassy in the host country, so nothing addressed in the Statement of Grant Purpose should be location-specific since you will not know where you will be based and what resources may be available.
- BRIEFLY talk about your host country engagement (unless you're applying to South Korea)

SoGP: Research

Guiding questions:

- With whom do you propose to work?
- What do you propose to do?
- What is innovative about the project?
- What are the specific goals?
- What is important or significant about the project?
- What contribution will the project make toward the Fulbright goal of promoting cultural exchange and mutual understanding?

- When will you carry out the project? Include a rough timeline.
- Where do you propose to conduct your study? Why was this location(s) chosen?
- Why do you want to undertake this project?
- Why does the project have to be conducted in the country of application?
- How will your project help further your professional development?
- How you will engage with the host country community? Give specific ideas for civic engagement.
- What are your qualifications for carrying out this project?

SoGP: Study

Guiding questions:

- Why do you want to pursue the proposed program in the country to which you are applying?
- What are your reasons for selecting a particular institution?
- Do you have the requisite academic/field-specific background to undertake the proposed program?
- Why do you want to gain a better understanding of the peoples and cultures of your host country? Please demonstrate a commitment to the community through volunteer and extra-curricular activity.
- Do you have sufficient language skills to successfully complete the program?
- Do you have the flexibility and dynamism necessary for active involvement in the host country?

SoGP: How to tackle the first draft

- Cut and paste the guiding questions for your award type into a document.
- Write down everything you can think of to answer the question: don't worry about coherence at this stage: write everything.
- Ignore the page limits.
- Send it while it's ugly (seriously).

Format for ETA:

- ***1 single-spaced page.*** (Do NOT exceed 1 page.)
- Use 1-inch margins and Times New Roman 12-point font.
- At the top of each page include:
 - On line 1: Statement of Grant Purpose
 - On line 2: Your Name, Host Country, and English Teaching Assistant Program
- **Do not include information in headers, footers, or margins.**

Format for Study/Research:

- **2 *single-spaced pages*.** (Do NOT exceed 2 pages.)
- Do not include any bibliographies, publications, citations, etc., except those that will fit in the 2-page limit.
- Use 1-inch margins and Times New Roman 12-point font.
- At the top of the first page include:
 - On line 1: Statement of Grant Purpose
 - On line 2: Your Name, Host Country, and Field of Study
 - On line 3: Your Project Title
- On the second page, enter the same information or just Last Name, Grant Purpose, Page 2.
- **Do not include information in headers, footers or margins.**

Personal Statement: All Grant Types

Intellectual biography

Who are you?

How did you get here?

What motivates you?

Who do you want to be?

Often narrative driven

The statement should be a 1-page narrative that provides a picture of yourself as an individual. It should deal with your personal history, family background, influences on your intellectual development, the educational, professional, and cultural opportunities (or lack of them) to which you have been exposed, and the ways in which these experiences have affected you and your personal growth. Also include your special interests and abilities, career plans, and life goals, etc. It should not be a recording of facts already listed on the application or an elaboration of your SoGP. It is more of a biography, but specifically related to you and your aspirations relative to the specific Fulbright Program to which you have applied.

Guiding questions:

- Who are you?
- What are your character traits?
- How did you choose your major? Your future vocation?
- Who/what motivates you?
- Who/what defines you?
- How does Fulbright fit?
- Tell us a bunch of stories!

How to tackle the first draft

- Cut and paste the guiding questions for your award type into a document.
- Write down everything you can think of to answer the question: don't worry about coherence at this stage: write everything.
- Ignore the page limits.
- Send it while it's ugly (still serious).

Writing Resources

The SoGP and personal statement require a particular kind of writing. It will almost certainly take you many rounds of revisions to get it right—and this is totally normal. Here are some additional resources that might help.

- [JMU Guide to Personal Statement Writing](#)
- [Do's and Don'ts of Personal Statements](#)
- [Five Strategies for Writing More Clearly](#)
- [Purdue Online Writing Lab: Personal Statements](#)

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5. Short Answer Questions

The online application includes three important short answer questions. **Make note of the character—not word!—limits.** These limits are firm and your answers will be cut off if you exceed the limit. Later in the summer, you will submit these answers to OFA for feedback and revision.

Abstract/Summary of Proposal (1750 character limit)

Give an overview of your proposal. This should be an overview of what you are applying for, what you hope to accomplish/learn, why you've chosen your country, and why you are qualified. Think about the journal articles you used to look up for research papers in college: you'd read the abstract at the beginning to figure out if the article discussed material that would be helpful for your work. This abstract tells your readers what your objectives are and why you want to participate in Fulbright. It's a quick summary of your proposals.

Host Country Engagement (1750 character limit)

Discuss how you will engage your local community. This will cover, in more detail, what you have likely started (briefly) in your SoGP. So, if you are applying to be an ETA and started talking about an after-school club, talk about that club in greater detail here. If you are applying for a study grant and talked briefly about organizations you want to join, say more here. If you are applying for research and briefly discussed volunteering in your spare time, or taking classes, give more details here.

Then, you also will have space to talk about your **personal** engagement. Do you hope to practice yoga, learn a traditional recipe, join a running group, attend church services, or do something else to keep you grounded, happy, and engaged? Talk about it here.

Overall, you're aiming for a small number (usually 2-4) of experiences that get some detail here. They want to know you've thought about making yourself part of your local community abroad.

Plans Upon Return to the U.S. (850 character limit)

Talk about your post-Fulbright plans. Do you want to work in an elementary school as a teacher? Do you want to go to graduate school? Explain your plans and be sure to mention how Fulbright helps in achieving your goals.

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6. Recommendations

Fulbright requires three recommendations to be submitted as part of your application. These recommendations provide a fuller, more well-rounded picture of you, your qualities, your preparation, and your accomplishments.

Recommendation instructions

The ETA application uses an online recommendation form rather than traditional letters. Your recommenders will be asked to complete several short-answer questions online on such things as your communication skills, interest in teaching, and ability to work in unstructured environments. Your references should speak to your ability to teach English in a classroom abroad, based on your intellectual and professional preparation.

Research/grad school applicants need traditional letters of recommendation. Letters should be written in English (or accompanied by an official English translation), printed on institutional letterhead, and signed by your recommenders. The letters should discuss your ability to carry out your proposed project or course of study, your preparation and suitability for the endeavor, and your ability to represent the U.S. abroad.

For both ETA and study/research, your recommenders should, according to Fulbright, “keep in mind that the applicant will be serving as a cultural ambassador representing the United States and that personal suitability, as well as academic excellence, is an important criterion to be considered.” These are not general character references. They should speak directly to your specific award type and your potential to be an excellent Fulbrighter.

Who should I ask?

Your recommenders should be three people who are best able to speak to your ability to teach English abroad or complete your proposal research project or graduate program. **These should be people who know you well.** Seek balance in your three recommendations, with each one providing a different perspective on you, your preparation, and your suitability for Fulbright.

Most likely, you will start with professors. Look for faculty who:

- Have taught you in class and can speak to the quality of your submitted work and participation in class discussion.
- Know you outside the classroom through research, study abroad, teaching experience, or another setting in which you interacted one on one or in a small group.
- Can attest to your academic and professional preparation for teaching English abroad or your proposed research project or graduate program.
- Can verify your proficiency in the host country language (if required for your award).
- Can speak to your “soft skills” and your ability to be a good cultural ambassador: intercultural experiences and interactions with people from diverse backgrounds; resourcefulness and grit; open-mindedness; ability to adapt to uncertainty and new environments.

If you are applying for an ETA, you cannot have three recommendations from faculty who have ONLY had you in a classroom setting. At least one of your forms must be completed by a boss, someone who has overseen your work in a club, a mentor outside the classroom, etc.

In order to provide a well-rounded view of you as an applicant, it may be appropriate to ask other people to write for you. This could be an academic advisor; a job or internship supervisor; someone who supervised a volunteer experience or project; the advisor of a student organization that you have a leadership role in. Many strong Fulbright applications include at least one recommendation that is not from a professor.

Unless there is a compelling reason, avoid asking family members, high school teachers, well-known or prominent faculty who don't know you well, or members of the Office of Fellowships and Awards (it's not that we won't know you well or like you, but we have to provide a non-biased evaluation of you for Fulbright and this would be a conflict of interest).

Request your references early! There's no such thing as too early. Give your references at least a couple months' notice, but preferably longer, so they have plenty of time. If you are late in starting your Fulbright application, contacting references is one of the first things you should do.

Making choices

Make a list of 5 possible references. When you meet with Dr. M and Mr. Diener this summer, discuss these options and narrow down to the 3 references you intend to ask.

How to ask

Once you've identified your 3 references, email each of them separately to ask if they will write for you. Include the following:

- Identify the award type you are applying for, the country, and why you are applying.
- Explain what is required for your award type and send the link for Fulbright's instructions for referees:
 - Study/research: <https://us.fulbrightonline.org/instructions-for-study-research-recommendation-writers>
 - ETA: <https://us.fulbrightonline.org/instructions-for-eta-recommendation-writers>
** Make sure to tell them that it's a short-answer form—not a traditional letter—and there is a strict 750 character limit—not word limit!—to each answer. The last thing you want is your referee to write a two-page letter for you, only to find out they cannot submit it.
- Let them know the final submission deadline for their reference.

Following up

When your reference agrees to write for you, send a prompt follow up email:

- Thank them sincerely for agreeing to take the time to support you.

- Tell them you will send another email **not later than one month prior to their reference deadline** which includes the following items:
 - Drafts of your Statement of Grant Purpose and personal statement
 - A resume or CV
 - Brief suggestions about which aspects of your background, work, experience, accomplishments, personality you would like them to address in their reference.

When your SoGP and personal statement are in good shape—again, not later than one month prior to the reference deadline, but preferably earlier!—**send all the items mentioned above in one email to each of your recommenders** with a clear subject heading: “Your name, Fulbright reference materials.” Make this as easy as possible for your references.

** Do not agree to draft or write the reference from your recommender. If you are asked to do this, contact OFA.

After your recommenders have submitted their references, please send them a brief note of thanks with a promise to keep them informed of your application progress.

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7. Transcripts

You must provide transcripts from any institution where you took classes after high school (i.e., transcripts for AP or dual enrollment credit are not necessary). Start requesting transcripts as soon as possible! It's never too early to start—they can take a while.

Here are the transcript rules for Fulbright:

1. Your full name is clearly printed on the document
2. The institution name is clearly printed on the document
3. The document does not need to be an 'official' transcript, but it must be produced by the school registrar. Screenshots of online portals will not be accepted.

You will need a JMU transcript at a minimum. If you took courses elsewhere (study abroad, summer courses, community college), you need transcripts from those institutions **UNLESS** the **COURSE** and the **GRADE** is on your JMU transcript. If the course is on your JMU transcript but it says **CR** in the grade section, that is not a grade. It just means you got credit. You still need the external transcript so they can see the grade.

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8. Foreign Language Evaluations

Language requirements vary by country, so make sure to check the language proficiency requirements for your award and your country.

1. Language skills REQUIRED

If language skills are required for your award/country, **two forms** must be submitted with your application:

1. **Language self-evaluation form:** You will complete this form within the Fulbright application. Fill out this section for any language you speak other than English, even if you are a native speaker of another language. If you speak any of the languages used in your proposed Fulbright country, list that language first. Put any additional languages in the remaining spots.

If you are applying to Taiwan and don't speak Mandarin, for example, but you took five years of Spanish or a year of German, list it. It helps the committee understand your interest in learning languages and your ability to learn a language.

2. **Foreign language evaluation form:** In the Fulbright application, you will register an individual who will complete this form for you. This should be a language professor here at JMU. You should make these plans well in advance of the application deadline.

If you've had a professor in class who you would like to ask, reach out to them. If they agree, they may complete the form based on your record and performance in their language course(s), or they may ask to interview you to determine your level of proficiency.

If you do have a professor in mind, contact the Foreign Language Department to request an evaluator for you. This will almost certainly require an interview.

Once you have identified your language evaluator, send them the following materials:

- The instructions for Fulbright foreign language evaluators:
<https://us.fulbrightonline.org/instructions-for-foreign-language-evaluators>
- This sample Foreign Language Evaluation form:
https://us.fulbrightonline.org/uploads/files/application_samples/FLE.pdf
- Answers to your language self-evaluation form (see above)
- A copy of the Fulbright country description of the language requirement for the Fulbright Research/Study or ETA grant you are applying for. Simply cut and paste this section directly from the individual Country Description page on the Fulbright website to give to your language evaluator.
- A brief description of your intended project/grad program/ETA position.

After you have registered your language evaluator in your Fulbright application, they will receive an email with a link to the online FLE form and instructions.

2. Language skills **RECOMMENDED** or **NOT REQUIRED**

If you have some language skills relevant to your host country, you should complete the language evaluation forms as described above. Even if not required, it can only help your application to document your language skills.

3. For programs in countries where **English is one of the national languages**, you do not need to submit any foreign language forms unless a foreign language is required for your project.

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9. Affiliation Letters (Study/Research Only)

Research award applications require a letter of affiliation from an educational institution or other host institution.

Affiliations letters are not required for study awards but are strongly recommended.

How do I identify an affiliation?

Research. Start by asking current or former professors and other professional contacts for advice on potential host entities in your proposed country. If you are applying for a research grant, you must have affiliations that can support your research, provide appropriate resources, and possibly advise you during your grant period. Spend some time on the internet searching for institutions in your host country that are relevant to your area of research. When contacting a potential affiliation, include the following in your email:

- A strong awareness of what the affiliation body does.
- A well-articulated summary of your proposed project and your goals (can be brief and broad strokes).
- How they can assist you with your project (access to resources or facilities, provide information and guidance, collaborate with you, etc.).
- Express enthusiasm about your chances of being awarded a Fulbright.

Study. Your affiliation letter should come from a faculty member in the academic program you are planning to enroll in at your proposed university. If you have not made this connection already, ask your current or former professors at JMU if they have contacts in that program at the university. Or, look at the program website and identify faculty who work in your areas of interest—and cold email them. Your email should include the following:

- Identify your current or former undergraduate areas of focus (major, minor).
- Indicate the program you are applying to and your academic goals.
- Give an awareness of the faculty member's own academic area of focus and connect with your own interests.
- Describe the Fulbright award you are applying to and ask if they would be willing to support you.
- Offer to meet over Zoom or Skype at their earliest convenience.

The letter of affiliation

It should come from the institution/individual in the host country with whom you are proposing to work. It should be written in or translated to English, printed on official letterhead and should be signed by the author. The salutation of the affiliation should simply read: "Dear Fulbright Selection Committee."

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10. The Online Fulbright Application

In addition to the short answer questions, there are a number of other parts to the online application. Read on for guidance!

To start an application:

Visit <https://us.fulbrightonline.org>.

Under the “Applicants” tab, choose “Fulbright Online Application.”

Enter your email and required information.

Preliminary Questions

Answer the required questions and choose your grant type (Study/Research or ETA).

Country and Award Selection

You will see this question: “Are you applying At-Large or through a U.S. Institution? For a description of 'Applicant Types', please review Step 2 in Getting Started.” You must choose James Madison University, VA in the drop-down menu.

Choose your country.

Choose your award type.

Personal Information

Respond to the required questions.

If you have questions about any section, email Dr. M (malburmm@jmu.edu) before proceeding. If you check “yes” under the Felony/Misdemeanor or Misconduct section (you must be honest—hiding prior events will ultimately result in a disqualification for dishonesty), please let Dr. M know immediately. She will work with you to understand how to best proceed. Having to check “yes” in either of these sections does not automatically disqualify you from Fulbright or from JMU support—please just let Dr. M know so she can work with you.

Contact Information

Fill in the required sections. Make sure you have a reliable secondary email address in the system. Many of you will list JMU for your primary account, but access can vary post-graduation, so the secondary email is important! You need to regularly check both your primary and secondary email. Do be sure your email addresses are professional ([jjones@gmail](mailto:jjones@gmail.com) is fine; [ladygaga4life@gmail](mailto:ladygaga4life@gmail.com) may be accurate, but it isn't professional).

Program Information

See Section 5 above for short answer questions!

For the **funds from other sources**, you'll see this question: "If you anticipate expenses not covered by the Fulbright grant, explain them below and how you plan to pay for them. Sources may include personal funds, veteran's benefits, other grants or fellowships."

If you are applying for a 2-year graduate degree but Fulbright only covers one year, you should address how you intend to cover the second year (savings, parental support, loans, etc.).

If you plan to bring a dependent with you (spouse or child), indicate how you will fund their additional costs.

For everyone else, it is customary here to indicate that you have some funding for non-covered costs (you decide to take a trip to another country over a weekend and your flight back gets cancelled, for example). Most people just write some version of one of the following: 1) "I have support from my family for unexpected costs," OR "I have personal savings to cover any unexpected or uncovered expenses" Or "I have \$XXXX in savings to cover any unexpected or uncovered expenses" (if you choose this option, that number is usually somewhere between \$1000-\$5000).

Academic Information

Follow the directions carefully and list all institutions of higher education you have attended. This list should include your undergraduate school, grad school (if applicable), and anywhere you've taken additional courses (summer school, community colleges, etc.). Technically, you only have to list places you have attempted 12 credits or more, but if it shows up on your JMU transcript as transfer credit, I suggest giving it its own entry, regardless of number of credits.

See above section on transcripts!

Awards and Achievements

If you have participated in a listed award (CLS, Gilman), you can indicate it.

If you have participated in a listed Partnership Organization, do indicate it (it's rare!).

You should map out how many honors, extracurriculars and publications/exhibitions you want to list.

For honors, you can include scholarships or fellowships from JMU, from departments, or from organizations. If you are a member of the Honors College or an Honors Society (university or departmental), you can list that as well. Awards for participation in research or volunteerism, leadership, or other activities can be listed. Dean's List or President's List is often listed as well.

For scholarships, it is typical to list the amount and duration: "Smith-Jones Scholarship (\$500), 2019-2020, awarded to top English major" or "Jones Smith Scholarship (\$1000), 2018-2020, awarded for leadership accomplishments." For repetitive functions, you can use one line: "Dean's List, Fall 2018, Spring 2019, Fall 2019, Spring 2020."

For your extracurriculars, list the organization, dates, and positions held. Remember that they won't likely understand acronyms or JMU specific orgs, so make it clear: "JMU Marching Royal Dukes (marching band), 2019-2021, section leader."

For publications, list the citation as best you can in the space provided. You can list any presentations that aren't in-class work. So, if you presented a group project as part of the semester, don't list it. But if you subsequently presented that project at a JMU, local, national, or international conference, absolutely list it!

Professional Information

This section asks you to include the following:

"Beginning with your most recent position, list up to **eight** jobs/internships that are relevant to your application. Applicants with many jobs/internships should select those that best represent their professional development over time."

Do list any related jobs or internships you have held. If you are applying to be an ETA, definitely list teaching, tutoring, or mentoring positions, for example. However, if you worked at a grocery store or a bookstore or in another position that might not seem immediately relevant to your application, but you feel you learned skills such as communication or time management, it's okay to list those positions, especially if you would otherwise be leaving sections blank. Very few people can fill in all eight spots. That's okay. If you have more than eight positions to list, choose those most related to the grant for which you are applying.

Experience Abroad

Most of these questions are straightforward, but applicants often struggle with the **Other Experience Abroad** section. If you have never left the US, you don't need to fill this section out. If you have left the US, you need to list every trip outside the United States. You can put 5 experiences in the table and any remaining trips in the comments section.

Please note these directions from Fulbright, especially the section about listing multiple countries for one trip:

- **Purpose Abroad:** Select one purpose of the trip that best describes the experience.
- **Date(s) Visited:** You may combine similar experiences in one entry, as shown below.
- **Duration in Weeks:** List trips of a similar nature (usually less than 4 weeks each) in the format shown below. Calculate the sum of weeks, if entering multiple similar trips in one entry.

Country(ies) Visited: If the experience included multiple countries, use the Ctrl or Command and + key to select each country visited.

Purpose Abroad	Dates Visited	Country(ies) Visited
Add Other Experience Abroad		
Lived Abroad	3/1/2015 - 4/13/2017	Belize
Study	7/12/2005 - 10/25/2006	Spain, Andorra
Family Visit	Every summer (3 months): 1999-2019	Argentina

(Please excuse the blurriness—I’m pulling this table from a PDF available in the directions on the Fulbright application for this section—it’s much clearer there!)

Note that if you repeatedly have gone somewhere, you can list something such as “Every summer (3 months): 1999-2019” where you note frequency (every summer, every winter, every December, every other summer, etc.), duration (1 week, 3 months, etc.) and the date range (2015-present or 2000-2021).

You can use the additional comments section for additional trips, if needed. You should be sure to list the country or countries, duration, date range, and purpose for those trips.

You can also use the additional comments section to explain something you think needs more data than can be inputted in the table. For example, you could explain that one entry was a study abroad trip in France for a summer, but that while there, you took weekend trips to the Netherlands, Belgium, and Spain.

Language Self Evaluation

See section above!

Recommenders and Language Evaluators

Do not fill this section in until your recommenders/evaluators have agreed to write for you or evaluate you! **This section does not need to be filled in for the second July deadline.**

Do not submit the application at this stage. As long as you chose JMU as your institution, I can see your application in the online system.

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