

FULBRIGHT NEW ZEALAND GRADUATE AWARDS



ONLINE APPLICATION INSTRUCTIONS

Fulbright Contact

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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. Read all instructions carefully before completing the application. Applicants may only apply for one award per application cycle.

Application link: <https://apply.iie.org/ffsp2020>

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.

Applications that are submitted late, or that are incomplete after the 1 August deadline will not be considered for these awards under any circumstances. Note that this includes the 3 required references.

Notifications

You may receive emails from Fulbright NZ and/or the application system throughout the application and selection process. It is important to read these messages and follow any instructions within the timeframes required.

Application Checklist

Ensure all tasks are completed, your application is submitted, 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 and 1 August deadline
- Order **official transcripts** for all qualifications to be sent direct from awarding uni 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 and diplomas** (official or non-official) for all degrees
- Upload PDF scan of completed **country specific questions form** to online application
- Submit completed application by 1 August

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

Step 1: Make sure you are eligible

Before you begin an application, check you meet the eligibility requirements.

To be eligible, you must:

- have achieved 480 points, which must include a completed undergraduate degree.
- not yet hold a doctoral degree;
- plan to undertake full-time postgraduate study or research at a US institution for a period of at least six months; and
- meet the citizenship requirements for this award.

Fulbright New Zealand will also accept applications from candidates who were granted direct entry into the second year of a degree programme, therefore completing a 480-point degree with 360 points. In exceptional circumstances, Fulbright New Zealand may consider the application of a student with a 360-point degree provided they have both the strong support of their tertiary institution (from a Dean or member of senior management) and a conditional offer from a US institution.

Preference for Fulbright graduate awards is given to candidates who have not previously received a Fulbright graduate award, or had extensive recent experience in the US (ie. have not studied, taught, researched or worked in the US for a period aggregating more than 9 months/1 academic year during the past 5 years).

Candidates may not pursue study or research activities that involve direct clinical patient contact. This can extend to the fields of Medical Sciences, Veterinary Medicine, Nursing, Dentistry, Psychological Counselling or any other field that requires direct clinical patient contact and/or prescribing or administering medication. Candidates with medical degrees may receive awards for advanced academic study, but not for internships or residencies. Awards shall not authorise activity for which a license to practice medicine or nursing is required.

Step 2: Record 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 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:

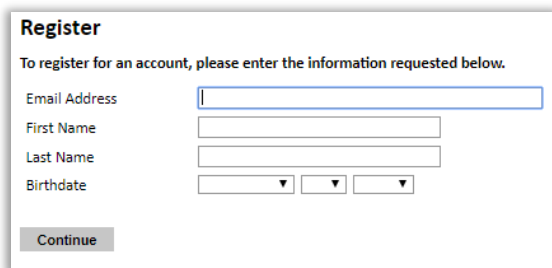
- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents 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

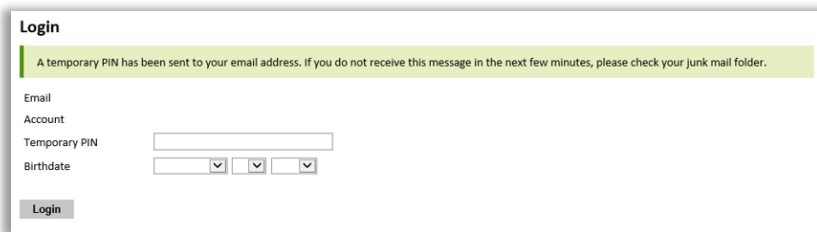
1. To start, follow [this link](#) and click *Create an account*.
2. Enter your email address, first name, last name, and select your date of birth (Month-Date-Year) from the drop-down menus. **Your name must be entered exactly the way it appears (or will appear) on your passport.**



The screenshot shows a 'Register' form with the following fields: 'Email Address' (text input), 'First Name' (text input), 'Last Name' (text input), and 'Birthdate' (three dropdown menus for month, day, and year). A 'Continue' button is located at the bottom left of the form.

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 you do NOT use a work or university 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@iee.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. You will be prompted to enter your pin and then create a password to complete login.



The screenshot shows a 'Login' form with a green message bar at the top: '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.' Below the message bar are fields for 'Email Account' (text input), 'Temporary PIN' (text input), and 'Birthdate' (three dropdown menus for month, day, and year). A 'Login' button is located at the bottom left of the form.

4. 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. Manage your recommenders by clicking on the *Recommendations* section of the 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 may be submitted before or after you submit the application, but they must be completed by the 1 August deadline.
3. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative, even after you submit the application.

Preliminary Questions

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

1. Select the country through which you are applying from the dropdown menu.
2. Select the appropriate program year from the dropdown menu.
3. U.S. Citizenship, Dual Citizenship with the U.S. or Permanent Residency: select 'yes' or 'no' to indicate your response. Note that 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. Please review the program eligibility requirements provided at the beginning of this document.
5. Click *Continue* to save your responses and advance to the next section.

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.

Country Information

1. Review all information in this section carefully. Note the current application cycle and deadline.
2. When prompted you must select a specific award before proceeding. Select either; General, Science and Innovation, Fulbright-EQC or Fulbright-Ngā Pae o te Māramatanga

Supplemental Forms

3. Download and complete the '**Country Specific Questions**' form available in this section. You must upload a PDF of the completed form next to the heading 'Country-Specific Materials' in the 'Additional Information' section of the application. This is the only supplemental form you are required to complete.
4. New Zealand candidates are **NOT** required to complete the following documents: **Information Concerning Foreign Student Academic Records, Transcript Release Form, Report on Proficiency in English**

Data Privacy

1. Carefully review the Data Privacy information. If prompted, indicate your acceptance of data privacy terms by selecting 'yes' or 'no'. Click *Continue* to proceed to the next section.

Personal Information

Enter all required biographical 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).
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.
5. If applicable, enter your national identification number and any additional countries in which you hold citizenship. To select multiple countries, hold down the CTRL (PC) or Command (Mac) button when selecting options.
6. Click *Continue* to save your responses and advance to the next section.

Contact Information

Enter all required contact 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.
3. Enter your contact numbers as appropriate. Include the country code (+64 for NZ). If the field turns red, please review the numbers that you have entered to look for any errors.
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.
5. Providing an emergency contact for New Zealand is required. If you would like to provide emergency contact for the US, please also 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

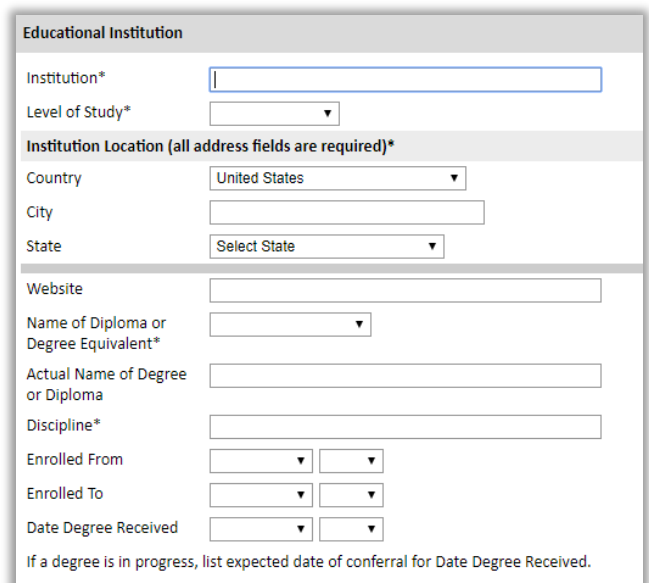
1. Upload your curriculum vitae/resumé in PDF format that does not exceed four (4) pages.
Note: If your file exceeds 4 pages, an error message will appear on the Review page and will prevent submission of your application.
 - a. Click *Choose File*
 - b. Locate and select the file that you previously 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 tertiary educational institutions from which you have received a degree or academic credential e.g universities or institutes of technology and polytechnics. 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. Note; in the US the term 'graduate' means the same as 'post graduate' in NZ
 - 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 (this is optional)
 - g. Degree codes provided reflect the US university system. Select the U.S. equivalent of the degree or diploma earned (e.g., BA – Bachelor of Arts, BS – Bachelor of science). A quick google search will help you find the US equivalent code for your degrees. If an equivalent degree code is not listed, select "Baccalaurate, Other"
 - h. Provide the actual name of the degree or diploma in full
 - 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*.

3. To add additional entries for post-secondary tertiary educational institutions, click *Add Institution* and follow the bulleted instructions above for every degree you have earned, or are currently undertaking.



Educational Institution

Institution*

Level of Study*

Institution Location (all address fields are required)*

Country

City

State

Website

Name of Diploma or Degree Equivalent*

Actual Name of Degree or Diploma

Discipline*

Enrolled From

Enrolled To

Date Degree Received

If a degree is in progress, list expected date of conferral for Date Degree Received.

Current Professional Profile

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

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.
 - 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*
8. If you have had multiple trips abroad more than one month in duration 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
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) and provide details.
11. Click *Continue* to save your responses and advance to the next section.

Academic Materials

This section collects copies of your transcripts and/or diplomas. A diploma is the US term for the certificate of completion or degree award. Upload scans of all transcripts and diplomas from post-secondary tertiary institutions you have attended.

The files you upload to your online application can either be official e-Qual transcripts, copies/scans of official transcripts, or unofficial transcripts. However, you must also arrange for **official**, verified transcripts to be sent to Fulbright NZ for all degrees listed. See below.



US diploma / NZ certificate of completion

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*. You may upload transcripts/diplomas as 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.

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 official, verified digital transcripts. Some NZ universities now use the My e-Qual platform and these transcripts can be accepted as part of a Fulbright application. Digital transcripts must be emailed directly to pip@fulbright.org.nz via the e-Qual system. If your university does not use e-Equals, you must arrange for hard copy official transcripts to be sent.

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. **Note;** Te Reo is listed as 'Maori' in this list.
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 standardized test scores that you have taken or will take in the future. Standardized tests relevant to this section are; TOEFL, GRE, GMAT, MCAT, LSAT and IELTS. Standardized test scores are often required for admission to U.S. institutions. You are not required to have completed any standardized tests in order to complete this Fulbright application. However, we advise you to be informed and plan ahead for any standardized tests you may need to take in order to complete your proposed US programme.

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). 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.
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.

Study Plan

This section collects information about your proposed plan of study in the U.S.

1. Select the degree objective to which you are applying (see note below).
 - 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'. If you select 'yes,' you will be directed to upload your materials on the next page. Please follow the upload instructions listed.

Important to note;

If you are applying to undertake research in the US as part of/towards an NZ-based Masters or PhD programme, you must select the Visiting Student Researcher (VSR) objective. DO NOT select the objective that matches your NZ-based degree.

2. Select the most appropriate major academic discipline and primary specialization from the dropdown menus. Choose the field of study and specialization that is closest to your intended study in the US. Use the description box to clarify your discipline and specialization.
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.

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 at which you would like to study.
 - 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

Important to note;

- This essay should be one A4 page, typed, font size 11, and uploaded in PFD format. DO NOT exceed the one page limit.
- 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

Personal Statement

7. Upload a copy of your personal statement. This is a required document. Your personal statement should be a narrative statement providing insight to the Selection Committee about you as an individual; your ideals, personal background and motivations. Do NOT mention specific U.S. universities at which you would like to study.
 - 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

Important to note;

- This essay should be one A4 page, typed, font size 11, and uploaded in PFD format. DO NOT exceed the one page limit.
- 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.

Letter of Invitation

8. Upload a letter of invitation from a U.S. institution, if you have received one. This is NOT a requirement.

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.

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)

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. Please note, Fulbright NZ will not release any recommendations to candidates without the referee's verified permission.
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.

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 in any way. Enter all figures in US dollars.

1. Enter your father's, mother's and spouse's occupations in the corresponding boxes (if applicable)
2. Enter the total amount your family can provide for your 1st year of study in the U.S. (if applicable)
3. Enter the total amount you can provide from your own funds for your 1st year of study in the U.S

Expected Additional Funding

List all additional, 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. If 'yes', select the number of other sources from which you expect to receive funding. Enter Source Description (e.g., NSF grant) and Estimated Amount (in U.S. dollars)
5. The Other Funds Total field will automatically update based on the amounts provided
6. Enter any other sources of funding such as fellowships, educational grants or loans that you are planning to apply for in the text box (700-character limit). Enter the value in US\$ for each source.
7. 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. (if applicable).
 - a. If yes, move to the next section
 - b. If no, enter the amounts of any additional funding you expect for the second year (if applicable)
 - c. Select 'yes' to indicate you have will travel funds available for your round-trip travel to the U.S. This cost is covered as part of a graduate award. You can enter US\$2,800 for the amount of travel funding available (US\$ equivalent to NZ\$4,000).

Passport/Travel Document and Dependents

8. Upload a copy of the photo ID page of your current New Zealand passport. If you do not currently have a passport, we advise you look into getting one soon.
 - 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 the U.S. (select 0 if you do not have dependents or your dependents will not accompany you to the U.S.). This question is required.
 - a. Enter required information for each dependent, including 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

Country Specific Questions

- All New Zealand applicants must complete and upload the Fulbright NZ Country Specific Questions form.
- Download the form from the 'Country Information' section of the application, under the heading 'Supplemental Forms'.
- 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.

Do not upload any additional documents other than the country specific questions form and the award-specific statement (if required). Any non-required documents submitted will not be accepted or reviewed by the selection committee

Complete the Outreach Survey.

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

Recommendations

Use this section to register your recommenders. Your application must include 3 complete references. Your references **MUST** be submitted by your referees before the 1 August deadline.

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:
3. Click *Send to Recommender* to generate automatic email to 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 with another individual.

Important to note;

- You should aim to register one academic and one professional referee, the third can be either academic or professional. Do not submit character references

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.

- 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 of 1 August
- 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 Fulbright NZ for assistance
- Hard copy recommendations can only be accepted in extreme circumstances and must be approved by the Fulbright NZ office in advance.

Signature

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

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.

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.

REVIEW ALL RESPONSES. CLICK SUBMIT.