Fulbright Scholarship 2012-2013

Brown Request for Reference

Campus Submission Deadline: August 27, 2012

Instructions for Applicants

When applying for the Fulbright scholarship, you must submit three letters of reference to the Brown Fulbright Committee by August 27, 2012. Please give your referees “The Information for Referees” instructions which begin on the second page of this document.

To make the process easier for your referees and to ensure that you receive the strongest letters possible, give your referees these instructions at least one month in advance and ideally at least 2 to 3 weeks before the end of the semester.

For the internal Brown deadline, provide your referees with the appropriate forms (see below) and remind them to submit their recommendations to our office by the brown Fulbright Deadline of August 27, 2012. You should NOT register your referees through the Fulbright online system for the Brown campus deadline. If you have any questions about the choice of referees, consult with Dean Linda Dunleavy.

The Online Application System

The Fulbright application is online and requires letters of recommendation to be submitted electronically. Once you register your referees on the online application, you will not be able to change your recommenders should you decide or should Brown’s committee suggest that you do so. In addition, if your referees submit their letters online, they will not be able to make any changes to their letters for the national deadlines. Therefore, we advise you to wait until after the Brown committee review process to register your referees on your online Fulbright application. Rather, ask your referees to submit their letters to our office either in hard copy or as email attachments. Provide them with this document, which explains the process of writing a letter of support for your application for these awards.

Appropriate Forms

If you are applying for the Research/Study grant your referees will complete (Form 9A-cover sheet)

If you are applying for the English Teaching Assistantship grant your referees will complete: (Form 9B – cover sheet and form)

To access these forms go to http://www.brown.edu/academics/college/fellowships/. The forms are listed on the Fellowships @Brown home page under related files.

For the national deadline, letters of recommendation must be submitted electronically through the online system; this can and should occur after the internal review process. Once you have listed your referees online, you will not be able to change them, so be certain in your selection. Registering your references online triggers the system to send an email request for a reference to them.
Fulbright Scholarship 2012-2013

Information for Referees

Campus Submission Deadline: August 27, 2012
National Committee Deadline: October 15, 2012

IMPORTANT INFORMATION:
There are two different types of Fulbright grants and two different recommendation forms corresponding to these two grant types. To learn more about the types of forms to complete see “Campus deadline for references below.”

Please note that you will need to submit your letter of reference twice. First to Brown Fulbright Committee in late August, and then to the national screening committee in mid-October.

Two types of Fulbrights: Research/Study grants and English Teaching Assistantships

1. Research/Study grants allow student grantees to conduct individually designed projects, which may include independent library/archival, laboratory or field research, and/or university coursework in any subject area, including classes in a music conservatory or art school.

2. English Teaching Assistantships, which are available in about 25 countries, allow grantees to teach English language and American culture in university, high school, or elementary classrooms. ETA assignments vary from elementary schools in rural parts of the host country to university teaching in major cities. In some countries, grantees are invited to pursue a “side project,” which can be an independent study project, including language study.

Campus review

The Fulbright U.S. student program requires a campus committee review of all enrolled student applicants. The Brown Fulbright Committee reads applications, conducts interviews with candidates, and prepares a campus committee evaluation report that is included with each student’s application.

Campus deadline for references

Letters of recommendation are required for the campus review so be sure to you send your recommendations as follows by August 27, 2012.

- For the Research/Study grants recommendation: (Form 9A) (cover sheet) – To access form 9A click here. Complete Form 9A (Reference Cover Sheet) and attach it to your letter of reference. Letters of support for Research/Study grants are open-ended and should speak to the merits of the student and the project itself. Please address letters of reference to: Linda Dunleavy, Chair, Brown Fulbright Committee. You can also access this form on the fellowship website at http://www.brown.edu/academics/college/fellowships/ located under related files.

- For the English Teaching Assistantships grant recommendation: (Form 9B) (cover sheet and form) Complete Form 9B (Cover sheet and Form) To access the cover sheet click here. To access the form click here. We recommend that you save this form so that you can cut and paste your responses into the
online form once it becomes available. You can also access these documents on the fellowship website at [http://www.brown.edu/academics/college/fellowships/](http://www.brown.edu/academics/college/fellowships/) located under related files.

Send your recommendations by **August 27, 2012** as an email attachment to Linda_Sutherland@brown.edu or you can mail them to the following address: Linda Sutherland, Brown University, Office of the Dean of the College, Fellowships, University Hall, 1 Prospect Street, Box 1828. Providence, RI 02912.

**National deadline for references – October 15, 2012**

Please note that once the internal review is completed at Brown, the student will register you as a referee and you will receive an email from the Embark online application system with instructions and log-in information to access the forms on the web site directly. **You will need to re-enter or cut and paste your responses from the form you used for the Campus deadline into the form on the ONLINE APPLICATION SYSTEM for the October 15, 2012 National deadline.** You can upload or prepare your letter or form online, save it, and return to it to update or revise it. And you can print from the online system. When you have the final version of the letter or completed form, you can hit “submit.” **Once you submit your letter/form, you cannot make any changes to it unless you contact the system administrators directly.**

**National Deadline Troubleshooting**

If you do find that you need to make changes after submitting your letter online, you must, write to support@embark.com and ask them to “unsubmit” your letter. You may then make the changes and upload the new letter into the system. If you **misplace or delete the email Embark sent**, please email support@embark.com to have them resend that information. Include the name of the student in your email.

If you have any questions or difficulties concerning the letter, its submission to Brown’s committee, or the online application system, contact Linda Sutherland, the Fellowship Program Coordinator.

Email: Linda_Sutherland@brown.edu or phone 401 863-2538.

**Tips for Writing Letters of Recommendation for Fulbright Scholarships**

The Fulbright Scholarship competition is extremely competitive, and letters of recommendation play an important role in a student’s application. The most helpful letters address not only the applicant’s abilities and intellectual promise, but his or her potential to carry out the proposed project or teaching assignment. The recommender should know the candidate well, be able to assess the validity of the proposed project, and be able to testify to one or more specific experiences of achievement by the candidate.

Faculty who serve on the Brown Fulbright committee find it most helpful when referees provide details or examples to support any claims made. Discussing the significance of the proposed project and the candidate’s personal suitability to the project and the Fulbright experience of cultural exchange is also encouraged. Unless a student is first in a class, it is often not helpful to give a class ranking. However, if a student could be said to be the best or among the best in some particular way (the most insightful or imaginative in 15 years, for example), please do say this and follow up with a brief explanation.

If you feel that you cannot write an unequivocally supportive recommendation for the student, please decline to write a letter at all. Also, if you do not know the student well enough to write a detailed letter, or if you do not have the time to write a detailed letter, please decline. Students should give you information about the type of Fulbright for which they are applying—Research or Study grant or an English Teaching Assistantship Grant—as well as drafts of their project.
proposal and personal statement. They should also have outlined, and preferably discussed with you, why they are applying for the scholarship and what they would like you to remember about them when you write your letter.

**For Research/Study Grants**

Letters of recommendation that attest to the value of the proposed project and/or course of study and that offer detailed information about the student’s intellectual abilities and potential to carry out the project are most valuable to the committee. Please comment on any of the following that are appropriate:

- Feasibility and significance of the applicant’s proposed project
- Ability of the applicant to carry out the project in the allotted time
- Candidate’s intellectual and personal qualities and how these would serve him or her in terms of the project and the experience of living and working abroad
- Linguistic preparation for the proposed plan (The application includes a language evaluation form, so you do not need to comment fully on this point.)
- Candidate’s ability to adapt to a different cultural environment
- In the arts, the candidate’s talent and potential for growth

**For English Language Assistantship Grants**

For candidates applying for the Teaching Assistantship grants, you must complete a recommendation form in which you comment on very specific skills and qualities of the applicant, including his or her ability to communicate information, adapt to a foreign culture, and take initiative. (Most ETA programs do not require familiarity with the language of the host country initially.)

**Letter writing assistance**

Linda Dunleavy, Associate Dean of the College for Fellowships, is happy to comment on drafts of fellowship letters; her contact information is below. You can also find guidance about letters of recommendation on our fellowships website under “Information and Resources” at [http://www.brown.edu/college/fellowships](http://www.brown.edu/college/fellowships).

**Thank you for supporting this student’s candidacy for the Fulbright Scholarship. If we may be of any assistance, please don’t hesitate to ask.**

Linda Dunleavy
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Dean of the College Office
Brown University
Box 1828, UH 213
Email: [Linda_Dunleavy@brown.edu](mailto:Linda_Dunleavy@brown.edu)

Linda Sutherland
Program Coordinator, Fellowships
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Email: [Linda_Sutherland@brown.edu](mailto:Linda_Sutherland@brown.edu)

**United States Postal Service Address**
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Office of the Dean of the College
Box 1828, UH 213
Providence, RI 02912

**FedEx/UPS/DHL Deliveries**
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