



FULBRIGHT VISITING SCHOLAR PROGRAM

Instructions for Completing the Fulbright Visiting Scholar Program Application for Belgium, Luxembourg and Fulbright Schuman

Read all instructions carefully before completing the application.

Applicants may only apply for one award per application cycle.

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General Information

The application is supported by all modern browsers. We highly recommend that you use a current version of [Google Chrome](https://www.google.com/chrome/), which supports Windows, Mac, and Linux platforms.

Prior to starting an application, please complete the following steps:

Step 1: Learn requirements for submitting an application

Before you begin an application, check the website of the Fulbright Commission in the country from which you are applying. Deadline dates and application requirements for a Fulbright grant will vary from country to country. You must make sure you are eligible to apply. Additional information and a list of participating countries can be found here: <https://www.cies.org/>.

Step 2: Record user name and password in a safe place

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.

Step 3: Complete the application

You do not need to complete this application at one time. You can re-enter at any time to edit your application. However, once you SUBMIT your application, you CANNOT make changes to it.

To complete your application correctly, please answer all questions completely and carefully. Review these additional tips:

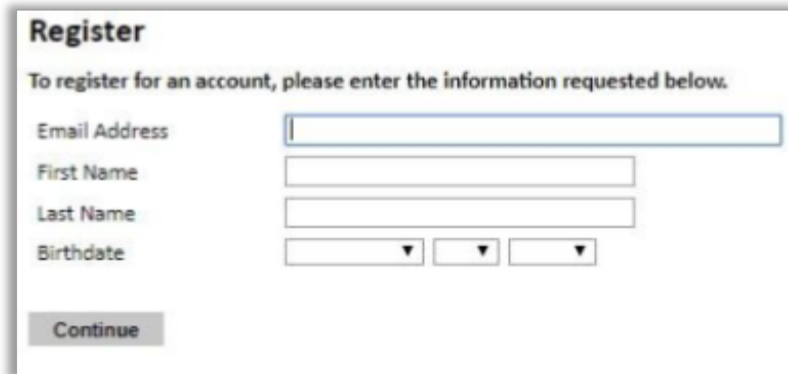
- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents 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.
- Some questions are “required.” They are marked with an asterisk (*). You will not be able to submit your application until all required items are complete.

Step 4: Submit the application

Once you have entered all required information, including recommenders, review your application for errors. If all information is correct, submit your application. Once you submit you CANNOT make changes to your application.

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.**



The 'Register' form is titled 'Register' and includes the instruction 'To register for an account, please enter the information requested below.' It contains four input fields: 'Email Address' (a single-line text box), 'First Name' (a single-line text box), 'Last Name' (a single-line text box), and 'Birthdate' (three separate dropdown menus for month, day, and year). A 'Continue' button is located at the bottom left of the form.

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 or an academic 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 apply@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.



The 'Login' form is titled 'Login' and includes a green message bar that reads: '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.' Below the message bar are four input fields: 'Email' (a single-line text box), 'Account' (a single-line text box), 'Temporary PIN' (a single-line text box), and 'Birthdate' (three separate dropdown menus for month, day, and year). A 'Login' button is located at the bottom left of the form.

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

Set Password

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.

Managing Your Application

EDITING YOUR APPLICATION PRIOR TO SUBMISSION

1. You may log in at any time to review and edit your application form, upload documents, and enter recommender information.
2. Remember to save your application after completing each page by pressing the *Continue* button at the bottom of each page.

Note: The application will automatically log you out after 60 minutes of inactivity, so it is best to save your application frequently.

REVIEWING YOUR APPLICATION AFTER SUBMISSION

1. After you SUBMIT your application, you CANNOT make any changes.
2. You may continue to log in to your account to view the information you have submitted, save a PDF of your application form, and manage your recommenders.
3. You can manage your recommenders by clicking on the *Recommendations* section of the online application.

LETTERS OF RECOMMENDATION

1. Letters of recommendation will be submitted directly to Fulbright by the recommenders you registered via your application. Please do not send any recommendation letters by email.
2. You can submit your application even when your chosen recommenders have not yet uploaded their letter of recommendation. After submitting your application, you are able to track the status of these letters and make changes to the recommenders, if necessary. **Letters of recommendation are required to be received by the December 1 deadline.**
3. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.

Preliminary Questions

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

The screenshot shows a web form titled "Preliminary Questions". On the left is a navigation menu with links: "Home", "Welcome", and "Preliminary Questions" (which is highlighted). The main content area has the title "Preliminary Questions" and a note: "Questions marked with an asterisk (*) are required of all applicants for submission." The form contains the following questions:

- "Through which program country are you applying?*" with a dropdown menu.
- "To which academic year are you applying?*" with a dropdown menu.
- "Do you hold or are you applying for:*" with three radio button options:
 - a) U.S. citizenship;
 - c) Dual citizenship with the U.S.; or
 - b) U.S. permanent residency?Below these are "Yes" and "No" radio buttons.
- "Have you reviewed and do you meet all program eligibility requirements for the country through which you are applying?*" with "Yes", "No", and "Unsure" radio buttons.

At the bottom of the form is a "Continue" button.

1. Select the country through which you are applying for the Fulbright grant from the dropdown menu.

Belgian citizens > Belgium

Luxembourgish citizens > Luxembourg

European citizens via the Fulbright Schuman Program > European Union (Schuman)

2. Select the appropriate program year from the dropdown menu.
3. U.S. Citizenship, Dual Citizenship with the U.S. or Permanent Residency: 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 Visiting Scholar Program.
4. Select 'yes', 'no', or 'unsure' to indicate if you are aware and meet all program eligibility requirements.

- Please review the program eligibility requirements for the country through which you are applying before proceeding.

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

Country Information

1. Review all information in this section!
2. Note any country-specific and award-specific instructions for completing the rest of the application, including:

- a. Country website
- b. Deadline information
- c. Open application cycle
- d. Additional required materials

Please review the specific grant page for all required documents. The Report on Proficiency in English and Letter of Reference Form are NOT required.

3. If prompted, you must select an Award before proceeding.
4. Click *Continue* to proceed to the next section

Data Privacy

1. Carefully review the Data Privacy information. If prompted, indicate your acceptance of data privacy terms by selecting 'yes' or 'no'.
2. Click *Continue* to proceed to the next section

Personal Information

Enter all required biographical information. Please review country-specific guidance (provided in the Country Information section of the application) to determine whether you must provide additional information.

1. **Name:** Enter your name exactly as it appears on your passport. Only enter a preferred name if it is DIFFERENT than your legal name (e.g. Alex instead of Alexander).
2. **Name on Previous Records:** If your name is recorded differently on any previous records, list it in the Name on Previous Records section (e.g. maiden name).
3. **Biographical Information:** The birthdate that you used to create your account will automatically appear. Enter your city of birth, country of birth, sex (as it appears or will appear on your passport or travel document), preferred gender identity, marital status, and number of dependents.
4. **Citizenship Information:** Select your country of citizenship and country of residence from the dropdown menus provided.
 - a. If applicable, enter your national identification number and any additional countries in which you hold citizenship.
 - b. To select multiple countries, hold down the CTRL (PC) or Command (Mac) button when selecting options.
5. Click *Continue* to save your responses and advance to the next section.

Contact Information

Enter all required contact information. Please review country-specific guidance to determine whether you must provide additional information

1. **Address:** Select the country where you live from the dropdown list first when entering your permanent address (i.e. physical address where you live).
 - a. Based on your country selection, the subsequent fields will change to match the address format of that country.
 - b. Complete the remaining address fields. Do not use accents or special characters.

- c. Select 'yes' or 'no' to indicate if your current mailing address (i.e. the address where you receive mail) is the same as the permanent address you entered above. *They do not have to be the same.*
 - If you answer 'no,' then a second address section will appear where you may enter your mailing address information.
 - If you answer 'yes' to this question, proceed immediately to the next section.
2. **Telephone Numbers:** Enter your contact phone numbers as appropriate. Include the country code. If the field turns red, please review the numbers that you have entered to look for any errors. To find the correct country code, click on the blue 'country code' link
3. **Email:** The email address used to create your account will appear in the primary email address field and will not be editable. You may provide an Alternate/Secondary Email that can be used to contact you if Fulbright Program officers cannot reach you via your primary email address.
Note: All system-generated emails will continue to go to your primary email address.
4. **Emergency Contact Information:** Entering emergency contact information is not required unless directed by the country-specific instructions. If you would like to provide emergency contacts in your home country, please enter the appropriate information. The individuals you list may be contacted in the event of an emergency while you are participating in grant activities, including any required travel for interviews in your home country. You may also enter emergency contact information for individuals in the United States.
 - a. When entering the address, choose the country that corresponds to your emergency contacts' address first and the following fields will update to match the address format of the selected country.
5. Click *Continue* to save your responses and advance to the next section

Academic & Professional Information

This section collects information about your academic and professional background, including your curriculum vitae/resumé, academic degrees, professional experience, organizational memberships, experience abroad, and previous Fulbright grants, if applicable.

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

1. **Curriculum Vitae/Resume:** Upload your curriculum vitae/resumé in PDF format that does not exceed six (6) pages.

Note: If your file exceeds 6 pages, an error message will appear on the Review page and will prevent submission of your application.

- a. Click *Browse*
- b. Locate and select the file that you previously saved to your computer
- c. Click *Open*
- d. Click *Upload* to complete the file upload

Curriculum Vitae/Resume	Please upload a document that does not exceed six (6) pages.	Browse...	No file selected.
		Upload	

2. **Academic Background:** List all post-secondary educational institutions from which you have received a degree or academic credential. You **MUST** include any education institutions you are currently attending (even if you have not yet completed your educational program) and estimated date of graduation/completion.
 - a. Click *Add Institution*
 - b. Type in the name of the institution
 - c. Choose the level of study (graduate or undergraduate) from the dropdown menu
 - d. Select the country where the institution is located from the dropdown menu
 - e. Enter the appropriate city and region/state
 - f. Provide the website of the institution (optional)
 - g. Select the U.S. equivalent of the degree or diploma earned (e.g., BA – bachelor’s degree)
 - h. If relevant, provide the actual name of the degree or diploma (e.g., license)
 - i. Enter the discipline in which this degree or diploma was earned
 - j. Select the month and year of the date this degree was received (Month – Year format) from the drop-down menu

- If a degree is in progress, list expected date of conferral for Date Degree Received.
- k. Click **Save**.

The screenshot shows a web form titled "Educational Institution". It contains the following fields and sections:

- Institution***: A text input field.
- Level of Study***: A dropdown menu.
- Institution Location (all address fields are required)***: A section header.
- Country**: A dropdown menu with "United States" selected.
- City**: A text input field.
- State**: A dropdown menu with "Select State" selected.
- Website**: A text input field.
- Name of Diploma or Degree Equivalent***: A dropdown menu.
- Actual Name of Degree or Diploma**: A text input field.
- Discipline***: A text input field.
- Date Degree Received***: Two dropdown menus for month and year.
- A note at the bottom: "If a degree is in progress, list expected date of conferral for Date Degree Received."

3. To add additional entries for post-secondary educational institutions, click *Add Institution* and follow the bulleted instructions above.
4. **Current Professional Profile:** List your current professional affiliation or employer by clicking *Add Experience* under Position Title
 - a. Choose the role which most closely corresponds to your current role from the dropdown menu
 - b. If you are an independent/unaffiliated scholar, check the box underneath the Current Role field. The Institution Name and Department Name fields will disappear after the box is checked
 - c. Enter your current position title (e.g. Director, Assistant Director, etc.)
 - d. Enter the name of the institution and, if relevant, the department where you are currently employed

- e. Enter the start and end dates for the position you entered (Month-Year format). If you are currently employed in this role, leave the End Date fields blank.
- f. Select the country where your current place of employment is located from the dropdown menu. Enter in the street address, city, state/region, and post code as applicable
- g. Click *Save*

Professional Experience

Current Role*

☐ I am an independent/unaffiliated scholar.

Position Title

Institution Name*

Department Name

If you are currently employed, please leave the End Date field blank.

Start Date

End Date

Institution Address

Country*

Street Address*

City*

State/Region*

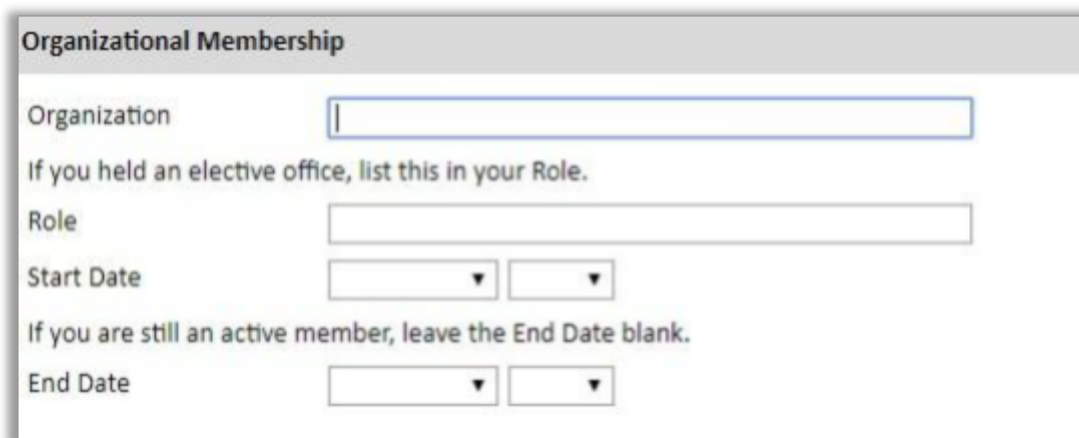
Postal Code*

Save

Cancel

5. If you have more than one current position, click *Add Experience* and follow the instructions above.

6. List your most significant professional accomplishments, honors and awards, and up to three significant publications in the text box.
 - a. List no more than five accomplishments, honors, or awards
 - b. Separate each entry with a semicolon (;)
 - c. 700-character limit
7. **Organizational Memberships:** List up to four professional memberships in cultural, educational, and professional organizations.
 - a. Click *Add Organization*
 - b. Enter the name of the organization
 - c. If you held an elective office in the organization, enter the name of your role (e.g., Treasurer)
 - d. Enter the start and end dates (Month-Year format) that correspond with your membership in this organization.
 - If you are still an active member, leave the End Date blank. e. Click *Save*

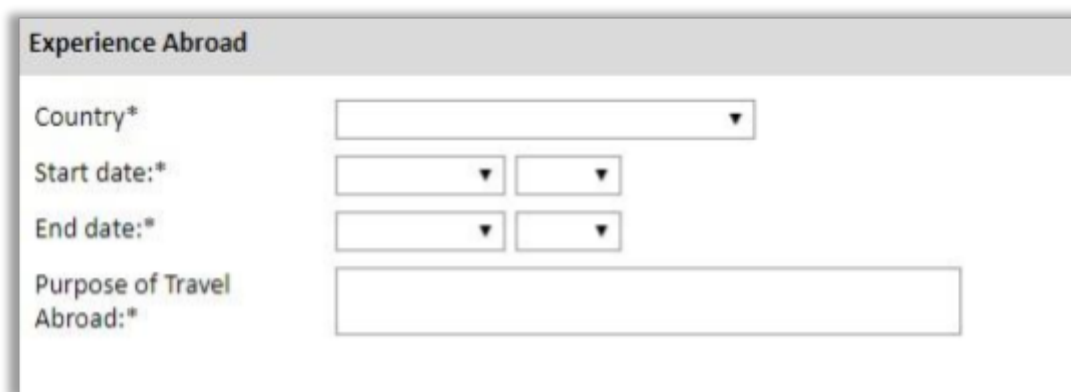


The screenshot shows a form titled "Organizational Membership". It contains the following fields and instructions:

- Organization:** A text input field.
- Role:** A text input field. Above it is the instruction: "If you held an elective office, list this in your Role."
- Start Date:** Two dropdown menus for month and year.
- End Date:** Two dropdown menus for month and year. Above it is the instruction: "If you are still an active member, leave the End Date blank."

8. **Letter of Support from Home Institution [NOT REQUIRED]**
 - a. Click *Browse*
 - b. Locate and select the file that you previously saved to your computer
 - c. Click *Open*
 - d. Click *Upload* to complete the file upload

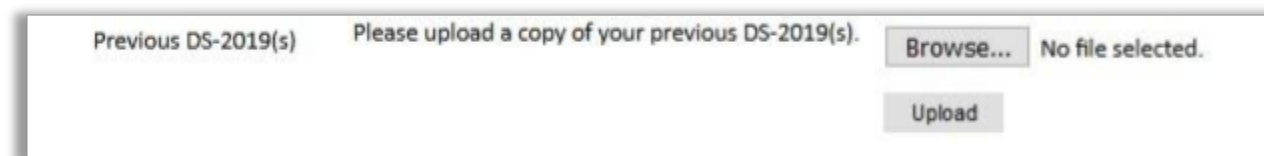
9. **Experience Abroad:** List any professional travel and/or residence abroad exceeding three (3) months during the last six years:
- Click *Add New*
 - Select the country in which you spent your professional travel and/or residence abroad from the dropdown menu provided
 - Select the start and end dates (Month-Year format) of your travel/residency
 - Enter the purpose of your travel abroad
 - Click *Save*



The form is titled "Experience Abroad" and contains the following fields:

- Country*:** A dropdown menu.
- Start date:*** Two dropdown menus for month and year.
- End date:*** Two dropdown menus for month and year.
- Purpose of Travel Abroad:*** A text input field.

- If you have more than one trip abroad to enter, click *Add New* again, and follow the bulleted instructions until all entries have been saved.
10. Select 'yes' or 'no' to indicate if you have previously entered the United States on a J-1 or J-2 visa
- If 'yes', you are required to select the J category of sponsorship from the list and upload a copy of your previous DS-2019

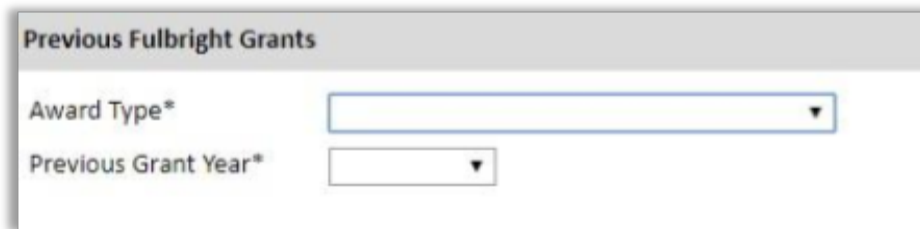


This section is titled "Previous DS-2019(s)" and includes the instruction "Please upload a copy of your previous DS-2019(s)." It features a "Browse..." button, a status indicator "No file selected.", and an "Upload" button.

**If you have participated in a J-1 or J-2 visa exchange program in the Professor or Research Scholar categories, please check with your Fulbright Office to confirm you are eligible to apply for the program at this time.*

11. Select 'yes' or 'no' to indicate if you have previously been awarded a Fulbright grant.

- If 'yes', you are required to list the grant(s):
 - Click *Add Grant*.
 - Select the Fulbright award type from the dropdown menu provided (e.g., Fulbright FLTA, Fulbright Foreign Student, etc.)
 - If you select "Other (please specify)", enter in the name of the Fulbright grant that you received in the "Other, please specify" field
 - Select the academic year that corresponds to the year in which you received the Fulbright grant.
 - Click *Save*



The screenshot shows a form titled "Previous Fulbright Grants" with a light gray header. Below the header, there are two fields: "Award Type*" and "Previous Grant Year*". Both fields are dropdown menus. The "Award Type*" dropdown is currently empty, and the "Previous Grant Year*" dropdown is also empty. Both dropdowns have a small downward arrow icon on the right side of the selection box.

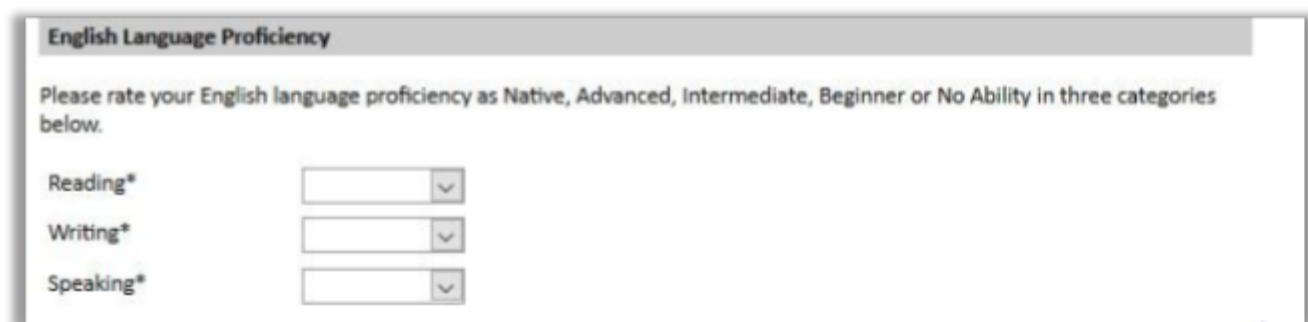
12. If you are applying for another Fulbright Scholar Opportunity, please provide justification as to why you should be considered for another award in the text box.

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

Language Skills

This section collects information about your native language, English language skills, and any additional languages that are relevant to your project proposal.

1. **Native Language:** Select your native language from the dropdown menu provided.
2. **English Language Proficiency:** If your native language is not English, a section collecting your English language proficiency will appear.



The screenshot shows a form titled "English Language Proficiency". Below the title, it says "Please rate your English language proficiency as Native, Advanced, Intermediate, Beginner or No Ability in three categories below." There are three rows, each with a label and a dropdown menu: "Reading*", "Writing*", and "Speaking*".

- Rate your English language proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.
3. **Additional Language Skills:** Select the number of additional languages that you would like to include that may be of use for your project or study plans.
 - Select the language you are reporting from the dropdown menu and rate your proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.

Additional Language Skills

Please list any additional languages that may be of use for your project proposal. Rate your proficiency as Native, Advanced, Intermediate, Beginner or No Ability.

How many additional languages would you like to indicate experience in?

1

Language 1

Language

Reading

Writing

Speaking

Plagiarism Agreement

- Carefully review the Plagiarism Agreement and indicate your acceptance of the terms by selecting 'Yes' or 'No'.

Plagiarism in any part of your application will result in your disqualification from participating in the Fulbright Visiting Scholar Program.

Plagiarism will be understood to include any of the following:

Presenting wording, statistics or concepts as your own which should be attributed to someone else or to publications (online or offline). This includes, but is not limited to:

- Copying the exact wording of a written source
- Presenting material with alterations in wording
- Paraphrasing the content of a source without citation

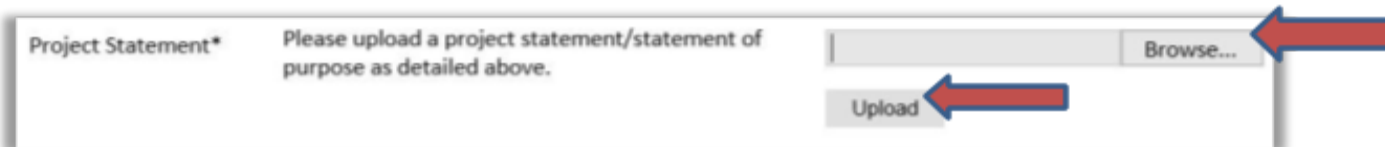
It is expected that your responses to all questions in the following application will be your own work and writing, with clear citation of secondary sources if describing academic work and the writing of others (including one's own previously published work). Any sources used in the construction of your responses must be clearly cited.

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

Project Proposal

This section collects information about your proposed project.

1. Select the category of grant for which you are applying.
 - a. If you select Research, you must upload a Bibliography
 - b. If you select Teaching/Research, you must upload a Bibliography and Course Syllabus
 - c. If you select Teaching, you must upload a Course Syllabus
2. **Project Statement:** Enter your Project Title in the Project Title field. The project title must be in English. Make sure it is written in AP style: no abbreviations, not all caps; all words of four or more letters should be capitalized, no Oxford commas.
3. **Brief Summary of Project Proposal:** Enter a summary of your Project Proposal in the text box (maximum of 700 characters)
4. **Project Statement Uploader:** Upload a detailed project statement of three (3) to five (5) pages in PDF format



Project Statement* Please upload a project statement/statement of purpose as detailed above.

Browse...

Upload

- a. Click *Browse*
 - b. Locate and select the file that you previously saved to your computer
 - c. Click *Open*
 - d. Click *Upload* to complete the file upload
5. **Bibliography:** If you selected Research or Teaching/Research category of grant, you will be prompted and required to upload a Bibliography of one (1) to three (3) pages of references relevant to the proposed research in PDF format following the instructions above.
6. **Course Syllabi:** If you selected Teaching/Research or Teaching category of grant, you will be prompted and required to upload Course Syllabi of up to ten (10) pages for courses you either propose to teach or have taught in PDF format following the instructions above.
7. **Academic Discipline:**
 - a. Select the most appropriate major academic discipline for your project from the dropdown menu.

- b. Select the most appropriate primary specialization from the dropdown menu.
 - c. Enter a brief description of the area of the field in which you plan to specialize/conduct research in the United States in the text box.
 - Some fields (for example, Arts) will ask you if you'd like to upload portfolio materials as part of your application. Select 'yes' or 'no'
 - If you select 'yes,' you will be directed to upload your materials on the next page. Please follow the upload instructions listed.
8. **Intended Grant Period:**
- a. Select your proposed grant length (in months) from the dropdown menu
 - b. Enter your proposed grant start and end dates (Month-Day-Year format)
- Please note that the Fulbright Commission in Brussels offers grants to scholars for a period between three months and up to nine months. All departures must take place between August and March and the grant period needs to stay within the academic year you are applying for.**
9. **Institutional Affiliation:** Indicate whether you have already made affiliation arrangements with a U.S. Host Institution by selecting 'yes' or 'no'
- a. If 'yes', add the Host Institution by clicking *Add Institution*
 - Enter Institution Name
 - Enter Name and Contact Information of the person at the Institution who will be your primary contact
 - Enter the address of the Institution
 - Indicate whether you have received a letter of invitation
 - Click *Save*
 - Upload the Letter of Invitation (if available) by clicking *Browse*, locate and select the file from your computer, click *Open* and click *Upload (required by December 1)*
 - b. If 'no', and you are not required to arrange an affiliation before applying, list any host institution preferences in order of priority by selecting *Add Institution*
 - Enter Institution Name
 - Enter Name and Contact Information of the person at the Institution who you have communicated with previously, OR the main contact for the department that you are interested in joining
 - Enter the address of the Institution
 - If you are in contact with the Institution, enter the date (Month-Day-Year form) of your initial contact
 - Enter a reason for the suggested affiliation
 - Click *Save*

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

Grant and Travel Plans

This section gathers information on your personal finances, additional grants you may have applied to/received, passport, and accompanying dependents.

1. **Financial Information:** Select 'yes' or 'no' to indicate if you have other sources of financial support during your Fulbright grant

a. If 'yes', select the number of other sources of funding you expect to receive

- Enter Source Description (e.g., NSF grant)
- Estimated Amount (in U.S. dollars)
- The Other Funds Total field will automatically update based on the amounts provided above
- Financial Support Documentation: Once you enter a number for additional sources of funding expected, upload supporting documentation by selecting *Browse*, select the relevant file and click *Upload*.

The screenshot shows a web form titled "Financial Information". It includes instructions to refer to country-specific instructions and a question about receiving sabbatical pay or other financial support. The "Yes" radio button is selected. Below this is a dropdown menu for the number of other funding sources, currently set to "1". There are three input fields: "Source Description 1", "Estimated Amount 1", and "Other Funds Total (\$)" which shows "0". A section titled "Financial Support Documentation" contains the instruction "Please upload relevant documentation of any financial support you expect to receive." and two buttons: "Browse..." and "Upload". A red arrow points to the "Browse..." button, and another red arrow points to the "Upload" button. The text "No file selected." is visible next to the "Browse..." button.

b. **Additional Grants:** Indicate if you are planning to apply for other sources of funding to supplement the Fulbright grant award in the text box (700-character limit). Include the course and amount for all funding.

1. **Passport/Travel Document:** Upload a copy of your passport or travel document by selecting *Browse*
2. **Accompanying Dependents:** Select the number of dependents you intend to have accompany you in the U.S. (select 0 if you do not have dependents or your dependents will not accompany you the U.S.)
 - a. If you select 1 or more, you will be prompted to enter required information for each dependent, including relationship to you, name, date of birth, sex, country of citizenship, previously held U.S. J-1 or J-2 visa, and intended length of stay in the U.S.
3. Click *Continue* to save your responses and advance to the next section

Additional Information

1. **Additional Documentation:** Use this section to upload any required additional documentation per your country-specific guidance.

Please upload in the Country-Specific Materials section:

- **Diploma of most recent degree**
- **Transcript with completed coursework of most recent degree. (If you did not complete any coursework during your PhD program, you can alternatively submit transcripts from an earlier program (e.g. master's degree)).**

English versions of these documents are required unless these are in Dutch, French or German, however, it is recommended to submit an English version of these documents regardless.

Outreach Survey: Complete the Outreach Survey.

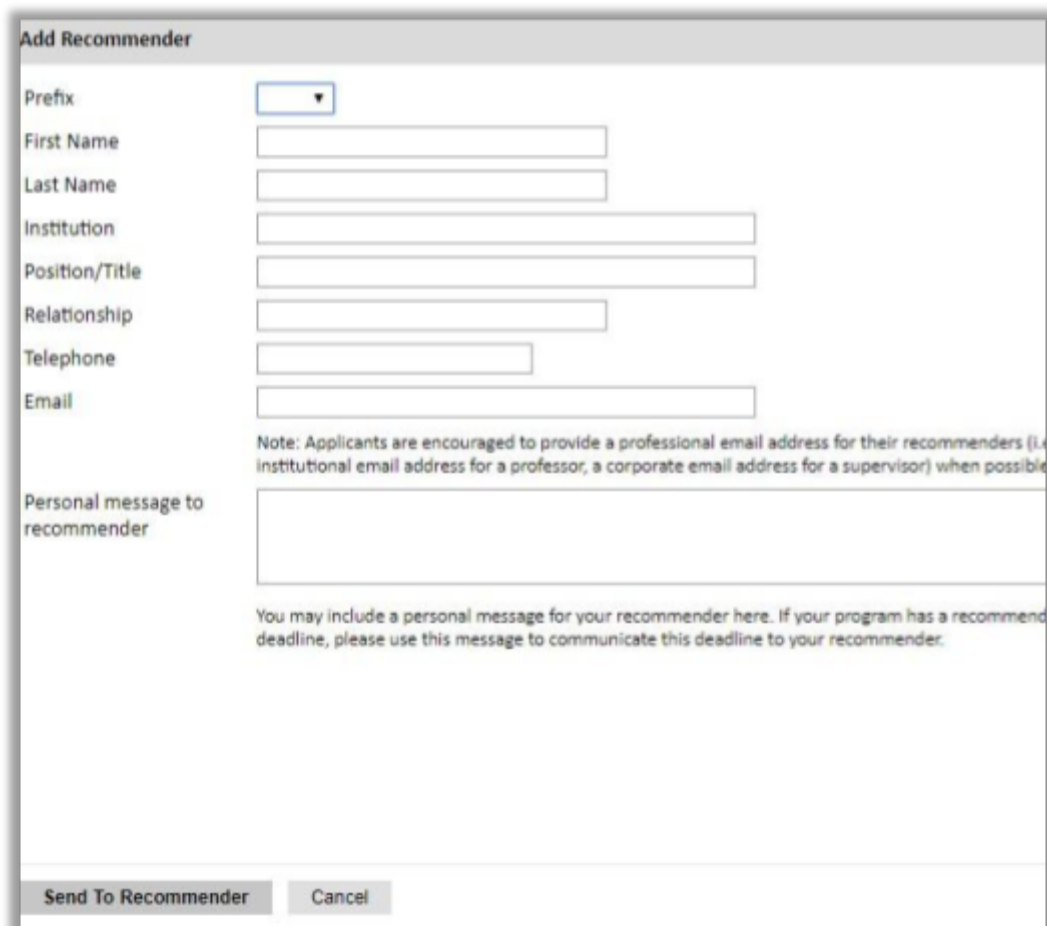
2. Click *Continue* to save your responses and advance to the next section

Recommendations

Use this section to register your recommenders. **Three letters of recommendation are required.**

Once you register your recommenders, they will receive an automatic email with instructions on completing the online recommendation form. You can track the status of recommendations, send reminders, and add/delete recommenders through this system before and after submission of your application. Letters of recommendation **must** be submitted directly by your recommenders via the online application by the December 1 deadline at the latest.

1. Click *Add Recommender*
2. Complete all fields in the pop-up form:



The screenshot shows a pop-up window titled "Add Recommender". It contains the following fields and elements:

- Prefix:** A dropdown menu.
- First Name:** A text input field.
- Last Name:** A text input field.
- Institution:** A text input field.
- Position/Title:** A text input field.
- Relationship:** A text input field.
- Telephone:** A text input field.
- Email:** A text input field.
- Note:** A text block stating: "Note: Applicants are encouraged to provide a professional email address for their recommenders (i.e. institutional email address for a professor, a corporate email address for a supervisor) when possible."
- Personal message to recommender:** A large text area for a personal message.
- Instructions:** A text block stating: "You may include a personal message for your recommender here. If your program has a recommendation deadline, please use this message to communicate this deadline to your recommender."
- Buttons:** "Send To Recommender" and "Cancel" at the bottom.

3. Click *Send to Recommender* to generate automatic email to recommender
4. Click *Continue* to save your responses and advance to the next section

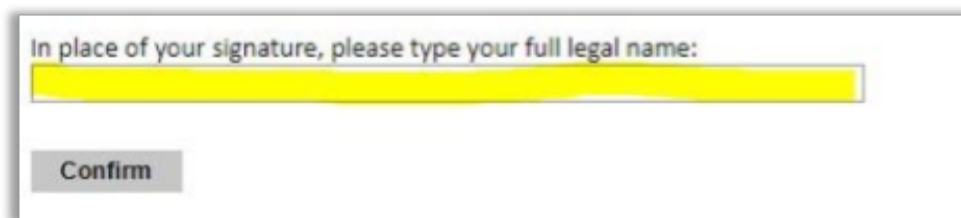
- Once sent, you will have the option to Edit Recommender information if they have not yet started progress on their response and Save, Send Reminders, and Exclude if you wish to remove the recommender and replace with another individual.

The screenshot shows a web form titled "Edit Recommender". It contains several input fields for personal and contact information, a large text area for a personal message, and a status field. At the bottom, there are four buttons: "Save", "Send Reminder", "Exclude", and "Cancel".

Prefix	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Institution	<input type="text"/>
Position/Title	<input type="text"/>
Relationship	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>
Personal message to recommender	<input type="text"/>
Status	Sent to recommender on 12/20 at 11:18 AM

Signature

Certify that the information you provided in the application is true and complete by typing your full legal name in the Signature Box:

A rectangular box with a thin grey border. Inside the box, at the top, is the text "In place of your signature, please type your full legal name:". Below this text is a long, horizontal yellow rectangular highlight. At the bottom left of the box is a grey button with the word "Confirm" in black text.

Click *Confirm* to continue to the next page.

Review

The application will review the responses entered and will display any incomplete questions and required attachments that are missing.

- If no errors appear, then your application is ready for submission.
- If any errors appear, correct or complete these sections and return to the Review section to determine if your application is ready for submission.

REVIEW ALL RESPONSES. CLICK SUBMIT.