



FULBRIGHT STUDENT PROGRAM

Instructions for Completing the Fulbright Student Program Application

In the Slovak Republic the J. W. Fulbright Commission for Educational Exchanges supervises and administers the Fulbright Program.

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Read all instructions carefully before completing the application

STEP 1: Be sure you understand the program requirements for submitting an application

Eligibility Requirements:

- Slovak citizenship and permanent residency in the Slovak Republic;
- University graduates with Master's degree (Slovak abbreviation Mgr. / Ing.);
- Slovak students currently studying at or graduating from a higher education institution in the United States are not eligible;
- Applicants without recent academic experience in the United States will be preferred;
- Candidates can apply in all fields except clinical medicine, LL.M or MBA programs;
- Excellent academic achievement (GPA 1.5 or B+ within credit system evaluation) during entire university study;
- TOEFL results min. 95 of iBT (Internet-based test);
- If applying for "Visiting Student Researcher" category, applicant must be enrolled in PhD study. Candidates in the last year of their PhD studies are not eligible.

Deadline: June 30, 2017

STEP 2: Record user ID and password in a safe place

Your email address is your user ID. Remember, that you need to have a new e-mail account for each cycle (in case you have already applied for this program in the past). 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 Home page of this application.



STEP 3: Complete the application

You do not need to complete this application at one sitting. You can log in and out of the application as frequently as you like. 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. Items must be answered completely and carefully.

Some helpful “tips”:

- Avoid using all capital letters when answering items. It is better to use upper and lower case, e.g. Ron Smith. Avoid using diacritics, e.g. Ludmila Sprusanska, not Ludmila Sprušanská.
- You can copy and paste information into all text boxes.
- **In the text boxes, you must limit your responses to the space provided.** Note this carefully, as 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. Be sure to review so that you can make sure all of your text is viewable.
- You will create essays on pages 4, 5, and 6. **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 and a half pages when possible.
- You have several ways in which you can write 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. Within this option, 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. Within this option, you will not be able to customize the formatting.
 - You can upload essay as a PDF 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 it again.
 - Pages 4 (study objective) and 5 (personal statement) contain a header that displays on the PDF view. Therefore, you must leave a 4 cm **margin** at the top of every page of your essays to allow space for the header that will appear on the print version of your application.

Please read all instructions carefully. In addition, please review the following important information.

Preliminary Question Page: It is very important that the following questions are answered correctly:

- **Question 1 – Country of Citizenship:** Make sure that you properly identified the *Slovak Republic* as the country competition (i.e. country of citizenship) to which you are applying.
- **Question 2 -- Program:** Make sure that you correctly identify the Fulbright Program to which you are applying: *Fulbright Foreign Student Program*.
- **Question 3 – Have you checked with your Fulbright Program Office:** you have to answer *yes* for proceeding with the application. We also strongly recommend contacting the Slovak Fulbright Commission for consultation of your project proposal and other relevant matters.
- **Question 4 – For which academic level are you applying:** you must choose *graduate study* even when applying for Visiting Student Researcher.

Item 1—Name: List your name exactly as it appears (or will appear) on your passport. Do not use diacritical markings. Please use upper and lower case when entering in your name, e.g. Ron Smith.

Item 11—Application Cycle: Please select **2018-2019**.

Degree Objective: From the possibilities in the drop down menu you can choose “Visiting Student Researcher” or “Master” category. Please contact the Fulbright Commission to consult category that



you are eligible for to apply. (Categories: Bachelor's, Doctorate, Nondegree and Other are not eligible to apply).

Items 15-20 – If you would like to add more information that exceeds the space provided, you can do so in your CV.

Item 27—Study/Research Objective: The study/research objective description that you provide is an essential and highly important part of your application. You should take great care to write a clear and very detailed description of the study/research you want to pursue within six - nine months. Clearly identify the area within your field of study in which you want to specialize or concentrate. If there is specific research that you want to accomplish, please describe.

The essay should include purpose of the study/research reasoning why you need to pursue the research/study in the U.S. and your plans after return from the U.S.

Item 28—Personal Statement: The personal statement is a narrative statement in which you can include information about your education, practical experience, special interests, career plans, and your purpose in applying for study in the U.S.

Page 7—University Transcripts: Scan copies of your official transcripts (e.g. transcripts that come directly from your institutions) and upload them into this application. Follow the instructions that appear on page 7 of the application. If possible, upload them in English.

Page 8—Personal Information: The information provided on this form will be used by the Slovak Fulbright Commission and partner administrative agencies for internal purposes only.

Item 32—National Identification Number: This is not a required field.

Page 9—Personal Financial Information: The Fulbright grant covers monthly maintenance, travel expenses and basic health insurance for a period not exceeding 9 months. A maximum coverage of school tuition and fees (such as transcript fee, student activity fee, university facility fee, computer account fee, health service fee, etc.) is USD 19,000.

Please, remember to fill out all required cells.

If you apply for a Master's degree, check the current tuition requirements at the respective schools. You will have to provide the Slovak Fulbright Commission with a document confirming availability of sufficient financial means from your own or other sources. Therefore, please complete this form as accurately as possible based on information that you have at the time of submitting the application.

Page 10—University Preference: Please note carefully, it is an expectation that you **will** have U.S. specific university preferences. Do not just list the name of a university. Provide the name of the department and the specific program within that department which you are interested in. Explain a reason of your choice. 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, or other correspondence from a school, especially a preferred program, please forward a copy or scan of this correspondence to the Slovak Fulbright Commission.

Item 46 - In the cell **Degree**, please indicate your desired category of study (Visiting Student Researcher or Master's degree).

Page 11 – Upload a **Writing sample** representing your recent work (publication, research, thesis, etc).

STEP 4: Supplemental forms

The following forms can be found by clicking on the **Supplemental Forms** button on the Home page of this application.

- a. **Letter of Reference/Recommendation:** You must have three letters of reference (or recommendation) submitted on your behalf. Letters of reference are extremely important. All letters of reference should be written by teachers under whom you have studied or pursued research or by someone who has supervised you in work related to your proposed field of study. Letters of reference should not be written by persons related to you either by blood or marriage or by personal friends. At least one academic and one professional or work related letter should be included among the letters. The letters should be written in English if possible.
 - o Your recommenders have two ways in which they can submit their letters.
 - Your recommenders can complete the forms online and submit electronically to the Slovak Fulbright Commission. You must click on the **Recommendation** button on the Home page of this application to register your recommenders. We strongly recommend asking for online references.



- If your referee is not able to submit the letter electronically, you can print out the Letter of Reference form and forward it to your recommender. S/he has to mail/e-mail it to the Slovak Fulbright Commission by June 30, 2017.
- b. **Report on Proficiency in English:** This form is not required for the Slovak Republic.
- c. **Information Concerning Foreign Student Academic Records:** this form shall be filled out only by applicants that completed their studies outside of the SR. A separate form should be completed for each college or university attended and for each degree.
- d. **Transcript Release Form:** This form is not required for the Slovak Republic.
- e. **Signature Form:** You must print out, sign and mail or scan and email this form to the Slovak Fulbright Commission.

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 complete them.

STEP 6: Review and print your application

Review a PDF version of your application and print a copy for your records.

STEP 7: Submit your application

After completing this application and thoroughly reviewing it, you will submit it electronically to the Slovak Fulbright Commission. **Please note**, it is very important that the following preliminary question is answered correctly:

- **Question 1--Citizenship:** Make sure that you identified the *Slovak Republic* as the country 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.

Note carefully, after submitting your application electronically, you will be able to access it in a viewable PDF format as well as to access supplemental forms. You will be able to print these documents. However, you will not be able to make changes to your application.

STEP 8: Track your application for missing documents

At the bottom of the home page of your application, there is a **'track your status'** link. Please return periodically to check your status.

STEP 9: Supporting documentation needed to complete your application

Your application is not considered complete unless the Slovak Fulbright Commission receives all your supporting documentation by June 30, 2017. All supporting documentation must be uploaded to the application or sent directly to the Slovak Fulbright Commission: 3 letters of reference/recommendation, official academic transcripts from all post-secondary schools attended, copies of diplomas for all post-secondary schools attended and TOEFL score. All documents should be in English if possible. Signature form should be sent directly to the Commission.

- a. **Academic transcripts:** Applicants must submit complete academic documents covering the entire period of study at universities and other post-secondary institutions. These documents must consist of:
 1. One official record (transcript) from each university or post-secondary institution you attended. The transcripts should list the subjects you studied and the grades you received during each year of your enrollment. The official transcripts must be issued in English.
 2. Official evidence of each post-secondary or university degree, diploma or certificate awarded to you should be included as part of the completed application (copy).
- b. **Standardized tests:** Beside the obligatory TOEFL, you may be required to take one or more of the following standardized tests to gain admission to a U.S. university. For instructions contact the Slovak Fulbright Commission.



1. **Tests of English Language Proficiency TOEFL** (Test of English as a Foreign Language, internet based test): TOEFL is an admissions requirement at U.S. institutions for applicants whose native language is not English.
You have to submit the test score along with the application no later than June 30, 2017.
2. **GRE** (Graduate Records Examination): The GRE is required by U.S. graduate schools and/or departments for candidates in most fields other than Business Administration and Law.
3. **GRE SUBJECT TESTS** are required in certain fields. Check with the Slovak Fulbright Commission if a GRE Subject Test is offered in your field of study.
4. **GMAT** (Graduate Management Admissions Test): GMAT is an admissions requirement for applicants proposing to study Business or Management, as well as any fields which may fall within the scope of offerings of a Business school or department.

IMPORTANT

Note carefully, when registering, you **MUST** indicate that you want your score reports to be sent to the Institute of International Education (IIE). You must indicate the IIE code on the registration forms and/or the forms provided at the time you take the exam.

For all **TOEFL** and **GRE** exams, please indicate **CODE: 2326**
For the **GMAT**, please indicate **CODE: F0F-4J-28**

OTHER IMPORTANT INFORMATION

1. **Duration of Grants:** Fulbright Scholarships for Graduate studies in the U.S. are generally awarded for six to nine months beginning in August or September.
2. **Duration of Master's Degrees:** The length of your degree program may exceed the available funding and sponsorship limits of your Fulbright grant. The requirements for completing academic work toward a degree vary depending upon the degree desired, the candidate's academic background and the regulations of the individual U.S. institution to which the candidate is admitted.
3. **Change of Plans:** You should promptly inform the Slovak Fulbright Commission of any change in your academic status or future plans after your application has been submitted.
4. **Dependents:** Your dependents are allowed to accompany you in the U.S. when fulfilling certain conditions. Slovak Fulbright Commission will not cover any expenses related to their stay.