



FULBRIGHT STUDENT PROGRAM – SWEDEN
Instructions for Completing the Fulbright Student Program Application

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READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION!

STEP 1: Learn requirements for submitting application

To be eligible to apply for a Swedish Fulbright graduate student grant you need:

- Swedish citizenship
- A Swedish or EU university degree completed by the summer of 2013, not just the equivalent number of points
- To be willing to spend the entire academic year 2013-14 at a university in the US, not just one semester

In the following cases, you are not eligible to apply for a Swedish Fulbright graduate student grant:

- If you do not have your Swedish or EU university degree by the summer of 2013
- If you hold dual citizenship with the US, or are a resident of the US, or if you have a "green card"
- If you have already started your graduate studies in the United States
- If you plan to start your US studies earlier than the fall semester of 2013

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

Your e-mail address is your User ID. When you created an account for this on-line application, you created a password. An e-mail was sent to you indicating your User ID and Password. Keep this information in a safe place. You can log in and out of the application as frequently as you like; however, you must have your user ID and password. 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 and selection

You do not need to complete this application at one sitting. You can re-enter at anytime and edit your application. Once you submit your application, it will be used internally at the Commission in Sweden first for selection into the Fulbright program. **Fill out this application to the best of your ability as if you are applying to the universities directly.**

All forms in this application are to be completed in English. Items must be answered completely and carefully.

Here are some helpful “tips”:

- Avoid using all capital letters when answering items, e.g., name, address, etc. It is better to use upper and lower case, e.g. Ron Smith.
- Avoid using any Swedish characters or symbols such as: å, ä, ö, é (use a, a, o or e respectively) as this can delay processing of your application.
- All dates should be noted in the “American way”: mm/dd/yyyy
- 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. Note this carefully, as information that exceeds the space provided will not display or print. If what you have typed or copied exceeds the size of the box, you must edit it.
- 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.
- Closing out of the PDF view will bring you back to your application.
- You will create essays on pages 4, 5, and 6. On the essay pages text entered that exceeds the space provided **will display** and print. However, it is recommended that you try to keep your essays to one or one and a half pages when possible.
- You have several ways in which you can create your essays.
 - a. You can compose your essay online. 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.
 - b. 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.
 - c. 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.
 - d. Pages 4 (study objective) and 5 (personal statement) contain a header that displays on the PDF view. Therefore, **you must leave a 1 ½ inch (4cm) 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.
- You should ****preview** all of your essays to make sure the formatting is correct before submitting your application by clicking the preview button in the upper right-hand corner of the screen. When you preview an essay, **you must use the “Back” browser button to return to your essay**. Closing out of the HTML preview (i.e. clicking the X in the upper right-hand corner) will exit you from your application.
- Some questions are ‘required.’ In other words, 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 Home page, your application will be checked for completeness. You will be prompted to enter any missing information on required questions.

**** NOTE FOR MAC USERS:** To preview your application on a Mac, you must change the document extension from “viewapp.asp” to “viewapp.pdf.” Once you change it to a pdf you will be able to read the contents of the document.

Often specific instructions for completing a question or item will be provided in the 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 – Country of Citizenship:** Make sure that you properly identified Sweden 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. Most applicants will apply to the *Fulbright Foreign Student Program*. The other choice, the *International Fulbright Science and Technology PhD Program*, is a special worldwide competition that is a separate competition. If you have any questions regarding the programs, please contact our office.
- **Question 3 – Check with Fulbright Program Office:** Click Yes (YOU DO NOT NEED TO CONTACT THE FULBRIGHT OFFICE PRIOR TO BEGINNING THE APPLICATION.)

Item 1 – Name: It is very important that you list your name exactly as it appears (or will appear) in your passport.

Item 5 – Date of Birth: Be sure to indicate your birth date in the following order: month, day, year.

Item 11 – Application Cycle: Please select **2013-2014**.

Degree Objective: Select one degree from the drop down menu of choices. When indicating objective, please keep in mind that your answer will indicate what you will do in the United States (US) while you are there, not your degree in Sweden. For example; if you are planning to do a full Ph.D. in the US, you will choose Doctorate. If you plan to do parts of your PhD in the US, but to complete the PhD in Sweden, you will choose “Visiting Student Researcher”.

Item 12 – Field of Study: From the choices, select the field of study most appropriate to your study objective. You can briefly elaborate on the exact nature of your objective in the text box that follows.

Item 14 – Institutions Attended: Please list all post-secondary institutions attended in reverse chronological order (putting the most recently attended first), including those from which you did not achieve a degree. You will be required to provide academic transcripts from ALL institutions that you list. Please do not include information regarding secondary school institutions (*gymnasieskola*).

Actual Name of Degree or Diploma: Do not translate. Leave the name as it is stated on your diploma or transcript (e.g. Fil Kand, Fil Mag, Bachelor, etc.).

Item 15 – List Scholarships or Fellowships: Do not list your Fulbright candidacy for Academic Year 2013-2014. This question refers to other past or present awards that you may hold or have held.

Item 17 – Publications: Do not translate titles of publications. If extensive, only list the most relevant in your field of study.

Item 18 – Memberships: Only list those organizations relevant to your application (you are not required to list political organizations, labor unions, religious organizations, etc.)

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 24 – Examination Results: If you have already taken a TOEFL, GRE or GMAT, please indicate the date of the examination and your results. **Please note that these tests**

are not necessary in order to apply for a Fulbright Scholarship. You must find out which tests are required from the university you will be applying for.

Item 26 – Emergency Contact: If you do not have an emergency contact in the US, you may leave this section blank.

ESSAYS: Do not repeat verbatim parts of your Study Objectives in your Personal Statement, nor list dates and facts that can be covered in your CV. Your Study Objectives cover specific reasons for studying in the US and your Personal Statements should include general reasons for studying in the US. In your Personal Statement you should comment on the number of years of practical experience already completed in the field in which you will do academic work in the US.

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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 program you want to pursue. Clearly identify the area(s) 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. Treat this question as if you were competing for a job against hundreds of applicants. Do not mention specific US universities at which you would like to study. Remember to leave a 1 ½ inch (4 cm) margin at the top of every page to allow room for the header that will appear on the PDF view. Preview your essay to check the formatting before submitting your application. It is recommended that you write and spell-check the word document and then upload it into the application.

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Item 28 – Personal Statement: The Personal Statement is a narrative statement, written in first person, in which you can include information about your education, practical experience, special interests, career plans, and your purpose in applying for study in the US. It should not be a mere listing of dates and facts. It should be well organized, concise and well written. This exercise allows the selection committee to measure your writing skills and also provides you with an opportunity to share those personal, academic and professional characteristics you feel important to emphasize in your application. Remember to leave a 1 ½ inch (4 cm) margin at the top of every page to allow room for the header that will appear on the PDF view. Preview your essay to check the formatting before submitting your application. Again, do not mention specific US universities at which you would like to study.

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Item 29 – Additional Information – Resume/CV: Please upload a copy of your curriculum vitae, CV (in English). While there is no 'header' on this page for which you need to leave space, it is still advisable that you preview your information to check the formatting before submitting your application.

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Item 30 – University Transcript: University transcripts (in English). Applicants must upload copies of official academic documents covering the entire period of study at universities and other post-secondary institutions. Follow the instructions that appear on page 7 of the application. If you cannot upload scanned transcript copies, you can have official transcripts sent directly to the Fulbright Commission preferably by the university. Please only mail them separately to the Fulbright Commission in Sweden if unable to upload them into the application.

1. Documents must be accompanied by complete official English translations. These documents must consist of: **One copy of official record (transcript)**

from each university or post-secondary institution you attended, even those schools from which you did not receive a degree or diploma. You should ask your university for an official transcript of record (*studieintyg från Ladok med samtliga kurser och delkurser*). If your university does not have official translations of your documents in English, you may do the translations yourself for the initial competition. This includes language courses abroad.

If your transcripts include courses where only fail or pass grades are given (*underkänd/godkänd*), you must ask the university to verify this on your documents so they are clearly identified. Otherwise it will appear that you could have earned a Pass with distinction (*väl godkänd*), but did not.

2. A copy of each post-secondary or university degree, diploma or certificate awarded to you should be included as part of the completed application.

Page 8: Personal Information: The information provided on this form will be used by the Fulbright Program in your home country and Fulbright administrative agencies for internal purposes only.

Item 32 – National Identification Number: Svenskt personnummer

Item 34 and 45 – Dependents: Please note that for visa purposes, a “sambo” or “partner” are not defined as dependents. An accompanying “sambo” or “partner” must apply for a separate visa.

Item 37 – References: Check Mark: I DO WAIVE my right to inspect the contents of the recommendation. All letters of recommendation are to remain confidential and uploaded directly into the application system by the referee no later than May 2, 2012.

Item 39- Approximate Arrival Date: August 2013

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Item 42 – 44 - Personal Financial Information: Leave blank.

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Item 46 – University Preferences: When filling out the University Preferences page, applicants should do extensive research on which academic programs will provide the best fit for their study objectives. Applicants should fill out this Preference Form completely and be sure to include their reasons for selecting specific schools. Do not just list the name of a university in which you are interested. 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 corresponded with a faculty member, please provide the name and contact information for that individual. If you have applied to a US 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 (not the original) of this correspondence to the Swedish Fulbright Commission.

- a. Applicants needing additional guidance can visit the US Educational Advising Service in at the Fulbright Commission, which is staffed with advisors knowledgeable about the US higher education system and which provides unbiased, comprehensive, and professional advice on studying in the US.
- b. If applicant does not have a clear idea about which US programs will be the best fit, they should leave the University Preference Form blank.

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Writing Sample: You should use this page to upload a writing sample that will be submitted along with the rest of your application materials to the universities (10-15 pp only.) This is mainly for Doctoral candidates, as the vast majority of those programs require a writing sample be included with the application materials, but certain Master's candidates would benefit from including a writing sample as well. It is not required to submit a writing sample. If selected for the Fulbright program, certain applicants will be asked to provide a writing sample by September 2012.

STEP 4: Print supplemental forms

It is a good idea to print all supplemental forms prior to submitting your application electronically. However, even after submitting your application you will be able to access these forms. The following forms can be found by clicking on the **Supplemental Forms** button on the Home page of this application.

1. Letters of Reference/Recommendation:

You must have three letters of reference (or recommendation) submitted on your behalf. Letters of reference are extremely important. The 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 personal friends, and not by teachers from your *gymnasium*. You must have at least two academic letters, and one professional or work related letter could be included among the three if you are employed. **All letters of reference must be written in English on university or office letterhead and signed.**

Your recommenders have two ways in which they can submit their letters:

- a) You can print out the Letter of Reference form and forward it to you recommenders, who will then complete the form and send it along with an original, signed letter on university letterhead to the Swedish Fulbright Commission by May 2, 2012.
- b) Your recommenders can complete the forms online, upload the separate reference letter and then submit them electronically. You must click on the Recommendation button on the Home page of this application to register your recommenders. You must fill in their email addresses and names within the application. An email notification with instructions will then be sent to your recommenders by the Embark system.

If you are selected for a grant, your reference letters will be sent to several universities; hence your references should not mention any specific universities that you might want to attend. It is often helpful to obtain references from professors or university teachers who have studied in the US or who are acquainted with faculty members in the US.

NOTE: It is your responsibility to make certain that the three recommenders upload their letters in the online application or that they are received by the Commission no later than **May 2, 2012**. Your application will be considered incomplete if the three reference letters have not been received.

Special instruction for students in Business Administration: Most competitive US business programs require at least two to five years of relevant substantive full-time work experience. In addition to three letters from professors or university teachers, you must also submit a letter from a present or former employer. For the fourth letter, download the Fulbright Letter of Reference Form for completion by your employer and have it mailed with the letter by the referee to the Fulbright Commission by **May 2, 2012**.

- 2) **Report on Proficiency in English:** not to be filled in by Swedish applicants
- 3) **Transcript Release Form** (for post-secondary US transcripts only): This form is needed for those students who attended a post-secondary program (undergraduate or graduate) in the US. Please leave “release five (5) official copies of my transcripts to:” section BLANK. The Swedish Fulbright Commission will fill in the address.
- 4) **Information Concerning Foreign Student Academic Record:** In order to assist US academic institutions in evaluating more accurately your academic credentials, this form allows you to provide information about the educational and grading system in the country where you did postsecondary study. A separate form should be completed for each college or university attended. You must fill this out to the best of your knowledge. If something does not apply, such as ranking, please write N/A (not applicable). Forward this form(s) to the Swedish Fulbright Commission.
- 5) **Signature Form:** You must print out, sign, and forward this form (one copy) to the Swedish 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 correct.

STEP 6: Review and print your application

Review a PDF version of your application and print a copy for your records. For Mac users, you must change the document extension from “viewapp.asp” to “viewapp.pdf.” Once you change it to a pdf format you will be able to read the contents of the document.

STEP 7: Submit your application

After completing this application and thoroughly reviewing it, please submit it electronically to the Commission in Sweden. 1– *Citizenship:* It is very important that you identified Sweden as your country of citizenship correctly in the preliminary questions. If you entered another country when you answered the preliminary questions, you must correct this prior to submitting your application. 2– *Program:* Make sure that you have identified the Fulbright Foreign Student as the award program to which you are applying. You can correct your answers by clicking on the “**update my answers to preliminary questions**” link on the upper-right hand corner of the Homepage. **Note carefully:** After submitting your application electronically, you will be able to access it in a viewable PDF format as well as be able to 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 the Fulbright Commission receives all your supporting documentation.

The following must be forwarded to the Swedish Fulbright Commission:

- One printed copy of your IIE online application
- The Fulbright Cover Sheet located on the Fulbright website under Graduate Program for Swedish Citizens at:
www.fulbright.se/Grants/Swe_Graduate_Students/SGS_coversheet_2013.pdf
- Information Concerning Foreign Student Academic Record Form (for each post-secondary school attended)
- Transcript Release Form (if applicable)

- The Signature Form
- Three letters of reference and the Confidential Reference Letter Form uploaded by the recommenders into the online application or mailed to the Commission by **May 2, 2012**. **Under no circumstances should the letter be given to the applicant, as non-confidential letters will not be accepted.**
- Copies of official academic transcripts written in English or with an official English translation from all post-secondary schools attended if unable to upload into the application.
- Copies of diplomas/degrees for all post-secondary schools attended, and original English translations (when necessary) if unable to upload into the application.

*Please note that only finalists selected for the Fulbright Program will be required to submit official or certified copies “**vidimerad**” of all academic records and degrees to the Commission in August.

Standardized tests: If you have already taken a TOEFL, GRE or GMAT, please indicate the date of the examination and your results. You may also include a copy of the test scores with your application. Please note that these tests are not required for the Fulbright scholarship application. However, if you are selected you will have to take the Test of English as a Foreign Language (TOEFL) and depending on your field of study, either the Graduate Record Examination (GRE) and GRE Subject Tests, or the Graduate Management Admission Test (GMAT). Grantees in law only need to take the TOEFL. If you are selected, The Fulbright Commission will give further information on the tests, how to register, and cover the testing fees.

1) TOEFL (Test of English as a Foreign Language): TOEFL is an admissions requirement at US institutions for applicants whose native language is not English. All non-native English-speaking candidates should immediately register for TOEFL.

2) GRE (Graduate Records Examination): The GRE is required by US graduate schools and/or departments for candidates in most fields other than Business Administration and Law. You should make every effort to register for the earliest possible administration of the GRE.

3) GRE SUBJECT TESTS are required in certain fields. If a GRE Subject Test is offered in your field of study, you should make every effort to register for the earliest possible administration of this exam.

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. Arrangements should be made immediately to take the GMAT

Note: TOEFL scores are valid for two years. GRE and GMAT scores are valid for five years.

OTHER IMPORTANT INFORMATION

Financial Information: The Commission will provide a cash grant and, in some cases, additional funds from American universities in the form of fellowships or assistantships. The Fulbright grants range between SEK 25,000 - 200,000 and the American university awards vary in size. Should the estimated cost for an academic year be less than SEK 200,000, the grant will be decreased so it does not exceed the estimated costs for an academic year as calculated by the Institute of International Education (IIE).

The Fulbright Program does not provide funds for dependents (spouses and children) and cannot be responsible in any way for dependents accompanying you to the United States. Should dependents accompany you, you will be responsible for providing travel, adequate health insurance, and financial support for them in order to receive a J-2 visa sponsored by the Fulbright Program.

In view of the high costs at American universities and the partial nature of some university grants, you are encouraged to apply also to other foundations for financial aid. Check handbooks on scholarships, available at most city libraries, university libraries and at the Fulbright Commission. More information is also available at www.lychnis.com, www.mytellus.com, www.syoguiden.com and www.stipendielistan.se. Grants from other organizations may reduce the size of the Fulbright award, so the total amount of available funding does not exceed the estimated costs for an academic year.

Duration of Grants: Fulbright grants and other fellowships, assistantships, scholarships and educational grants are awarded for one academic year only (nine to twelve months beginning in August or September). Grantees must accept their award within the academic year for which the award is granted. If a grantee is unable to use the award within that period, s/he will be asked to reapply the following year.

Duration of 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 US institution to which the candidate is admitted. It is usually not possible to obtain a degree in one academic year (except for LL.M and some Public Health students).

Degree Requirements:

- Master's degree candidates must have completed a Bachelors degree or Masters degree (or the equivalent of) to apply. Although the minimum time required for a Master's degree is one academic year, a student should expect to spend from at least one summer session to an additional academic year to complete the academic requirements. Programs for a Masters degree in Law (LL.M) are for one year.
- Visiting Student Researchers must be currently enrolled in a Ph.D. program in Sweden and must have already developed a Ph.D. dissertation topic. The primary objective is one year of research with a limitation of one or two courses.
- Ph.D. degree candidates must have at least two to three academic years beyond the Master's degree and have published work in addition to the Masters thesis. However, many doctoral students find four or five years necessary, and in some cases even longer. Admission at the Ph.D. level is highly competitive.

Change of plans: You should promptly inform the Fulbright Commission of any change in your academic status or future plans after your application has been submitted.

Mandatory Interviews: Finalists will be interviewed in Stockholm on June 14-15, 2012. If you are called for an interview, you must be able to attend. No exceptions to this procedure will be made. All applicants will be notified by June 18, 2012 and expected to attend the welcome orientation on June 20, 2012.