United States-Sri Lanka Fulbright Commission

Instructions for Completing the Fulbright Master's Fellowship Award Program Online Application

(Awards to pursue a Master's degree in the United States during the academic year 2023-2024)

Application Link: https://apply.iie.org/ffsp**2024/**

Read all instructions carefully before completing the application. Applications must be submitted online with all support documents by the deadline

Applicants may only apply for one award per application cycle

Application Deadline May 31, 2023 23:59 (Sri Lanka Time/Indian Standard Time [IST])

General Information

Thank you for your interest in the Fulbright Master's Fellowship Awards Program. Please find below detail instructions on how to create an online application account and submit your application online/electronically with all support documents.

The award application is supported by all modern browsers. We highly recommend that you use a current version of Google Chrome, which supports Windows, Mac, and Linux platforms.

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

Step 1: The Application and all support documents must be submitted online.
All applications must be completed and submitted online using the following link and creating an online account (instructions below): **https://apply.iie.org/ffsp2024/**

Before you begin an application,
  (a) **You must read the instructions on the US-Sri Lanka Fulbright Commission's website at www.fulbrightsrilanka.org**. Access the specific instructions for each award by clicking on the *Awards and Fellowships* tab and choosing the award of interest. Deadline for submission of all application material and application requirements including supplemental forms are available on the relevant award page.
  (b) You must make sure you are eligible to apply and must-read instructions below fully and carefully prior to completing the application.

Step 2: Record username and password in a safe place
Your email address is your username. 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 username 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 in one sitting. 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.
  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 to upload documents in PDF format to preserve any formatting and special characters in your documents.
- 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*.
   NOTE: If you had submitted applications earlier, you may use the same user account but ensure to start a NEW application using the link below the hyperlink list for your previous application/s. Do not click on an old application. You need to start an application for the new academic year - **2024-2025**.
2. Enter your email address (please note that this will be your primary email address for matters associated with your application and may be changed only after submitting your application), 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. If you do not have a passport, your name must be entered exactly as it is on your national identity card.**

Register

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

Email Address	
First Name	
Last Name	
Birthdate	▼ ▼ ▼

Continue

   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 apply@iie.org or 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 [▾] [▾] [▾]

[Login]

Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password [   ]   ✖ At least one letter
New Password (again) [   ]   ✖ At least one capital letter
                                             ✖ At least one number
                                             ✖ Be at least 12 characters
                                             ✖ New passwords must match

[Set Password]

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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 instruction.

6. Once you have created an account, please follow the steps described below starting with the section "Preliminary Questions".

Managing Your Application

Editing 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

Letters of recommendation will be submitted directly with your electronic application by the recommenders you registered via your application, who will receive a link to

complete the online recommendation and upload the letter of recommendation. This is the preferred mode of submission of recommendations. However, if your recommenders are opting to submit the letters by postal mail, they must be sent directly to the Fulbright Commission and you MUST inform all recommenders that they MUST send an email informing of such to inquiries@fulbrightsrilanka.org with the following information – (a) Name of Applicant, (b) Applicant Award Category ("Fulbright Master's Award") and (c) Name of Recommender.

1. Letters of recommendation and language evaluations (if applicable) may be submitted before or after you submit the application, **but by the stipulated application deadline**. All mailed-in letters need to be post-marked the day of or one before application deadline.

2. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.

Welcome

The welcome tab provides general information on how to navigate the application and its various sections. The left-hand margin contains all the sections of the application and you can move between the different sections by clicking on the titles or move through the application sequentially.

This section also contains additional information about the Fulbright Program.

Preliminary Questions

These questions address essential program eligibility. Responses to all questions are required.

Preliminary Questions

Through which program country are you applying?*

> Norfolk Island

To which academic year are you applying?*

> 2024-2025

Important! In the U.S. academic calendar, the academic year begins in August (2024) and runs through the following May (2025). If you intend to apply for a period that begins outside of academic year 2024-2025, make sure to consult with your home country Fulbright office (see Country Information page at left) to ensure you are filling out the correct application.

Academic year 2024-2025 typically corresponds to initial grant periods between August/September 2024 and May/June 2025; grant dates and grant lengths will vary by country and program.

Do you hold or are you applying for:*

1. U.S. citizenship; or
2. Dual citizenship with the U.S.; or
3. U.S. permanent residency?

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1. **Through which program country are you applying?** Select Sri Lanka from the dropdown menu.
2. **To which academic year are you applying?** **Select 2024-2025** from the dropdown menu. If you select any other year, your application will be ineligible. If this is not available, you have logged into an old application. Log back in and choose to open a NEW application.
3. **U.S. Citizenship, Dual Citizenship with the U.S. or Permanent Residency**: select "Yes" or "No" to indicate your response.
   - Please note the following eligibility requirement that *applicants cannot be U.S. citizens, dual citizen (U.S. & Sri Lanka), or permanent residents of the U.S. to participate in the Fulbright Master's Fellowship Awards Program.*
4. **Have you reviewed and do you meet all program eligibility requirements for the country**

through which you are applying? Select "Yes", "No", or 'unsure' to indicate if you are aware and meet all program eligibility requirements.

- Please review the program eligibility requirements for Sri Lanka at www.fulbrightsrilanka.org before proceeding.

5. **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.
Carefully review the Data Privacy information under **IIE Data Privacy Consent for Applicants in IIE-Managed Programs**. If prompted, indicate your acceptance of data privacy terms by selecting "Yes" or "No". You will not be able to submit your application without indicating your agreement to the Data Privacy terms.

6. **Employment Eligibility**: Select 'Yes' or 'No' to indicate if you meet all employment eligibility requirements.

- Please note that employees and immediate family members of certain organizations associated with the Fulbright Program are not eligible to apply. Confirm you meet the Employment Eligibility criteria by selecting "Yes" or "No".
- If you select 'Yes', please provide details of employment or association.

7. **Reference Material Waiver**: You can choose to either waive your right to view or not view Letters of Reference submitted by recommenders on your behalf with your application by selecting "Yes" or "No".

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

Country Information

1. Review all information in this section!
2. This page provides **Contact and Program Information**, including the address of the United States-Sri Lanka Fulbright Commission (23, Gower Street, Colombo 5), name of fellowship, website information and deadline. Review all information in this section and the country-specific and award-specific instructions, which are included in the Fulbright website (www.fulbrightsrilanka.org).
3. Under Program Information section, kindly pay special attention to the Application submission deadline **(May 31, 2023)**. Also, please note here that the Current Application Competition Year shows as 2024-2025. If another is shown, an old application may have been opened. Ensure to re-visit the Preliminary Questions page and select the correct year.
4. **Also, pay close attention to the** <u>General Information</u> **sub-section under Program Information and ensure that ALL requested documents/guidelines are included/adhered to, when completing your application. For the statement about work experience (item 3), you can write your plan to provide the interviewers a sense of the feasibility of leave approval to undertake the studies in the U.S. A letter from the employer is not required at this stage, but if it possible, a letter could be attached. Please add this document to the Additional Information section as a PDF file.**
5. **Award Information:** Current Award: Fulbright Master's Student Awards (Sri Lanka) will be populated in this field and no further action is required. <u>If prompted</u>, you must select an award before proceeding and choose "Fulbright Master's Student Awards"
6. **Supplemental Forms:** <u>You do not need to submit any of the supplemental forms at this stage</u>. However, read the *Additional Information* section of the application, which contains a place to upload additional documentation if required. It is best to upload all directly relevant documents that do not have a specific entry area within the application to the *Additional Information* section of the application.

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 or documentation.

1. **Prefix**: Select the most appropriate title from the drop-down menu.
2. **First/Given Name, Middle Name and Last/Family Name:** This will auto-populate based on information your provided during registration. **Please review and ensure that your name appears <u>exactly</u> as it appears on your passport paying attention to the Surname and the First Name entries in the passport.** The stated name and spelling will be used on all documents related to your Fulbright Fellowship. Please note that submission of a passport bio page is an application requirement for Sri Lankan applicants. If submitting a passport bio page is impossible, enter your name exactly as it appears on your national identity card. Only enter a preferred name if it is DIFFERENT than your legal name (e.g., Alex instead of Alexander).
3. If your name is recorded differently on any previous records, list it in the Name on Previous Records section (e.g., maiden name).
4. The birthdate that you used to create your account will automatically appear. If you entered this date incorrectly during your account creation, you may correct it now.
5. Enter your city of birth and select country of birth, sex/gender (as it appears or will appear on your passport or travel document), preferred gender identity, and marital status from the dropdown menus provided. Enter number of dependents.
6. List any form of limitation that may require accommodation.
7. Select your country of citizenship and country of residence from the dropdown menus provided.
8. If applicable, enter your national identification number and any additional countries in which you hold citizenship
   a. To select multiple countries, hold down the CTRL (PC) or Command (Mac) button when selecting options.

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

Contact Information

Complete the items as per the online instructions. Enter all required contact information. Please review country-specific guidance to determine whether you must provide additional information.

1. 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.
2. 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.*
   a. If you answer 'No,' then a second address section will appear where you may enter your mailing address information.
   b. If you answer "Yes" to this question, proceed immediately to the next question.
3. Enter your contact phone numbers as appropriate, including the country code. If the

field turns red, please review the numbers that you have entered to look for any errors.
   a. To find the correct country code, click on the blue 'country code' link.
4. 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 Commission cannot reach you via your primary email address.
   Note: All system-generated emails will continue to go to your primary email address.
5. **Emergency Contact Information:** Enter your home country emergency contract 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. **Emergency contact in your home country is mandatory**. Emergency contact in the U.S. is required but not mandatory if you do not have any contacts in the U.S.
   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.

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, awards and recognitions, and experience abroad.

Note: Prepare and upload documents in PDF format as required (*). Note any page limits 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 and must meet the format and size described below. If your CV lists books, articles etc., that are available online include the URL links. If you have a professional website (e.g., for visual arts, design, architecture), please include the URL **Do not include photographs in CV.**

1. Upload your curriculum vitae/resumé in PDF format that does not exceed four (4) pages.
   Note: If your file exceeds 4 pages, an error message will appear on the Review page and will prevent submission of your application.
      a. Click *Choose File*
      b. Locate and select the file that you previously saved to your computer
      c. Click *Open*
      d. Click *Upload* to complete the file upload

Academic Background

2. List all post-secondary educational institutions you have attended for credit-bearing coursework, <u>in reverse chronological order (going backwards in time)</u>, including any in which you might be presently enrolled. <u>Do not</u> include any short-term certificate

programs, which should be noted on your CV/Resume. **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 New Academic Background*
    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/stat
    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. Enter the discipline in which this degree or diploma was earned
    i. If relevant, provide the actual name of the degree or diploma (e.g., license)
    j. Enter your final cumulative Grade Point Average, as noted on your transcripts or diploma
    k. Enter the highest possible Grade Point Average at your institution (ex: 4.0)
    l. Select the month and year of start and end dates (Month – Year format) that you attended this institution
        ▪ If a degree is in progress, list expected end date of academic program
    m. Select the date (Month-Year format) that you received your degree from this institution
        ▪ If a degree is in progress, list expected date of conferral in this field
    n. Click *Save*.

3. To add additional entries for post-secondary educational institutions, click *Add New Academic Background* and follow the bulleted instructions above.

Professional Experience

4. List your current professional affiliation or employer and any relevant previous professional affiliation or employer by clicking *Add New Professional Experience* under the Position Title.

    a. Choose the role which most closely corresponds to your current role and/or relevant previous professional work experience from the dropdown menu
    b. Enter the position title (e.g., Director, Assistant Director, etc.) or type of work (e.g., accounting)
    c. Enter the name of your employer
    d. Select 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
    e. For the section titled, Employer Address, 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
    f. Click *Save*

Professional Experience

Current Role*	[dropdown ▼]
Position Title/Type of Work	[text field]
Employer Name*	[text field]

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

Start Date	[▼] [▼]
End Date	[▼] [▼]

Employer Address

Street Address*	[text field]
City*	[text field]
State/Region*	[text field]
Postal Code*	[text field]
Country*	[dropdown ▼]

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

Awards and Recognitions

6. Enter a list of the following items into the text boxes provided (**Note**: all text boxes have a 250-word limit). If you do not have anything to add, leave text boxes blank:
   a. Any current or previous scholarships and/or fellowships awarded to you (include the source or sponsor, amount, where held and duration)
   b. Any academic honors and prizes that you have received in the text box (include any titles and/or dates)
   c. Any books, articles, and/or theses published by you, particularly in your proposed field of study (include the title, place, and date of publication)
   d. Any teaching experience (current or previous positions)
   e. List any research you have completed or in which you are currently involved
   f. Add any relevant memberships/licensing you have established with professional organizations

Experience Abroad

7. List any travel, study or residency you have had abroad (in any country other than your own) for more than one month. This can include time overseas for education, research, business, vacation, etc.
   a. Click *Add New Experience Abroad*
   b. Select the country in which you spent your professional travel and/or residence abroad from the dropdown menu provided
   c. Select the start and end dates (Month-Year format) of you travel/residency
   d. Enter the purpose of your travel abroad
   e. Click *Save*

Experience Abroad ✕

Please note: We are requesting a list of experience abroad only for the past ten years.

Country*

Start date:*

End date:*

Purpose of Travel
Abroad:*

8. If you have more than one trip abroad to enter, click *Add New Experience Abroad* again, and follow the bulleted instructions until all entries have been saved.

9. **Have you recently (in the past two years) entered the United States on a J-1 or J-2 visa?**: Select "Yes" or "No" to indicate if you have previously entered the United States on a J-1 or J-2 visa
    a. If "Yes", you are required to select the J category of sponsorship from the list and upload a copy of your previous form DS-2019

Previous DS-2019(s)   Please upload a copy of your previous DS-2019(s).   Choose File No file chosen

Upload

10. **Have you previously been awarded a Fulbright grant?**
    Select "Yes" or "No" to indicate if you have previously been awarded a Fulbright grant.
    a. If "Yes", you are required to list the grant(s):
        ▪ Select the number of previous Fulbright grants you would like to add
        ▪ 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*

Previous Fulbright Grants

Award Type*

Previous Grant Year*

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

Academic Materials (Transcripts and Diplomas/Degree Certificates)

This section collects copies of your unofficial transcripts and/or diplomas. Please consult the country-specific guidance provided in the application to determine what documents you should

upload in this section.

If required, or if no additional guidance is provided, please upload scans of all available transcripts and diplomas from post-secondary institutions you have attended.

1. 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.

2. Please upload scanned copies of your degrees/diplomas 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 phone or camera. Please ensure that the images are in the right direction (portrait).**

   a. Select the corresponding institution from the list

   b. Review the institution information (which you provided on the previous page). If you do not see an institution that you attended, or if this information is incorrect, please return to the previous, Academic & Professional Information page, to edit. Alternatively, you can edit the information directly in the popup box or add the institution by clicking the "Add Institution" link.

   c. Select *Choose File* and locate the desired file on your computer. Click *Open*
      ▪ You may upload transcripts/diplomas as a multi-page document or upload single page documents. PDF, JPEG, and TIFF image files are all accepted.

   d. Click *Save.* Repeat these steps for all applicable institutions

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. Select your native language from the dropdown menu provided.

English Language Proficiency

If your native language is not English, a section collecting your English language proficiency will appear.

2. Rate your English language proficiency in Reading, Writing, and Speaking. Select *No Ability, Beginner, Intermediate, Advanced or Native*, from the dropdown menus as appropriate.

Additional Language Skills

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

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

Standardized Test Scores

This section collects information about standardized test scores that you have taken or will take in the future. Standardized tests include TOEFL, GRE, GMAT and IELTS. Standardized test scores are often required for admission to U.S. institutions. **Note**: **Standardized test scores are not a requirement for applying but if you have taken the test/s or plan to take them, please submit scores and dates.**

1. Select *Add Test.*
2. Select the test type from the dropdown menu
3. Select the test date from the dropdown menu (Month-Day-Year format).
    a. If you have not yet taken the test, enter the date that you are registered for the test.
4. Enter your test scores, if you have the results from the test
5. Click *Save.* Repeat these steps for all applicable standardized tests

6. If you enter test scores, you will be redirected to the Score Reports section, where you will upload copies of your available score reports.

a. Click *Choose File*
b. Locate and select the file that you previously saved to your computer

c. Click *Open*
d. Click *Upload* to complete the file upload

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

Plagiarism Agreement

IMPORTANT: The Fulbright Program upholds high standards of academic integrity and honesty. All information submitted has to be you own (not copied from external sources) and must not be misrepresentations or false. Carefully review the Plagiarism Agreement, paying special attention to what constitutes as plagiarism and the associated penalties in the event of a violation.

Once you have read and fully understood the information, choose the "Yes" or "No" response to the given statement - *I understand the consequences of plagiarism in my application.* *

If you choose "No" Please note well the statement in red - *You will be ineligible for the program if any part of your Fulbright application is found to have been plagiarized.*

Once the content of this section is fully understood and agreed with, click *Continue* to advance to the next section.

Please also review the PDF *"Study Objective and Personal Statement Guidelines"* that is on the Fulbright Commission, Sri Lanka website application directions for this award, that has a description of Plagiarism.

Study Plan

Please review the PDF "*Study Objective and Personal Statement Guidelines*" that is on the Fulbright Commission, Sri Lanka website application directions for this award.

This section collects information about your proposed plan of study in the U.S. Please carefully review country-specific guidance to determine if you must submit any additional documentation.
1. For which degree objective are you applying? **Tick the box next to "Master's"**.
2. Select the most appropriate major academic discipline and primary specialization from the dropdown menus.
   a. Some fields, such as Arts and Architecture, will trigger a prompt to ask you if you'd like to upload portfolio materials as part of your application. Select "Yes" or "No".
   b. If you select 'Yes,' you will be directed to upload your materials on the next page. Please follow the upload instructions listed.
3. Enter a brief description of the field in which you plan to specialize in the U.S. in the text box.
4. Enter a brief description of your future plans in the text box.
   Describe the career you plan to pursue after completion of studies in the U.S. e.g., teaching, government, business, industry or any plans you may have to continued study or search in your home country. Also indicate if you will be returning to former employment or if you have a potential offer of employment in Sri Lanka or elsewhere after completing your Fulbright grant.

Intended Grant Period
5. The Fulbright Award is for the academic year 2024-2025 and generally will begin in August/September of 2024 and the Master's degree program in general is 2 years in duration. Some programs may be shorter.

Enter your proposed length of stay in the U.S. and select your proposed date of arrival in the U.S. (Month-Day-Year format) from the dropdown menu. Please check the academic calendar/s of the U.S. university/ies you are listing for more information.

Study/Research Objective

6. Upload a copy of your study/research objective. Please write a clear and detailed description of your study/research objectives and provide your reasons for wanting to pursue them. This statement is an essential part of your application and is required. **Note: Do NOT mention specific U.S. universities in which you would like to study**.

Study/Research Objective   Please upload your study/research objective.   Choose File | No file chosen

   a. Click *Choose File*
   b. Locate and select the file that you previously saved to your computer
   c. Click *Open*
   d. Click *Upload* to complete the file upload. **It is strongly recommended that you upload in PDF format**

Personal Statement

7. Upload a copy of your personal statement. Your personal statement should be a narrative statement describing how you have achieved your current academic and professional goals and your future career aspirations. **This is a required document.**
   Note: **Do not mention specific U.S. universities at which you would like to study.**
   a. Click *Choose File*
   b. Locate and select the file that you previously saved to your computer
   c. Click *Open*
   d. Click *Upload* to complete the file upload. **It is strongly recommended that you upload in PDF format**

Writing Sample

This is not a required document for the Master's awards application.

Letter of Invitation

This is not a required document for the Master's awards application.

University Preferences

8. 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 (4) universities of your choice. Indicate specific departments and/or programs. Give specific reasons for each choice.
   Note: If selected for nomination for an award, there is no guarantee that your application will be sent to the institutions on your list. Applications will be made on your behalf to programs that provide a good 'academic fit' based on your study plans and your competitiveness. and must also fit the goals and priorities of the Fulbright Program.

   Do not just list the name of a university in which you are interested in. 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 inquiries@fulbrightsrilanka.org referencing your name (exactly in your
application) and that you have made an application for a Fulbright Master's Fellowship Awards.

Select the number of university preferences you would like to apply and complete the information below for each of the cited institutions.
  a. Enter institution name
  b. Enter name of department
  c. Enter the degree type and academic program that you with to pursue at the institution
  d. Enter your preferred specialization or concentration within the academic program
  e. Enter your specific reasons for listing this institution and any contact information for professors at the institution with whom you have already communicated
  f. Click *Save*

Applied U.S. Institutions

If you have previously applied or intend to apply to a U.S. Institution, please complete this section. Otherwise, move to the Authorization of Release of Information.
  9. Select "Yes" or "No" to indicate if you have applied to any U.S. institutions.
  If "Yes", list all programs to which you have applied or intend to apply
    Select the number of U.S. institutes you would like to apply and complete the information requested below.
    a. Enter institution name
    b. Enter name of department
    c. Select the date you applied for the institution (Month-Day-Year format)
    d. Enter the term you applied for
    e. Enter the year you applied for
    f. Select the result of your application from the drop-down menu
    g. Select 'yes' or 'no' to indicate if you are still interested in pursuing this program

Authorization of Release of Information

10. Carefully, read the given statements and type your full name into the space provided to indicate your authorization of release of the information you have provided in this application.
11. 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 funding you may have applied for/received, passport, and accompanying dependents. **Note:** Personal/family funding information is gathered for general information and is not required to apply for a Fulbright Award and it is at the decision of the Fulbright Commission whether or not personal funds can be applied towards supplemental funding to meet a short-fall of funds.

1. Enter your parent(s)and spouse's occupations in the corresponding boxes.
2. Enter the total amount your family can provide for your first year of study in the U.S. (in USD).
3. Enter the total amount you can provide from your own funds for your first year of study in the U.S. (in USD).

Expected Additional Funding

List all non-Fulbright funding you expect to receive during your grant. This includes funding from your employer if applicable. If you hold a permanent position in a Sri Lankan national university, there may be cost-sharing funding available and funding for travel as well.

4. Select "Yes" or "No" to indicate if you have been awarded or expect to receive financial assistance from a university or institution in your home country while in the U.S., or funding from any other sources.
    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

Please specify all amounts in U.S. dollars. Please enter total amounts for the expected grant period, rather than monthly amounts.

Source Description 1	
Estimated Amount 1	
Other Funds Total ($)	0

5. Indicate if you are planning to apply for, or have applied for and/or received, other sources of funding such as a fellowship, assistantship, or other educational grant or loan from another organization, government or educational institution. Include funding title, source, period of funding, and amount of funding for which you are applying, and if/how this project relates to Fulbright project. If additional funding is received after Fulbright application is submitted, please update Fulbright administration. Maximum 1000 characters.

6. Select "Yes" or "No" to indicate whether the same amount of funding you listed above in Grand Total will be available for your second year of study in the U.S.
    a. If yes, move to the next section
    b. If no, enter the amounts of any additional funding you expect for the second year

7. Select "Yes" or "No" to indicate if you have travel funds available from an outside source and can pay for your round-trip travel to the U.S. if necessary.
    a. If yes, enter the amount of travel funding available
    b. If no, move to the next section

Passport/Travel Document and Dependents

8. If you have a valid passport, upload a copy of your passport (biography page only) – required document if you have a passport.
    a. Click *Choose File*
    b. Locate and select the file that you previously saved to your computer
    c. Click *Open*
    d. Click *Upload* to complete the file upload

Accompanying Dependents

9. 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- Master's Fellowships does not provide any financial support for dependents. (select 0 if you do not have dependents or your dependents will not accompany you to the U.S.).
    a. Enter required information for each dependent, including relationship to you, name, and intended length of stay in the U.S. (in number of months)
    b. Enter information for how you will provide for your dependents during your time in the U.S. in the text box

Dependent 1 Information

Relationship to you [▾]

Please enter the following information as it appears or will appear on your dependent's passport.

First/Given Name [ ]

Middle Name(s) [ ]

Last/Family Name [ ]

Intended length of stay in the U.S. (Please list the number of months) [ ]

How do you intend to provide for these dependents during your time in the U.S.?*

[ ]

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

Additional Information

Use this section to upload any required additional documentation.

Country-Specific Materials: Please upload any additional country-specific material if required (See United States-Sri Lanka Fulbright Commission Master's Fellowship Award announcement at http://www.fulbrightsrilanka.com to determine if any additional forms/material are required). Upload scanned photocopies only. **Do not upload images taken by your mobile camera.**

Supplemental Materials: You are **not** required to submit the following forms available under the Supplemental forms link on the Country Information page at this stage of the awards competition:
1. Information Concerning Foreign Student Academic Records
2. Transcript Release Form
3. Report on Proficiency in English

Additional Documentation: Upload any additional documents (e.g., proof of work/professional experience) not mentioned under above two categories under this category. **Upload scanned photocopies only and ensure that the images are not upside-down. All submitted documents should be up-right and portrait orientation, enabling easy reading. Do not upload images taken by your mobile camera.**

Complete the Outreach Survey. Please complete as per online form instructions.

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

Recommendations

Use this section to register your recommenders. You must have **three (3) letters of reference/recommendation** submitted on your behalf. Letters of reference should be

written by professors 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, be on letter-head (when applicable) and signed.

Use this section to register your recommenders.

Once you register your recommenders, they will receive an automatic email with instructions on completing the online recommendation form. Your referees will receive an email from 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. You can track the status of recommendations, send reminders, and add/delete recommenders through this system before **and** after submission of your application**. Note: All recommendation letters must be received by 11:59 PM (IST time/Sri Lanka time) of May 31, 2023.**

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

3. Click *Send to Recommender* to generate automatic email to recommender.
4. Click *Continue* to save your responses and advance to the next section.
5. 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.

Signature

Read through the given statements and once fully understood and agreed with, certify that the information you provided in the application is true and complete by typing your full legal name in the Signature Box:

Click *Confirm* to continue to the next page.

Application Review

The system 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

- **If desired, you can preview your application proof online. <u>Once reviewed, the application still needs to be submitted by clicking the SUBMIT button</u>**

  NOTE WELL: <u>Once submitted, changes CANNOT be made to the application.</u>

- **To officially submit the application, REVIEW ALL RESPONSES and CLICK *SUBMIT*.**

Reminder: Application Deadline May 31, 2023 23:59 (Sri Lanka Time/Indian Standard Time [IST])

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Congratulations, you have completed the application submission!