

# FULBRIGHT FOREIGN STUDENT PROGRAM

## Instructions for Completing the 2022-2023 Fulbright Foreign Student Program Application

Application: <https://apply.iie.org/ffsp2022>

**Read all instructions carefully before completing the application.**

Applicants may only apply for one award per application cycle.

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## General Information

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

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

### **Step 1: Learn requirements for submitting an application**

Before you begin an application, contact the [Fulbright Program Office in the Czech Republic](#). Be aware that deadline dates and application requirements for a Fulbright grant will vary from country to country. You must make sure you are eligible to apply. Additional information and a list of participating countries can be found here: <https://foreign.fulbrightonline.org/>.

### **Deadlines for the Program in the Czech Republic:**

**Degree objective** (if you plan to apply to a Masters or doctoral program and get a whole degree):

**September 1** for the next academic year (e.g. September 1, 2021 when the degree study starts in 2022-2023)

**Visiting Student Researcher** (if you plan to do independent research):

**September 1** for the next academic year (e.g. September 1, 2021 for research stay in 2022- 23) **February 1** for the next academic year (e.g. February 1, 2022 for research stay in 2022 - 23)

### **Step 2: Record your 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 at one time. You can re-enter the platform 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:

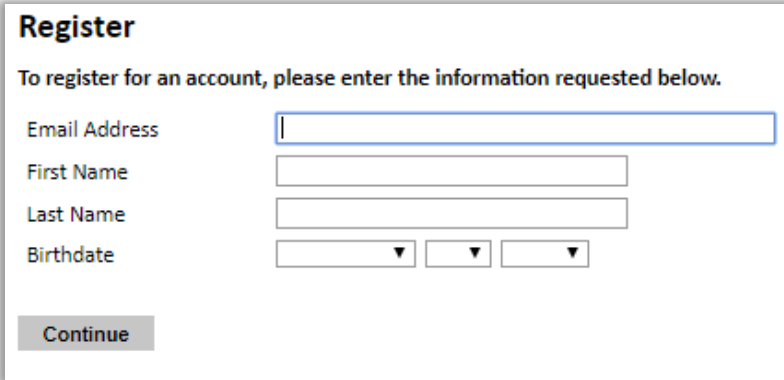
- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). **Do not use special characters, such as diacritic marks.** e.g. Prima - NOT Přímá!
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents and save them in PDF format. It is highly recommended that to preserve any formatting and special characters in your documents, you upload them in PDF format.
- 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*.
2. Enter your email address, 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. Do not use special characters, such as diacritic marks. e.g. Prima - NOT Přímá!**



**Register**

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

Email Address

First Name

Last Name

Birthdate

**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 that 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](mailto:apply@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

## Set Password

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

New Password

New Password (again)

- ✘ At least one letter
- ✘ At least one capital letter
- ✘ At least one number
- ✘ Be at least 12 characters
- ✘ New passwords must match

Set Password

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 instructions.

## Managing Your Application

### **EDITING YOUR 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**

1. Letters of recommendation will be submitted directly to Fulbright by the recommenders you registered via your application.
2. Letters of recommendation and language evaluations may be submitted before or after you submit the application.
3. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.

## Preliminary Questions

These questions address essential program eligibility. All questions are required.

[Home](#)  
[Welcome](#)  
**Preliminary Questions**

### Preliminary Questions

Questions marked with an asterisk (\*) are required of all applicants for submission.

Through which program country are you applying?\*

To which academic year are you applying?\*

Do you hold or are you applying for:\*

a) U.S. citizenship;  
c) Dual citizenship with the U.S.; or  
b) U.S. permanent residency?

Yes  
 No

Have you reviewed and do you meet all program eligibility requirements for the country through which you are applying?\*

Yes  
 No  
 Unsure

**Continue**

1. Select the country through which you are applying for the Fulbright grant from the dropdown menu: **Czech Republic**
2. Select the appropriate program year from the dropdown menu, the year when you intend to be in the US. e.g. deadlines of September 1, 2021 and February 1, 2022: you are applying for the academic year 2022-2023.
3. U.S. Citizenship, Dual Citizenship with the U.S. or Permanent Residency: select 'yes' or 'no' to indicate your response.
  - a. Applicants cannot be U.S. citizens or permanent residents of the U.S. to participate in the Fulbright Foreign Student Program.
4. Select 'yes', 'no', or 'unsure' to indicate if you are aware and meet all program eligibility requirements.
  - a. Please review the program eligibility requirements for the country through which you are applying before proceeding: <https://www.fulbright.cz/stipendia/zakladni-informace/>, <https://www.fulbright.cz/stipendia/stipendium-pro-postgradualni-studium/>
5. Click *Continue* to save your responses and advance to the next section.

## Country Information

1. Review all information in this section!
2. Note any country-specific and award-specific instructions for completing the rest of the application, including:
  - a. Country website
  - b. Deadline information
  - c. Open application cycle
  - d. Additional required materials
3. If prompted, you must select an Award before proceeding.
4. Click *Continue* to proceed to the next section.

## Data Privacy

1. Carefully review the Data Privacy information. If prompted, indicate your acceptance of data privacy terms by selecting 'yes' or 'no'.
2. 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.

1. Enter your name exactly as it appears on your passport. Only enter a preferred name if it is DIFFERENT than your legal name (e.g. Alex instead of Alexander). Again, do not use diacritics, capitals etc. – Katerina Prima (for Kateřina Přímá).
2. If your name is recorded differently on any previous records, list it in the Name on Previous Records section (e.g. maiden name).
3. 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.
4. Enter your city of birth and select country of birth, sex (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.
5. Select your country of citizenship and country of residence from the dropdown menus provided. Even if you were born before 1989 select Czech Republic.
6. If applicable, enter your national identification number and any additional countries in which you hold citizenship. The Czech Fulbright Commission does not need your National identification Number – rodné číslo.
  - a. To select multiple countries, hold down the CTRL (PC) or Command (Mac) button when selecting options.
7. Click *Continue* to save your responses and advance to the next section.

## Contact Information

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.

**This is the address where the Czech Fulbright Commission will send all important mail and notifications.**

3. Enter your contact numbers as appropriate. Include 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.  
One phone number must be entered here.
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 Program Officers cannot reach you via your primary email address.

**Note:** All system-generated emails will continue to go to your primary email address.

If you use your university e-mail and you know that it will not work next year, make sure you add an alternate address.

5. Entering emergency contact information is not required, but we suggest that you provide your home country contact, ideally someone English-speaking. Please enter the appropriate 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.
  - 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.
6. 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.

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

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

Curriculum Vitae/Resume	Please upload a document that does not exceed four (4) pages.	<input type="button" value="Choose File"/> No file chosen
		<input type="button" value="Upload"/>

### Academic Background

2. List all post-secondary educational institutions from which you have received a degree or academic credential. 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 Institution*
  - 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/state
  - 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. If relevant, provide the actual name of the degree or diploma (e.g., license)
  - i. Enter the discipline in which this degree or diploma was earned
  - j. 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
  - k. 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
  - l. Click *Save*.

Educational Institution	
Institution*	<input type="text"/>
Level of Study*	<input type="text"/>
Institution Location (all address fields are required)*	
Country	<input type="text" value="United States"/>
City	<input type="text"/>
State	<input type="text" value="Select State"/>
Website	<input type="text"/>
Name of Diploma or Degree Equivalent*	<input type="text"/>
Actual Name of Degree or Diploma	<input type="text"/>
Discipline*	<input type="text"/>
Enrolled From	<input type="text"/> <input type="text"/>
Enrolled To	<input type="text"/> <input type="text"/>
Date Degree Received	<input type="text"/> <input type="text"/>
If a degree is in progress, list expected date of conferral for Date Degree Received.	

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

## Current Professional Profile

- List your current professional affiliation or employer by clicking *Add Experience* under Position Title.
  - Choose the role which most closely corresponds to your current role from the dropdown menu
  - Enter your current position title (e.g. Director, Assistant Director, etc.) or type of work (e.g. accounting)
  - Enter the name of your employer
  - 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
  - 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
  - Click *Save*

**Professional Experience**

Current Role\*

Position Title/Type of Work

Employer Name\*

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

Start Date

End Date

**Employer Address**

Street Address\*

City\*

State/Region\*

Postal Code\*

Country\*

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

## Awards and Recognitions

6. Enter a list of the following items 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:
  - a. Any scholarships and/or fellowships you currently or previously received (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 thesis 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. Any research you have completed or in which you are currently involved

## 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. – in past 10 years.
  - a. Click *Add New*
  - 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 your travel/residency
  - d. Enter the purpose of your travel abroad
  - e. Click *Save*

**Experience Abroad**

Country\*

Start date:\*

End date:\*

Purpose of Travel Abroad:\*

8. If you have more than one trip abroad to enter, click *Add New* again, and follow the bulleted instructions until all entries have been saved.
9. 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 DS-2019 – if you do not have a copy available, contact Czech Fulbright Commission

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

Upload

10. 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):
    - Click *Add Grant*
    - 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*

If you have already received Fulbright grant, please contact the Czech Fulbright Commission and discuss your eligibility for the award.

**Previous Fulbright Grants**

Award Type\*

Previous Grant Year\*

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

## Academic Materials

This section collects copies of your unofficial transcripts and/or diplomas. Please upload scans of all available transcripts (výpis známek) and diplomas from post-secondary institutions you have attended, even if you did not graduate from these institutions. For those completed, you can upload the Diploma Supplement (Dodatek k diplomu), this document includes all important information.

1. Select the corresponding institution from the list.
2. Review the institution information (which you provided on the previous page). If this information is incorrect, please return to the previous page to edit.
3. Select *Choose File* and locate the desired file on your computer. Click *Open*.
  - a. You may upload transcripts/diplomas as a multi-page documents or upload single page documents. PDF, JPEG, and TIFF image files are all accepted.
4. Click *Save*. Repeat these steps for all applicable institutions.
5. 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 Native, Advanced, Intermediate, Beginner or No Ability 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 Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.
5. Click *Continue* to save your responses and advance to the next section.



## Test Scores

This section collects information about your scores from standardized tests 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. For degree seeking students, GRE and TOEFL are required, for other candidates TOEFL is recommended, if you do not have any equivalent tests. Visiting student researchers need to pass the TOEFL, if the host US institution requires the result. Please contact the Czech Fulbright Commission for details on test requirements.

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



The image shows a screenshot of a web form titled "Add Test". The form has a light gray header with the title "Add Test". Below the header, there are two main sections. The first section is labeled "Type" and contains a single dropdown menu. The second section is labeled "Test Date" and contains three separate dropdown menus, one for each component of the date (Month, Day, and Year).

7. 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

## Study Plan

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. Select the degree objective to which you are applying.
  - a. Some fields 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.
2. Select the most appropriate major academic discipline and primary specialization from the dropdown menus.
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.

## Intended Grant Period

5. 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.

Visiting student researchers can apply for the period of time 4-9 months within the academic year. Proposed date of arrival should be equivalent to the date in the invitation letter from the US host institution.

## 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. Do NOT mention specific U.S. universities in which you would like to study. Suggested length 2-3 pages.
  - 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

## 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 goals. Do not mention specific U.S. universities at which you would like to study. This is a required document. Suggested length 1-2 pages.
  - 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

## Letter of Invitation

8. Upload a letter of invitation from a U.S. institution, if you are applying in the category: Visiting student researcher.
  - 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

## University Preferences

9. List up to four institutions at which you would like to study in the U.S. in priority order. Include specific departments and/or programs and provide specific reasons for your choice. If you have been in contact with professors, please provide names and email and/or phone contacts for each one.

**Note:** *There is no guarantee that your application will be sent to the institutions that you list. Applications are made on your behalf to programs that provide a good 'academic fit' based on your study plans and your competitiveness.*

- a. Enter institution name
- b. Enter name of department
- c. Enter the degree type that you are interested in at this institution
- d. Enter your preferred specialization or concentration
- 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*

**Preferred Institutions**

Institution Name*	<input type="text"/>
Department*	<input type="text"/>
Degree*	<input type="text"/>
Specialization/ Concentration*	<input type="text"/>
Specific reasons and contacts*	<input type="text"/>

10. Select 'yes' or 'no' to indicate if you have applied to any U.S. institutions.
  - a. If 'yes', list all programs to which you have applied or intend to apply:
    - Select *Add Institution*

- Enter name of institution
- Enter specific name of department
- Select the date you applied for the institution (Month-Day-Year format)

**Applied Institutions**

Institution Name\*

Specific Name of Department\*

Date Applied\*

## Authorization of Release of Information

11. Type your full name into the space provided to indicate your authorization of release of the information you have provided in this application.

## Reference Materials Waiver

12. Select 'yes' or 'no' to indicate whether you waive your right to review the information contained in the evaluations submitted by recommenders on your behalf.

**The Fulbright Commission in the Czech Republic requires you to waive your right to see your reference letters. You must answer this question before you are able to register any recommenders. You will not be able to modify your response.**

13. 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. Please fill in the information according to the real funds that you have available. You can contact the Czech Fulbright Commission if you have any questions.

1. Enter your father's, mother'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.

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
5. Enter any other sources of funding such as fellowships, educational grants or loans, etc. that you are planning to apply for in the text box (700-character limit).
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 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. Upload a copy of your passport or travel document and make sure it is valid after your planned return from US.
  - 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

9. Select the number of dependents you intend to have accompany you to the U.S. (select 0 if you do not have dependents or your dependents will not accompany you to the U.S.). Dependents (husband, wife, children who intend to be with you in the US for more than 80% of the grant period).
  - a. Enter required information for each dependent, including their 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
10. Click *Continue* to save your responses and advance to the next section.

## **Additional Information**

Use this section to upload any required additional documentation.

You can upload a writing sample or some of your publications that are written in English. Use this space to upload any relevant information that may support your application.

Complete the Outreach Survey.

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

## Recommendations

Use this section to register your recommenders. You can only register recommenders after you answer questions under the Study Plan section! The recommenders should be from the academic environment.

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 before **and** after submission of your application.

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

**Add Recommender**

Prefix

First Name

Last Name

Institution

Position/Title

Relationship

Telephone

Email

Note: Applicants are encouraged to provide a professional email address for their recommenders (i.e. institutional email address for a professor, a corporate email address for a supervisor) when possible

Personal message to recommender

You may include a personal message for your recommender here. If your program has a recommend deadline, please use this message to communicate this deadline to your recommender.

3. Click *Send to Recommender* to generate the automatic email sent to the 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 them with another individual.

**Edit Recommender**

Prefix	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Institution	<input type="text"/>
Position/Title	<input type="text"/>
Relationship	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>
Personal message to recommender	<input type="text"/>
Status	<b>Sent to recommender on 12/20 at 11:18 AM</b>



## Signature

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

In place of your signature, please type your full legal name:

Click *Confirm* to continue to the next page.

## Review

The application 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.

**REVIEW ALL RESPONSES. CLICK SUBMIT.**