



# United States-India Educational Foundation

## Completing the IIE Online Application

### Instructions for Indian Fulbright-Nehru Master's Fellowships Applicants

For pursuing a master's degree in the eligible fields of study in the United States during the 2021-2022 U.S. academic year

**Application Deadline: May 15, 2020, 23:59:59 hrs (IST)**

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Read all instructions carefully and follow the application guidelines below.

#### THESE INDIA SPECIFIC INSTRUCTIONS SUPERSEDE ANY GENERAL INSTRUCTIONS.

A complete application consists of: (a) your online application form; (b) study plan; (c) personal statement; (d) curriculum vitae; (e) writing sample; (f) portfolio (f) scanned copies of your mark sheets or transcripts and diploma/degree certificates; (g) scanned copies of proof of your work/professional experience (h) three reference letters; (i) FNMasters Employer's Endorsement, if employed; (j) scanned copies of test score reports, if applicable; (k) correspondence with U.S. universities; (l) FNMasters applicant annexure; and (m) additional documentation as specified in the instructions below.

#### POINTS TO REMEMBER

- All applications must be completed online at: <https://apply.iie.org/ffsp2021>
- 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. Do not write in CAPS.
- You are not required to complete this application in one session. You can re-enter at any time and edit your application before you submit it. However, please remember that 60 minutes of inactivity will automatically log you out. You will have to log in again to resume your application.
- Once you submit your application, you can NO longer make any changes to it.
- Responses to questions on the application must adhere to established character limits.
- Prepare required documents and save them in PDF format. It is highly recommended that to preserve any formatting and special characters in your documents, you upload them in PDF format.
- Review the entire application before submitting it. The **application should be free of grammatical and spelling errors.**

#### 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.**



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### Register

To register for an account, please enter the information requested below.

Email Address

First Name

Last Name

Birthdate

**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 [Fulbright@iie.org](mailto:Fulbright@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.

### Login

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.

Email Account

Temporary PIN

Birthdate

### 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.



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Once you have created an account, please follow these steps:

## WELCOME

I have reviewed the Fulbright policy guidelines, particularly the grounds for Revocation, Termination and Suspension of Grant.

Please click on “Yes”

These questions address essential program eligibility. All questions are required.

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**Preliminary Questions**  
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### Preliminary Questions

Through which program country are you applying?\*

India

To which academic year are you applying?\*

2021-2022

Academic year 2021-2022 typically corresponds to initial grant periods between August/September 2021 and May/June 2022; grant dates and grant lengths will vary by country and program.

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

### Employment Eligibility\*

Employees and their immediate families (i.e. spouses and dependent children) of the U.S. Department of State, the U.S. Agency for International Development, and of public or private organizations under contract to the U.S. Department of State and the U.S. Agency for International Development are ineligible to apply for a Fulbright grant until one year after termination of such employment.

In the one year prior to this application deadline have you or an immediate family member (spouse or dependent children) been any of the following:

- An employee of the U.S. Department of State or the U.S. Agency for International Development (paid or unpaid, including part-time or temporary employees, consultants, externs, fellows and contract employees; does not include interns);
- An employee of private and public agencies (excluding educational institutions) under contract to the U.S. Department of State to perform administrative or screening services on behalf of the Bureau of Educational and Cultural Affairs' exchange programs;
- An officer of an organization, in the U.S. or abroad, including members of boards of trustees or similar governing bodies, or individuals otherwise associated with the organization, wherein the organization and the individuals are responsible for nominating or selecting individuals for participation in any U.S. Department of State exchange program;
- A board member or staff of a Fulbright Commission;
- A member of the J. William Fulbright Foreign Scholarship Board.

Yes  
 No

**Continue**

1. **Through which program country are you applying?** Select India from the dropdown menu.
2. **To which academic year are you applying?** Academic year 2021-2022 corresponds to initial grant periods between August/September 2021 and March 2022.
3. **Do you hold or are you applying for?** Select ‘yes’ or ‘no’ to indicate your response. Applicants cannot be U.S. citizens or permanent residents of the U.S. to participate in the Fulbright Foreign Student Program from India.



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4. **Have you reviewed and do you meet all program eligibility requirements for the country through which you are applying?**  
Select 'yes'.

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

### COUNTRY INFORMATION

This page provides information on address of USIEF, the Fulbright Commission in India, name of fellowship, website information and deadline.

#### Select/Change Award

Select "Fulbright-Nehru Master's Fellowships" from the drop-down menu.

#### Supplemental Forms

You need not submit any of the supplemental forms at this stage.

### DATA PRIVACY

Protecting your personal information is a top priority of the Fulbright Program. We will gather, store and handle data fairly, transparently and with respect for your privacy.

#### Reference Materials Waiver

Yes, I waive my right to review the information contained in the evaluations submitted by recommenders on my behalf.

- Select 'yes' or 'no' to indicate your response.

Please click *Continue*.

### PERSONAL INFORMATION

**Prefix:** Select the most appropriate title from the drop-down menu.

**First/Given Name, Middle Name and Last/Family Name:** This will auto-populate based on information you provided during registration. Please review and ensure that your name should appear exactly as it appears on your passport. This spelling will be used on all documents related to your Fulbright-Nehru Fellowship.

**Biographical Information:** Complete the items as per the online form.

**Citizenship Information:** Complete the items as per the online form.

**National Identification Number:** Please leave this blank.

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

### CONTACT INFORMATION

Complete the items as per the online instructions.

**Email:** Please use the email you have used to create the application and use frequently.



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**Emergency Contact Information:** The individuals listed under emergency contacts (India and U.S.) may be contacted in the event of an emergency while undertaking activities related to this grant opportunity, including any possible travel required for interviews within India. This is mandatory.

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

### ACADEMIC AND PROFESSIONAL INFORMATION

**Note:** Prepare and upload documents in PDF format as required (\*). Note page limits specified and ensure your documents do not exceed page limits.

**Curriculum Vitae/ Resume:** The curriculum vitae describes academic credentials and demonstrates a record of scholarly achievements (document should not exceed four (4) pages. Please upload your CV on this page of the online application). If you indicate books, articles or theses that are available online, please include the url links. If you have a professional website (e.g. design and visual arts), please include this url as well. Do not include photographs in CV.

**Academic Background:** List up to three completed degrees. Enter your highest degree first (e.g. Ph.D., Master's, Bachelor's). You may add additional institution by clicking on "Add Institution."

**Professional Experience:** List your current and relevant previous professional experience, if any. You may add additional information by clicking on "Add Experience." List your most significant professional accomplishments, honors and awards and up to three significant publications.

**Awards and Recognitions:** Complete as per the online instructions.

**Experience Abroad:** If you have traveled, lived, or studied in any country other than your own for more than one month, please list this experience below. This can include time overseas for education, research, business, vacation, etc. You may add additional information by clicking on "Add New."

Indicate if you have entered U.S. on J-1 or J-2 visa and upload the copy of previous DS2019.

#### **Previous Fulbright Grant(s):**

If you have previously been awarded a Fulbright Grant, please list the grant(s) by clicking on "Add Grant."

### ACADEMIC MATERIALS (Transcripts and Diplomas):

Please select the corresponding institution from the list that appears and upload your documents when prompted. If you do not see an institution that you attended in the list, please first return to the Academic & Professional Information page and update your academic background.

Please upload scanned copy of your degrees/diploma certificates and mark sheets. You must include mark sheets for all yearly or semester examinations, and not just the final one. You can upload consolidated marksheet. **Do not** include high school/senior secondary school mark sheets or certificates. Certificates and mark sheets in any language other than English must be accompanied by certified English translations.

**Do not upload images taken by your mobile camera.**



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### LANGUAGE SKILLS:

Complete proficiency of languages as per the online instructions.

**TEST SCORES:** Select "Add Test" below to add information about TOEFL and GRE you have taken or will take in the future. It is **not** mandatory to submit TOEFL and GRE scores at the time of application. However, if you took TOEFL or GRE in 2019 or later, please upload your score report.

**SCORE REPORTS:** Please upload copies of available score reports in the respective upload area. To add additional test types, please return to the Test Scores page.

### STUDY PLAN:

**What is your intended degree objective in the United States?** Select "Master's" from the list.

**What is your intended major field of study?** Select one discipline from the drop-down menu that is closest to your study objective.

**What is your intended specialization/ sub-field of study?** Select one field from the drop-down menu that is closest to your field of study.

**Important note:** The disciplines in the drop-down menu **may not** exactly match the list of eligible fields for the Fulbright-Nehru Master's Fellowships. You will be required to indicate your chosen field of study in the [FNMasters Applicant Annexure](#), which you will upload in this online form on the page: Additional Information under Country-specific materials.

**Briefly describe the area of the field in which you plan to specialize.** Please provide summary of your work here.

**Please describe your future plans:** Describe the career you plan to pursue after completion of study or research in the U.S., e.g. teaching, government, business, industry or any plans you might have for continued study or research in your home country. Also indicate if you will be returning to former employment, or if you have been promised a position in India after completing your Fulbright grant.

### Intended Grant Period:

**Proposed length of stay in the U.S.:** Please indicate duration of fellowship between 1-2 years.

**Proposed date of arrival in the U.S.:** Please indicate expected date of your arrival in U.S. university. Please check the academic calendar of the U.S. university for more information.

### Plagiarism Agreement

The Fulbright Program seeks applicants that have developed a sense of personal integrity and are original thinkers. The following application includes several opportunities to express your own thoughts, ideas, and opinions in essay responses. Application materials will be processed using software to help identify any instance of plagiarism. **Plagiarism in any of your answers to these questions will result in your disqualification from participating in the program.**

- Select 'yes' or 'no' to indicate your response.

**Study/Research Objective:** Upload copy of a clear and detailed description of your study objectives and give reasons for wanting to pursue them. Be specific about your major field and



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your specialized interests within this field. Describe the kind of program you expect to undertake and explain how your study plan fits in with your previous training and your future objectives. Your statement of purpose is an essential part of your application. Explain the relevance of your project in relation to India and/or the U.S. Indicate the expected impact of your participation on your home institution and your field of study.

Do not mention specific U.S. universities at which you would like to study. It is strongly recommended that you upload in PDF format. It is advisable for you to limit your response to fifty lines of text.

**Personal Statement:** This personal statement should be a narrative statement describing how you have achieved your current goals. It should not be a mere listing of facts. It should include information about your education, practical experience, special interests, and career plans. Describe any significant factors that have influenced your educational or professional development. Comment on the number of years of practical experience already completed in the field in which academic work will be done in the U.S. Do not mention specific U.S. universities at which you would like to study.

It is strongly recommended that you upload in PDF format. It is advisable for you to limit your response to fifty lines of text.

**University Preferences:** It is mandatory for applicants in India to provide this information.

Online instructions say, "It is not a requirement, nor is it expected for you to identify institutions at which you would like to study. However, if you do have preferences, please list in priority order up to four schools of your choice." However, Indian applicants must complete this item.

Do not just list the name of a university in which you are interested. Be specific. Provide the name of the department and the specific program within that department in which you are interested. If you have been in contact or correspondence with a faculty member, please provide the name and contact information for that individual. **If you have applied to a U.S. university within the past three years, please list the programs and the results. If you have letters of admission, letters of invitation, deferral requests, or other correspondence from a school, especially a preferred program, please forward a copy (not the original) of this correspondence to [masters@usief.org.in](mailto:masters@usief.org.in).**

**Authorization of Release of Information:** Read carefully and type your name in the box.

**Reference Materials Waiver:** Read carefully and please 'yes' or 'no' to indicate your response.

### Portfolio

The candidates applying in the fields such as Arts and Culture Management, and Urban and Regional Planning can upload a portfolio as many U.S. universities recommend submitting a portfolio as part of the application materials.

### GRANT & TRAVEL PLANS

Please complete the items as per the online instructions.



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**Passport/Travel Document:** If you have a valid passport, please upload the bio page of your passport that bear your name, place and date of birth, passport number, place and date of issue.

**Accompanying Dependents:** Please indicate if you plan to take any dependents (spouse and children below 21 years of age) with you to the U.S. At this stage of your application, passport information for your dependents is not required. The Fulbright-Nehru Master's Fellowships does not provide any financial support for dependents.

### ADDITIONAL INFORMATION

#### Country-Specific Materials:

- Upload the PDF format of the completed **FNMaster's Applicant Annexure** on this link.
- To complete **FNMaster's Applicant Annexure**, click on the link: <http://www.fulbrightannexure.org/FNMasters.php>
- To start, click *Create an account*.
- Sign-up by entering your name, email address, and password.
- Log-in using email address and password.
- Complete the form electronically and click Save as a draft. Once you receive a notification that the form has been saved, click ok and download as a PDF on your computer.
- Then upload the form.

**Supplemental Materials:** You are **not** required to submit the following forms available under the Supplemental forms link on the Country Information page:

1. Information Concerning Foreign Student Academic Records
2. Transcript Release Form
3. Report on Proficiency in English

Upload scanned photocopies of proof of your **work/professional experience** on this section of the online application form. Do not upload images taken by your mobile camera.

**Additional Documentation:** Please upload writing sample and FNMaster's employer's endorsement form (if applicable). It is strongly recommended that you upload in PDF format.

**Outreach Survey:** Please complete as per online form instructions.

### RECOMMENDATIONS:

You must have three letters of reference submitted on your behalf. All letters of reference should be written by teachers under whom you have studied or pursued research or by someone who has supervised you in work related to your proposed field of study. Letters of reference should not be written by persons related to you either by blood or marriage or by personal friends. The letters should be written in English, if possible. If they are not, an original English translation must be provided.

Click the "Add Recommender" button in the left corner of the application form to register your referees. You will need to complete the reference registration form to allow your referee(s) to submit your references online. It is imperative that you accurately enter the information as your referee will receive an automated email informing him/her of the online reference process.



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Add Recommender

Prefix

First Name

Last Name

Institution

Position/Title

Relationship

Telephone

Email

Note: Applicants are encouraged to provide a professional email address for their recommenders (i.e. an institutional email address for a professor, a corporate email address for a supervisor) when possible. These messages may be mistakenly directed to junk mail or spam folders, in which case you may wish to follow-up with your recommender, or replace with a personal email address.

Personal message to recommender

Send To Recommender Cancel

Your referees will receive an email from [Fulbright@iie.org](mailto:Fulbright@iie.org) directly, asking them to register for the website and complete their recommendation. You will receive an email notification after the referee submits the online recommendation letter. You must follow up with the referee if you do not receive the reference submission notification. References must be submitted no later than **May 15, 2020**.

You referee will be able to submit the recommendation even before submission of your online application.

## **SIGNATURE**

Read carefully and type your full name in the box.

## **REVIEW**

Before you submit your application electronically, your application will be reviewed for completeness. If there is missing data, you will be prompted to correct.

Preview Application Proof: You can download the pdf copy of application, review and keep a copy for your record.

**IMPORTANT: REFER TO THE FNMASTERS APPLICATION CHECKLIST BEFORE SUBMITTING YOUR ONLINE APPLICATION.**



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**Note:** On submission of your online application, you will receive the following automated response:

“Congratulations! You have successfully submitted your online application to the Fulbright Foreign Student Program. You may also receive a confirmation email from the Fulbright agency in your home country/country of application to verify that your application has been received...”

**United States-Educational Foundation in India (USIEF) - Fulbright Commission in India - will NOT send any additional confirmation e-mail to you.**

**Application Deadline: May 15, 2020, 23:59:59 hrs (IST)**

**If you have any questions, please write to [masters@usief.org.in](mailto:masters@usief.org.in)**