



Doktorandenprogramm

INSTRUCTIONS FOR COMPLETING THE [FOREIGN FULBRIGHT APPLICATION FORM](#)

STEP 1: Learn requirements for submitting an application

Please consider the program specific information provided by the German Fulbright Commission at <http://www.fulbright.de/tousa/stipendien/doktorandenprogramm/> - which overrules the general information on Embark when there are conflicting directions.

STEP 2: User ID and password

Your email address is your user ID. When you set up an account for the on-line application, you create a password. An e-mail then confirms log-in information. You can log in and out of the application as frequently as you like. While you cannot change your User ID, if necessary, you can change your password by clicking on "Update My Account" at the top of the homepage of the application.

STEP 3: Complete the application

You do not need to complete this application in one sitting. You can re-enter at anytime and edit your application. But remember that once you submit your application, you can no longer make changes to it.

All forms in this application are to be completed in English.

Please note:

- You can copy and paste information into all text boxes.
- In the text boxes, you must limit your responses to the space provided. Information that exceeds the space provided will not display or print.
- You can review each page of the application in its PDF format by clicking on the Preview button on the upper right-hand corner. Closing the PDF view will bring you back to your application.

You will create essays on pages 4 and 5. On the essay pages text entered that exceed the space provided will display and print. However, it is recommended that you try to keep your essays to one page when possible. Please leave a 4,5 cm margin on top of every page of your essays.

There are several ways to create your essays:

- You can compose your essay on-line. Please note, there is a 40-minute 'time out' function. In other words, you will need to either complete your essay in 40 minutes or periodically save your essay. You will not be able to customize the formatting of your essay.
 - You can copy and paste text from another document and edit online. Again, you will have a 40-minute "time-out" function. You will not be able to customize the formatting.
 - You can upload text from another document. This is the only option where you will be able to have special formatting, e.g. bold, underline, headers, double spacing, etc. While you cannot edit an uploaded document on-line, you can delete your upload, make your corrections in your document off-line, and upload again.
- Some answers are mandatory. You will not be able to complete and submit your application until all required items are completed. When you click on the Application Inspector button on the website, your application will be checked for completeness. You will be prompted to enter any missing information on required questions.

Often specific instructions for completing a question or item will be provided in the application.

In addition, please review the following information.

Preliminary Question Page:

- Question 1 – Country of Citizenship:
Make sure that you properly identified Germany as Fulbright country competition to which you are applying.
- Question 2 - Program:
Make sure that you correctly identified the Fulbright Foreign Student Program as the program to which you are applying.
- Question 3 – Have you checked with the Fulbright Program Office?
Please just say **yes**, it is not necessary to contact the German Fulbright Commission unless you really have a question!
- Question 4 - For which academic level are you applying?
Please choose "graduate".

Item 1: **Name:**

It is very important that you list your name exactly as it appears on your passport.

Item 11: **Application Cycle**

Please select 2018-2019.

Degree Objective: Choose „**Visiting Student Researcher**“ from the drop down menu of choices. Do not select „**Doctorate**“.

Item 12: **Field of Study**

Select your proposed field of study from the drop down menu of choices.

Specialization: Briefly describe in which area within your field of study you specialize.

Fulbright Program: Select Doctoral Program

Item 14: **Institutions Attended**

Please list all post-secondary institutions attended in reverse order (putting the most recently attended first).

Item 21: **Position Code**

Please select from the drop down menu the position title which best describes the activity in which you are currently (or most recently) involved.

Item 27: **Statement of Proposed Study**

The description of your proposed research is an essential and highly important part of your application. Please describe your reasons for wanting to pursue research in the United States. Explain what you want to accomplish academically during your stay at the particular host institution in the U.S. and how that fits in with your thesis.

Item 28: **Personal Statement**

The personal statement is a narrative statement dealing with your

- personal history, family background and intellectual development
- your special interests and abilities, career plans and life goals
- your personal and cultural interest in the U.S.

Please be sure to identify your essays, add the headline and the item number and include your name at the top of the page.

Item 29: **Additional Information**

This is not a required page.

Page 7: **University Transcripts**

It is not necessary for you to upload your transcript into the online application. Please mail your transcripts together with the printout of the online application.

Page 8: **Personal Information**

The information provided on this form will be used by the Fulbright Commission for internal purposes only.

Page 9: **University Preference**

You only need to list the U.S. university from which you received an invitation.

STEP 4 : Supplemental forms

Please have the "letters of reference" uploaded by the professors. These are the only supplemental forms required online. Do not submit a writing sample, abstract, curriculum vitae or language certificate.

STEP 5: Application inspector

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

STEP 6: Review and print your application

Review a PDF version of your application and print two copies. One copy is for your record, the other copy must be mailed as described in Step 7.

STEP 7: Submit your application online and by mail

After completing this application and reviewing it, you need to submit it electronically to Germany by clicking the submit button.

Again, it is very important that the following questions were answered correctly:

- Question 1--Citizenship: Make sure that you identified **Germany** as the Fulbright Office to which you are applying.
- Question 2--Program: Make sure that you identified **Fulbright Foreign Student** as the award program to which you are applying.

If you entered either question incorrectly, you must correct your answer(s) prior to submitting your application. You can easily make corrections by clicking on the "update my answers to preliminary questions" link on the upper-right hand corner of the Home page.

After submitting your application electronically, you will be able to access it in a viewable PDF format and access supplemental forms. You will be able to print your application and supplemental forms. However, you will not be able to make changes to your application.

STEP 8: Supporting documentation needed to complete your application

Your application is not considered complete until you have submitted the supporting documents listed on our website at <https://www.fulbright.de/programs-for-germans/nachwuchswissenschaftler-innenund-hochschullehrer-innen/doktorandenprogramm> via postal mail. Please refer to the application deadlines listed on our website.

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