FULBRIGHT NEW ZEALAND GRADUATE AWARDS

ONLINE APPLICATION INSTRUCTIONS

CONTACT INFO

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IMPORTANT TO NOTE

All applicants for Fulbright NZ Graduate Awards must follow the steps outlined in these instructions to ensure applications are accurate and complete before submitting by the 01 August deadline.

The online application system is used by all Fulbright offices worldwide. As such, some of the questions and instructions in the application do not pertain to New Zealand applicants. **NZ applicants should follow this instruction document carefully** to ensure they meet all country-specific requirements. Further, the Student Application Checklist provided in the online application may not entirely pertain to NZ applicants. Use the checklist provided in these instructions to ensure your application is complete.

Applications that are submitted late, or that are incomplete after the 1 August deadline will not be considered for these awards.

PREVIOUS APPLICANTS

If you have previously submitted an application for a Fulbright NZ graduate award – do not attempt to re-use your old Embark application. You will need to create a new account and start a new application. This will require you use a different email address from your previous application.

If you started, but did not submit, an application previously – you can use the previous application for the current cycle. Simply update the cycle you are applying for.

NOTIFICATIONS

You may receive email messages from Fulbright NZ and/or the application system throughout the application and selection process. It is important to read these messages carefully and follow any instructions within the timeframes required. Messages will alert you to any missing documents or recommendation letters, as well as your application status after the deadline.

BEFORE YOU BEGIN

Before starting the online application:
- Be sure you understand and fully comply with all the eligibility requirements
- Identify and contact potential referees
- Think about why Fulbright is right for you and your academic and career goals

If you have any questions or concerns about your eligibility or the application process, contact Fulbright NZ via phone or email at the details provided above.

APPLICATION CHECKLIST

Ensure all tasks are completed, your application is submitted, and all hard copy documents and official transcripts are received at Fulbright NZ before the 1 August deadline. Late or incomplete applications will not be considered for these awards.

- [ ] Ensure you understand and fully comply with all the **eligibility** requirements
- [ ] Contact and confirm your referees, notify them of the process
- [ ] Order **official transcripts** for all qualifications to be sent direct from awarding uni to Fulbright NZ
- [ ] Post/courier **hard copies of Signature Form and Academic Records Form** to Fulbright NZ
- [ ] Complete all required/relevant questions in online application form
- [ ] Complete spelling and grammar check across entire application
- [ ] Upload PDF scan of **transcripts** (official or non-official) for all degrees to online application
- [ ] Upload PDF scan of completed **country specific questions form** to online application
- [ ] Upload PDF scan of **Signature Form and Academic Records Form** to "Additional Documents" field

SECTION 1: PRELIMINARY QUESTIONS

Program/Course selection

All NZ applicants should fill out the preliminary questions as shown below. **PLEASE NOTE**: Some Fulbright commissions require candidates to contact them before beginning an application. Fulbright NZ does **NOT** require this. You need only contact us if you have questions or concerns. The online application form requires you to select 'yes' to the question 'Have you checked with your Fulbright programme office?" in order to proceed. Candidates can select 'yes' and proceed, regardless of whether or not they have contacted Fulbright NZ.

SECTION 2: INSTRUCTIONS

- Follow the link to download, read and save these country specific instructions and the country specific application questions before starting the application form.

SECTION 3: GENERAL INFORMATION

Fill in all fields as completely as possible. You may leave fields blank only if they do not apply to you.

Citizenship/Birthplace
- It is very important that you spell your name exactly as it appears on your NZ passport
- Avoid using all capital letters or all lower case, please do not use diacritical markings (such as quotes, macrons, arrows, etc.)
- Fill in each item as fully and accurately as possible.

Current and Permanent Mailing Address
- Enter details as at the time of application.

General Information
- The form allows for only one country of citizenship. If you hold dual citizenship, enter your primary country of residence under 'citizenship' and email pip@fulbright.org.nz with details of any additional countries for which you hold citizenship status.

Study Plans
- Enter 2018/2019 for the **application cycle**
- If you intend to commence study **before July 2019** you are **not** eligible to apply in this application cycle
- Select the **degree objective** you intend to undertake in the US from the drop down menu. You must select either Master's, Doctorate (for PhDs) or "Visiting Student Researcher"
- Choose the **field of study** and **specialisation** that is closest to your intended study in the US. Use the description box to clarify.

SECTION 4: EDUCATION

Education
- List all post-secondary tertiary **institutions attended** and degree obtained, beginning with the most recent
- Select the "Add educational institution" to add additional entries.

Awards and Recognitions
- Include relevant information in each section or leave blank if not applicable
- Space is limited; include the most relevant information, lists do not need to be comprehensive.

SECTION 5: EXPERIENCE, LANGUAGE & TEST SCORES

Occupational Experience
- Select the "Add occupational experience" button to add additional entries.

Language Skills
- If English is your mother tongue, you may enter 'English' in the first field and leave remaining fields blank.

Exam Dates
- Use tick boxes to indicate which exams you have taken, or intend to take
- Dates for future exams can be indicative/approximate
- Leave this section blank if it is not relevant.

Travel Details
- It is important to list all instances where you have travelled, lived, or studied in any country other than New Zealand **for more than a month**. Indicate places, dates and reasons.
  > E.g "Brazil, June 2014-February 2015, academic exchange", "Belgium, February-March 2016, research", "USA, Aug-October 2012, holiday".

Emergency Contact
- You must enter an emergency contact for New Zealand
- If you do not have an emergency contact in the US, you may leave this section blank.

SECTION 6: PERSONAL INFORMATION

Personal Information
- Complete all applicable fields
- You may enter 'NA' for national identification number.

Listing US universities
- If you have not been admitted to a US university, leave this field blank. Most candidates have not gained admission at the time of application
- Please list all institutions to which you have applied, or intend to apply. This list is indicative, and not binding
- If the list is long, limit your entries to your top 5 preferences
- If you have not applied to any US universities, and do not know which universities you want to attend, leave this section blank.

References
- In this section of the application form you record the details of your recommenders (referees)
- Entering details here will **not** trigger an automated message to the referees. This happens later in the "Register Recommenders" section of the form (Section 11)
- Aim to register one academic and one professional referee, the third can be either academic or professional
- Do not submit purely character references.

SECTION 7: PERSONAL FINANCIAL INFORMATION

Personal Financial Information
- A Fulbright grant may only cover a portion of your expenses while you are in the US. You may need to provide funds from your own or other sources
- Complete this section as completely and accurately as possible based on information that you have at the time of application
- The information and figures provided here are indicative only, and are not binding
- Information provided here will not influence application outcomes
- Enter all figures in US dollars.

Travel Funds
- This section is not relevant for NZ candidates. A Fulbright NZ Graduate Award covers grantee flights
- You may leave this section blank, or enter 'NA'.

Dependents
- List the relationship and age of each dependent in full
- The information provided here is indicative only, and is not binding.

SECTION 8: ESSAYS AND RESUME/CURRICULUM VITAE

Study/Research Objective
- Upload a statement outlining your research or study objective
- This essay should be one A4 page, typed, font size 11, and uploaded in PFD format
- Your study/research objective is an essential part of your application. You should take great care to write a clear and detailed description of the program you wish to pursue
- Clearly identify the area/s within your field of study in which you plan to specialize or concentrate. If there is specific research that you want to accomplish, include a description
- It is important to present your ideas and objectives in a clear and organized manner
- Make sure to address why and how your objective aligns with the goals of the award you are applying for
- Incomplete or overly brief statements may not provide the selection committee with enough information to assess your application
- Do not mention specific U.S. universities unless you have a confirmed admission.

Personal Statement
- Upload a statement outlining how you have achieved your current goals
- This essay should be one A4 page, typed, font size 11, and uploaded in PFD format
- The personal statement is a narrative statement. It is used to give insight to the Selection Committee about you as an individual; your ideals, personal background, motivations, etc
- This is an opportunity for you to demonstrate the personal characteristics you feel are important to emphasise to the selection panel

- *Your personal statement should not be a re-working of your study/research objective* nor should it include your resume
- You may include details about your education, experience, interests, career plans, and your motivation for applying for study in the US within the personal statement
- This statement should address how you, and your future plans, align with the goals of the award you are applying for.

Resume/Curriculum Vitae
- Use this space to upload your resume/curriculum vitae
- **Do not** exceed the maximum length of 4 pages.

SECTION 9: TRANSCRIPTS AND ADDITIONAL DOCUMENTS

Transcripts
- Upload a PDF copy of your university transcript/s – these can be a scan of an official transcript or an unofficial transcript
- The application form only allows for one PDF upload in this field. If you have multiple transcripts these will need to be combined and uploaded as a single PDF document
- Upload transcripts for all post-secondary tertiary institutions attended, including any you have not (yet) received a qualification from.

IMPORTANT: Hard copy official transcripts are also required
- You must also arrange for official, hard copy transcripts to be posted to the Fulbright NZ office directly from the awarding university by 1 August. Official transcripts must be received at Fulbright New Zealand by the application deadline. **This requirement is non-negotiable**
- Transcripts can take time to be delivered so ensure you complete this task with plenty of time to spare
- Courier: Level 8, 120 Featherston Street, Wellington 6140, Postal: PO Box 3465, Wellington 6140

My e-Qual Transcripts: The only exception to the hard copy requirement is for digital transcripts produced on the My e-Qual platform. Digital transcripts must be emailed directly to pip@fulbright.org.nz via the e-Qual system. If your university does not use e-Quals, you must arrange for hard copy official transcripts to be sent.

Country Specific Questions
- All graduate award applicants must complete, sign, and upload this form
- Download the form from the link provided in the online application. It is stored under "N" for New Zealand
- Applicants for the EQC and Nga Pae o te Maramatanga awards must also include an award-specific essay/statement within the form. Statements should not exceed 1 A4 page, typed, font size 11.

Writing Sample
- NZ applicants do not need to provide a writing sample.

Test scores
- If you do not have any test scores to upload simply leave this field empty
- The application form only allows for one PDF upload in this field. If you have multiple test scores these will need to be combined and uploaded as a single document

Additional Documents
- Please use this field to upload scans of your **Signature Form and Academic Records Form**
- These two forms can be found in the next section of the application "Supplemental Forms"
- You can only upload one document to this field, so you will need to combine all pages together into one document before uploading.
- **Do not** upload any additional documents other than the Signature Form and Academic Records Form
- Any non-required documents submitted will not be accepted or reviewed by the selection committee

Letter of Reference
- Not required for NZ candidates, do not use this form unless instructed to do so by Fulbright NZ. Referees will be contacted automatically and sent an automated form when you complete the section "Register Recommenders" (Section 11).

Report on Proficiency in English
- Not required for NZ candidates.

Transcript Release Form
- Not required for NZ candidates.

Signature Form
- Download and complete this form
- Upload a scan of the completed Signature Form and the Academic Records Form/s together as one document in the "Additional Documents" field (Section 9)
- Post/courier a hard copy of the completed form to the Fulbright NZ offices in Wellington
- Courier: Level 8, 120 Featherston Street, Wellington 6140, Postal: PO Box 3465, Wellington 6140

Academic Records Information
- Download and complete one form for each university you are submitting transcripts from
- It is the candidate's responsibility to complete this form to the best of their ability
- Candidates may ask for assistance on specific questions from the university records office or a specific department, however candidates must not request their NZ university complete the form in full
- You may leave some questions blank if they do not pertain to you or your university/degree programme
- Upload the completed Signature Form and the Academic Records Form/s together as one document in the "Additional Documents" field (Section 9)
- Post/courier a hard copy of the completed form to the Fulbright NZ offices in Wellington
- Courier: Level 8, 120 Featherston Street, Wellington 6140, Postal: PO Box 3465, Wellington 6140

- Register each of your three recommenders (referees) by entering their details and email address
- When you click 'Invite recommenders' an email will automatically be sent to those listed. This email contains instructions on submitting a reference letter which will be loaded directly to your application
- You should aim to register one academic and one professional referee, the third can be either academic or professional. Do not submit character references
- References must be written by someone under whom you have studied or pursued research in the proposed field of study, or by someone who has supervised you in work related to the proposed field of study
- Please contact your recommenders before registering them. Ensure they are aware of the email to come, and that they will need to upload recommendations before the application deadline
- All recommendation letters must be submitted by your referees online, and copies will not be shared with applicants without written consent from the referee
- If you or your referees have trouble with the system, make sure your referee has checked their 'junk' or 'clutter' folders, and contact the online application administrators directly for assistance
- Hard copy recommendations can only be accepted in extreme circumstances and must be approved by the Fulbright NZ office in advance.

- You must complete all mandatory fields before you can submit your form
- Once all mandatory fields are completed, the form allows you the option to review the completed form
- You can then submit your application by selecting the "Submit" button at the very top of the page
- Once you submit your online application you will not be able to access or edit it.
- Before you click submit, complete the checklist provided at the beginning of these instructions
- Ring Fulbright NZ immediately if you need to amend your submitted application before the deadline.