

# 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. Please note that since this on-line application is general, you have to follow country-specific instructions for the Slovak Republic while completing your application.

#### Eligibility Requirements:

- Slovak citizenship and permanent residency in the Slovak Republic;
- University graduates with Master's degree (Slovak equivalent 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); IELTS results min. 7.5
- 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, 2020

#### STEP 2: Register and record password in a safe place

You can register with your email address. In case you have already applied for this program in the past, you do not need to create new account, you can use your old log-in information.

#### 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 once you submit your application, you can NO longer make any changes to it. All forms in this application are to be completed in English. Items must be answered completely and carefully.

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

### Preliminary Question

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

- **Question 1 – Through which program country are you applying:** Make sure that you properly identified the *Slovak Republic* as the country competition to which you are applying.
- **Question 2 – To which academic year are you applying: 2021-2022.**
- **Question 3 – Do you hold or are you applying for U.S. citizenship/ dual citizenship with the U.S., or U.S. permanent residency?** Please, be aware of the fact that applicants for a Fulbright Foreign Student Program award cannot hold U.S. citizenship or U.S. permanent residency.
- **Question 4 – Have you reviewed and do you meet all program eligibility requirements for the country through which you are applying?** 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.

### Employment Eligibility

Select 'Yes' or 'No' to indicate if you meet all employment eligibility requirements. Please note that applicants or applicants' immediate family cannot have been employed by the stated organizations and/or agencies within the year prior to application. If you select 'Yes', please provide details of employment or association.

### Data Privacy

You do not have to provide your consent. However, please be aware that if you do not provide your consent or if you withdraw your consent later on, we may not be able to assess your Application. This is because to the extent any of the Volunteered Sensitive Personal Data is provided in support of your Application, the withdrawal of your consent may compromise the completeness of the Application.

### Personal Information

- **Name:** List your name exactly as it appears (or will appear) on your passport. Please use upper and lower case when entering in your name, e.g. Ron Smith.

Please enter all required information in this section, including your biographical and citizenship information.

### Contact Information

Enter all required contact information, including your emergency contact information.

### 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. Prepare and upload documents in PDF format. Note any page limits and ensure your documents do not exceed page limits.

- **Curriculum Vitae/Resume** - Please, include all information regarding your education, publications, membership and activities in professional associations, professional honors, awards and fellowships, work experience, volunteering, community service, travelling and hobbies as well
- **Academic Background** - List all post-secondary educational institutions you have attended in reverse chronological order. 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. To add additional entries for post-secondary educational institutions, click *Add Institution*.
- **Professional Experience** - List your current and any relevant previous professional experience. If you have more than one current position, click *Add Experience*.
- **Awards & Recognitions** - Enter a list of any scholarships/fellowships, academic honors and prizes, books/articles/theses published by you, teaching experience and research activities into the text boxes provided (all text boxes have a 250-word limit). If you do not have anything to add, leave text boxes blank
- **Experience Abroad Country** - 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. If you have more than one trip abroad to enter, click *Add New*. If you have previously entered the United States on a J-1 or J-2 visa indicate the J category of sponsorship. If you have previously been awarded a Fulbright grant indicate the award type and academic year.

### Academic Materials (Transcripts & Diplomas)

This section collects copies of your official transcripts and/or diplomas. Please upload scans of all available transcripts and diplomas from post-secondary institutions you have attended. If possible, upload them in English.

### **Language Skills**

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

### **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. If you enter test type and test dates, you will be redirected to the *Score Reports Section*, where you will upload copies of your available score reports.

### **Score Reports**

Please upload copies of all your available score reports that you have indicated in *Test Scores Section*.

### **Plagiarism Agreement**

Carefully review the Plagiarism Agreement and indicate your acceptance of the terms by selecting “yes” or “no”. Please note that plagiarism in any part of your application will result in your disqualification from participating in the Fulbright Foreign Student Program.

### **Study Plan**

This section collects information about your proposed plan of study in the U.S. We also strongly recommend contacting the Slovak Fulbright Commission for consultation of your project proposal and other relevant matters.

- **Question 1 – What is your intended degree objective in the United States?** Select either “Master’s” or “Visiting Student Researcher” category. Please, contact the Slovak Fulbright Commission to consult category that you are eligible to apply for.
- **Questions 2 & 3 – What is your intended major field of study? / What is your intended specialization/sub-field of study?** Select the most appropriate major academic discipline and primary specialization from the dropdown menus. Some fields will trigger a prompt to ask you if you’d like to upload portfolio materials as part of your application. If you select ‘yes,’ you will be directed to upload your materials on the next page. Please follow the upload instructions listed.
- Enter a brief description of the field you plan to specialize in the United States and a brief description of your future plans.
- **Intended Grant Period** - Enter your proposed length of stay in the U.S. Please note that Slovak Fulbright Scholarships for Graduate studies in the U.S. are generally awarded for six to nine months beginning in August or September.
- **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 it. The essay should include purpose of the study/ research, reason why you need to pursue the research/study in the U.S. and your plans after return from the U.S. It is recommended that you try to keep your essays to one and a half page when possible.
- **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. It is recommended that you try to keep your essays to one and a half page when possible.
- **Letter of Invitation** – this is NOT a requirement. In case you have correspondence from a school, please upload it in this section.
- **University Preferences** – List up to three institutions at which you would like to study/do research in the U.S. in priority order. 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.

- **Authorization of Release Information** – type your full name into the space provided.
- **Reference Materials Waiver** – select “yes” or “no” to indicate whether you waive your right to review the information contained in the evaluations submitted by recommenders.

### Grant & Travel Plans

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

- **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. When applying for Master’s degree, please remember to fill out all required cells. Check the current tuition requirements at the respective schools. You will have to provide the Slovak Fulbright Commission with a document confirming availability of financial means to cover the fees exceeding maximum coverage provided by the Commission. Therefore, please complete this form as accurately as possible based on information that you have at the time of submitting the application.
- **Passport/Travel Document** – Upload a copy of your valid passport.
- **Accompanying Dependents** – Select the number of dependents you intend to have accompany you in the U.S. Note that if you intend to bring you dependents to the U.S. you must provide the Slovak Fulbright Commission with a document confirming availability of financial means to cover monthly maintenance for your dependents. Please contact the Slovak Fulbright Commission for detailed information.

### Additional Information

You won’t be able to access the Additional Information section after submitting your application. However, in case you will need to access the form(s), contact Slovak Fulbright Commission and ask for the respective form.

- **Additional Documentation** – Upload your writing sample representing your recent work (publication, research, thesis, etc.)

### Recommendations

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. You can track the status of recommendations, send reminders, and add/delete recommenders through this system. If your referee is not able to submit the letter electronically, they can e-mail it or send it via regular mail to the Slovak Fulbright Commission by June 30, 2020 latest.

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 persons under whom you have studied or pursued research or by someone who has supervised you in work related to your proposed field of study. The letters should be written in English if possible.

Please note that in order to register your recommendations, you must first complete the **Reference Materials Waiver** on the **Study Plan** page of the application.

### Signature

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

### Review

The application will review the responses entered and will display any incomplete questions and required attachments that are missing. Submit your application after reviewing all your responses. You can print a copy for your records

## STEP 4: 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.

**Note carefully**, after submitting your application electronically, you will be able to access it in a viewable PDF format and you will be able to print out these documents. However, you will not be able to make changes to your on-line application.

### **STEP 5: 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, 2020 latest. All supporting documentation must be uploaded to the application or sent directly to the Slovak Fulbright Commission: 3 letters of reference/recommendation (uploaded, e-mailed or mailed by the recommenders), 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.

- a. **Academic transcripts:** Applicants must submit/ upload 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 shall 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/ IELTS, you may be required to take one or more of the following standardized tests to gain admission to a U.S. university. For instructions on registration, contact the Slovak Fulbright Commission or the respective test website. If you have passed the standardized test(s) in the past and the test score is old now, please contact Slovak Fulbright Commission for specific instructions.
  1. **Tests of English Language Proficiency TOEFL** (Test of English as a Foreign Language, internet-based test) / **IELTS** (The International English Language Testing System): TOEFL is an admission's 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, 2020.
  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*

- c. **Information Concerning Foreign Student Academic Records:** this form shall be filled out only by applicants that completed their studies outside of the Slovak Republic. A separate form should be completed for each college or university attended and for each degree.
- d. **Transcript Release Form:** this is not required for the Slovak Republic.
- e. **Report on Proficiency in English:** this is not required for the Slovak Republic.

### **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.