

USC Fulbright Application Process: Frequently Asked Questions

Prepared by Academic Recognition Programs, September 9, 2009

What do I need to submit to USC by the September 18 campus deadline?

1. Print and sign the preview version of the application. Submit four copies of the application.
2. Official transcripts for all college-level academic work (one original – additional copies not needed).
3. Three recommendation letters (forms for ETA applicants) in sealed, signed envelopes (one original – additional copies not needed).
4. Foreign language evaluation (if applicable) in sealed, signed envelope (one original - additional copies not needed).
5. Host affiliation letter (one original hard-copy on letterhead – additional copies not needed).
6. For applicants in creative and performing arts fields, please also submit your supplemental materials (CD, DVD, slides, etc.)

Do I need to officially “submit” my application online by the campus deadline?

No, you can do this later. Just print out the latest version for the campus deadline. We recommend that applicants do not submit the final version online until after the campus review process is completed. This will allow you to make changes after the campus interview.

If some of my recommendation letters have not arrived in time for the September 18 campus deadline, can I still apply?

Yes, you can apply as long as you have a completed application and transcripts. However, keep in mind, the campus review committee will only see what you have submitted by the campus deadline. It is to your advantage to have all of your materials in on time and make the best impression.

Should my recommenders submit the letters directly to you?

No. Please collect letters from your recommenders and submit these supporting documents with the rest of your application materials.

Are online recommendation letters required?

Yes. You must register recommenders online. They will receive an email prompting them to submit their recommendation electronically. **Note:** You still must collect signed, hard-copy letters from each recommender to submit to USC.

I’m not sure if my host affiliation letter will arrive by September 18. What do I do?

For the campus deadline only, affiliation letters may be submitted in fax, email or pdf format. If you can’t acquire any form of the letter in time, inform the campus committee about your proposed affiliation during your campus interview. The final deadline for the original hard copy letter is October 12.

Submitting Your Application and the Interview Process

Submitting Your Paper Application

When you turn in your application to Academic Recognition Programs (Student Union 202), please allow 5-10 minutes for us to review your application. You will be asked to provide your availability for a campus interview. We will contact you by email the following week to inform you of your scheduled time.

Campus Evaluation Interview

Interviews are scheduled for 20 minutes, and will take place the week of September 28 for Full Grant applicants and the week of October 5 for ETA applicants. The campus evaluation committees consist of faculty and staff from varied disciplines across campus.

They will submit to our office an evaluation that will be based on your application and interview. We will then submit the evaluations directly to Fulbright. Applicants may also receive feedback on their proposals during the interview. After the interviews, you will have until October 12 to make last-minute edits to your application, possibly incorporating ideas discussed at your campus interview.

Final USC Deadline: October 12

If you make any changes to your application/proposal after the campus interview, you must submit an updated and signed version to Academic Recognition Programs no later than October 12 to be included in our mailing to Fulbright. Also include any late supporting materials such as letters of recommendation or affiliation by the October 12 deadline so that we can include them in the final mailing.

You must also officially “submit” your electronic application through the Fulbright online system no later than October 12. This allows time for USC to review the online application and ensure that it is forwarded to Fulbright in time for the national deadline.

Can someone look at my proposal and give me some feedback?

As the deadline approaches and our time becomes limited, we are not able to read proposals in full detail and offer comments. If you have quick questions about the proposal or application, then please give us a call: (213) 740-9116. Remember that the campus interview process will provide an opportunity for you to receive some feedback about your application from the review committee.

Walk-In Advisement

The walk-in advisement time will be a good opportunity to share tips and ideas with your peers while receiving advisement on polishing your application. Depending on how many applicants come by we might take in multiple visitors at a time. Meetings will be held in STU 202
Friday, September 11 10:00 AM – 12:00 PM

Social Media

You have several social media tools available for use:

One is the USC Fulbrighters Facebook page:

<http://www.facebook.com/pages/Los-Angeles-CA/USC-Fulbrighters/128003234172>

The Fulbright program also offers many options for learning more about the program and asking any questions you may have:

Fulbright Blog: <http://us.fulbrightonline.org/blog.html>

Fulbright Podcasts: <http://us.fulbrightonline.org/podcast.html>

Fulbright on YouTube: <http://www.youtube.com/fulbrightprogram>

And Twitter: <http://us.fulbrightonline.org/twitter.html>

We hope this information is helpful to you as you complete your Fulbright application.

Academic Recognition Programs staff will be available on September 18 between 9:00 AM – 4:30 PM to receive applications. It can become very busy by mid/late afternoon, so try to come by earlier in the day if you can. Better yet, if your application is ready sooner, give us a call and arrange a time to drop by with your application earlier in the week.

Best wishes,

Noosha Malek, Director

Martha Enciso, Assistant Director

Student Union 202 ~ (213) 740-9116 ~ arpstaff@usc.edu ~ www.usc.edu/arp/fellowships