

FULBRIGHT NEW ZEALAND SCHOLAR AWARDS



ONLINE APPLICATION INSTRUCTIONS

Fulbright Contact

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Important to note

All applicants for Fulbright NZ Scholar Awards must follow the steps outlined in these instructions to ensure applications are accurate and complete before submitting by the 1 October deadline. Read all instructions carefully before completing the application.

Application link: <https://apply.iie.org/fvsp2020>

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. **New Zealand 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 October deadline will not be considered for these awards under any circumstances. Note that this includes receipt of the 3 required recommendations.

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.

Eligibility

Step 1: Make sure you are eligible

Before you begin an application, check you meet the eligibility requirements. To be eligible, you must:

- have a PhD or the equivalent professional or artistic training or experience;
- show professional distinction, leadership skills, and strong ambassadorial qualities;
- plan to undertake full-time lecturing and/or research at a U.S. institution for a period of three to five months; and
- meet the following citizenship requirements:
 - You are a New Zealand citizen;
 - and are not a permanent resident or citizen of the U.S.;
 - and are not currently living in the U.S.

Preference for Fulbright scholar awards is given to candidates who have not previously received a Fulbright scholar award, or had extensive recent experience in the U.S. (i.e. have not studied, taught, researched or worked in the U.S. for a period aggregating more than nine months/one academic year during the past five years).

Candidates may not pursue research activities that involve direct clinical patient contact. This can extend to the fields of Medical Sciences, Veterinary Medicine, Nursing, Dentistry, Psychological Counseling or any other field that requires direct clinical patient contact and/or prescribing or administering medication.

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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 supports Windows, Mac, and Linux platforms.

Step 1: 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 2: 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:

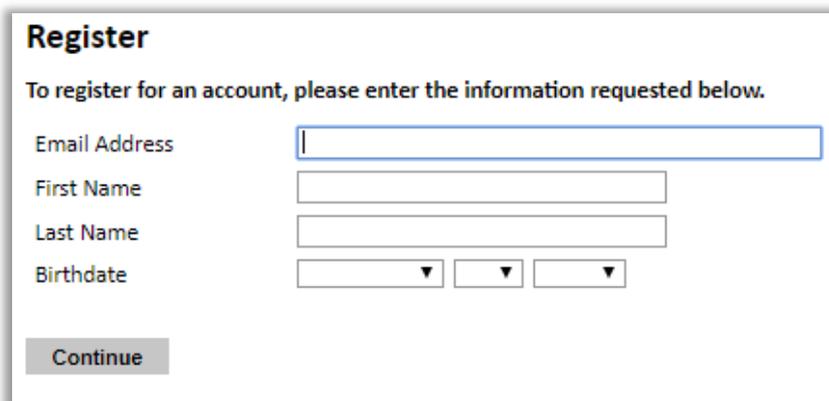
- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents 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 3: Submit the application

Once you have entered all required information, including details for your 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 registration form titled "Register". Below the title is the instruction: "To register for an account, please enter the information requested below." The form contains four input fields: "Email Address" (a single text box), "First Name" (a text box), "Last Name" (a text box), and "Birthdate" (three separate dropdown menus for month, date, and year). At the bottom of the form is a "Continue" button.

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 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 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.

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 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 application.

Letters of recommendation

1. Letters of recommendation will be submitted directly by the recommenders you register in your application.
2. Letters of recommendation can be submitted before or after you submit the application. They must be completed by the 1 October 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. Please find further information about recommendations on pages 14-15.

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

1. Select **New Zealand** from the dropdown menu indicating which country you are applying from.
2. Select **2020 – 2021** as the academic 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 Visiting Scholar 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.

Country Information

1. Review all information in this section carefully.
2. When prompted you must select a specific award before proceeding. Select either; Fulbright New Zealand Scholar Award OR Fulbright-Ngā Pae o te Māramatanga Scholar Award

Supplemental Forms

3. Download and complete the '**New Zealand Scholar Supplementary 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.

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.
6. If applicable, enter any additional countries in which you hold citizenship. To select multiple countries, hold down the CTRL (PC) or Command (Mac) button when selecting options.
7. It is **not required** for New Zealand applicants to enter a National Identification Number.
8. 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 'yes' to this question, proceed immediately to the next question.
 - b. If you answer 'no,' then a second address section will appear where you may enter your mailing address information.
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 your home country, New Zealand, **is required**. If you would like to provide an emergency contact in the US, please also enter the appropriate information (this is optional). 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 New Zealand.
 - a. When entering the address, choose the country that corresponds to your emergency contact's 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, organizational memberships, letter of support from home institution, experience abroad, and previous Fulbright grants, if applicable.

Prepare and upload documents in PDF format as required (*). Note any page limits and ensure your documents do not exceed page limits.

Curriculum Vitae/Resumé

1. Upload your curriculum vitae/resumé in PDF format that does not exceed six pages.
Note: If your file exceeds 6 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 PDF document that does not exceed six (6) pages.	Choose File No file chosen
		Upload

Academic Background

2. List all post-secondary tertiary 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. Note; in the U.S. 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. Select the U.S. equivalent of the degree or diploma earned. Degree codes provided reflect the U.S. 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 U.S. equivalent code for your degrees.
 - 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 the date this degree was received (Month – Year format) from the drop down menu. If a degree is in progress, list expected date of conferral for Date Degree Received.
 - k. 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"/>
Date Degree Received*	<input type="text"/> <input type="text"/>
If a degree is in progress, list expected date of conferral for Date Degree Received.	

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.

Current Professional Profile

4. List your current professional affiliation or employer by clicking *Add Experience* under Institution.
 - a. Choose the role which most closely corresponds to your current role from the dropdown menu
 - b. If you are an independent/unaffiliated scholar, check the box underneath the Current Role field. The Institution Name and Department Name fields will disappear after the box is checked
 - c. Enter your current position title (e.g. Director, Assistant Director, etc.)
 - d. Enter the name of the institution and, if relevant, the department where you are currently employed
 - e. 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.
 - f. 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
 - g. Click *Save*

Professional Experience

Current Role*

I am an independent/unaffiliated scholar.

Position Title

Institution Name*

Department Name

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

Start Date

End Date

Institution Address

Country*

Street Address*

City*

State/Region*

Postal Code*

5. If you have more than one current position, click *Add Experience* and follow the instructions above.
6. List your most significant professional accomplishments, honors and awards, and up to three significant publications in the text box.
 - a. List no more than five accomplishments, honors, or awards
 - b. Separate each entry with a semicolon (;)
 - c. 700-character limit

Organizational Memberships

7. List up to four professional memberships in cultural, educational, and professional organizations.
 - a. Click *Add Organization*
 - b. Enter the name of the organization
 - c. If you held an elective office in the organization, enter the name of your role (e.g., Treasurer)
 - d. Enter the start and end dates (Month-Year format) that correspond with your membership in this organization. If you are still an active member, leave the End Date blank.
 - e. Click *Save*

Organizational Membership

Organization

If you held an elective office, list this in your Role.

Role

Start Date

If you are still an active member, leave the End Date blank.

End Date

Letter of Support from Home Institution

8. **Required** for New Zealand applicants: upload a PDF file of your letter of support from your home institution, confirming your ability to participate in a Fulbright award. Letters should be on institutional letterhead, from either the Dean, Head of Department or other appropriate supervisor.
 - 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 Support Please upload any letters of support/leave from your home institution. **Choose File** No file chosen

Upload

Experience Abroad

9. List any professional travel and/or residence abroad exceeding three (3) months during the last six 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:*

10. 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.
11. 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
 - b. **If you have participated in a J-1 or J-2 visa exchange program in the Professor or Research Scholar categories, please check with Fulbright New Zealand to confirm you are eligible to apply for the program at this time.*

12. 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.
13. If you are applying for another Fulbright Scholar Opportunity, please provide justification as to why you should be considered for another award in the text box.
14. 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. **Note:** Te Reo is listed as 'Maori' in this list.
4. Select the language you are reporting on 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.

Project Proposal

1. Select the category of grant for which you are applying.
 - a. If you select **Research**, you must upload a Bibliography
 - b. If you select **Teaching/Research**, you must upload a Bibliography and Course Syllabus
 - c. If you select **Teaching**, you must upload a Course Syllabus
2. Enter your Project Title
3. Enter a summary of your Project Proposal in the text box (maximum of 700 characters)
4. Upload a detailed project statement of three (3) to five (5) pages in PDF format
 - 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

GUIDANCE FOR RESEARCH-BASED PROJECT STATEMENTS

Organize your project statement in order of the following points, which appear in bold print, and use them as headings for sections of text in your statement.

- **Background:** Introduce the research topic. Place the project in academic or professional context by referring to major works by others on the subject. Clearly identify the element to be conducted in the U.S.
- **Objectives:** Clearly define the aims of the project.
- **Methodology:** Describe the project. Explain the approach, methods and plan you will use (for example, interviews, library or archival research, or laboratory experiments). Indicate whether the proposed research is quantitative or qualitative. Outline the specific timeframe / stages for your project in the U.S.
- **Significance:** Explain the importance of the project for the field, your home country and your own professional development. Indicate what effect you expect the opportunity to have on your teaching or professional work in your home country. (For example: new approaches to curriculum planning, student advising or pedagogy; expanding knowledge in the field through collaboration with U.S. colleagues).

Describe the expected impact of your participation on your home institution, community, and professional field.

- **Evaluation and Dissemination:** Describe plans for assessment and distribution of research results in your home country and elsewhere.
- **Justification for Residence in the United States for the Proposed Project:** Indicate why it is necessary to conduct the research onsite in the United States.
- **Duration:** Explain how the project can be completed within the time period proposed.
- **English Proficiency:** If English is not your first language, please describe your schooling in English, use of English and competence level in speaking, reading and writing.
- **Other:** If applicable, indicate the quantity, format and transportation requirements for any botanical, zoological or mineral samples that you will need to bring to the United States for analysis.

ADDITIONAL GUIDANCE FOR TEACHING-BASED PROJECT STATEMENTS

If your project statement includes both research AND teaching components, in addition to the heading sections above (i.e. Background, Objectives...), please also include the following points which speak to your relevant teaching experience:

- **Teaching Experience:** Describe the range of courses you have taught, including the teaching methods used. Indicate your involvement, if any, in curriculum planning, thesis guidance and administrative responsibilities. Explain how your experience will be relevant to your proposed teaching in the United States.
- **Proposed Teaching:** Explain what you propose to teach in the United States.
- **Expected Outcomes:** Indicate what effect you expect the opportunity to have on your teaching or professional work in your home country (for example, new approaches to curriculum planning, student advising or pedagogy; expanding knowledge in the field through collaboration with U.S. colleagues). Describe briefly the expected impact of your participation on your home institution, community or professional field.

GENERAL GUIDANCE

- Emphasize how your project will benefit the host institution or other scholars in your field both in your country and in the United States. Address in your project statement the ways in which you will use the experience upon your return. What is the likely impact of your experience abroad? How will you use what you learned upon your return, professionally and personally?
- Discuss any preparatory steps you have taken or will take before starting your grant.
- Connect your past experience to what you are preparing to do if you receive an award. Explain the project's significance and its importance to the field. Focus on what can be reasonably accomplished during the period of the grant.
- Do not assume that your suitability for the project is self-evident. Your standing in your field may not be well known to reviewers. You need to make a case for yourself based on your past experience and current scholarly endeavours. Explain the significance of your project in language that will be understood by reviewers from outside your field.
- Express what you can bring to the program clearly and succinctly. Think of the basic questions that need to be answered: Why should I apply for a Fulbright award to come to the United States? If selected, what will I do and how will I do it? What preparations have I made to complete the project? What can I contribute to the Fulbright Program? What will the results of my participation be? Include only the most pertinent information in forming your responses so as not to exceed the page restrictions. At the same time, you should avoid writing a proposal so brief that it will be difficult for the reviewer to understand the project.
- Keep your proposal simple and straightforward so that an educated reader from another discipline can understand it.

5. For Research or Teaching/Research proposals, upload a Bibliography of one (1) to three (3) pages of references in PDF format following the instructions above.

6. For Teaching or Teaching/Research proposals, upload Course Syllabi of up to ten (10) pages in PDF format following the bulleted instructions above.
7. Select the most appropriate academic discipline for your project from the dropdown menu.
8. Select the most appropriate primary specialization from the dropdown menu.
9. Enter a brief description of the area of the field in which you plan to specialize/conduct research in the United States in the text box.
 - a. Some fields will 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.
10. Select your proposed grant length (in months) from the dropdown menu
11. Enter your proposed grant start and end dates (Month-Day-Year format).
12. **Required for New Zealand applicants:** Indicate whether you have already made affiliation arrangements with a U.S. Host Institution by selecting 'yes' or 'no'

LETTER OF INVITATION GUIDANCE

Fulbright New Zealand **highly recommends** applicants to include a letter of invitation at the time of applying. If you do not have a letter of invitation at the time of application, then you should include evidence that you have been seeking an affiliation. If an invitation arrives after the application deadline, contact lauren@fulbright.org.nz to arrange for its late submission.

Guidelines:

- The letter should indicate that the applicant has been in touch with a host institution and that if awarded a Fulbright grant, the institution is happy to host the scholar.
- It should provide details surrounding what expertise you (the scholar) would bring to the U.S. institution/specific department, and how the proposed research project will benefit both NZ and the U.S.
- Agreements between scholars and host institutions typically include office space, library and internet access, opportunity to present guest lectures, attend events within the department/university, etc.
- Letters of invitation should be typed on institutional letterhead and signed.
- The letter should also contain the proposed academic year for the scholar's visit.
- The name of your collaborator is important to include to show you've established that connection.

- a. If 'yes', add the Host Institution by selecting Add Institution
 - Enter Institution Name
 - Enter Name and Contact Information of the person at the Institution who will be your primary contact
 - Enter the address of the Institution
 - Indicate whether you have received a letter of invitation
 - Click *Save*
 - Upload the Letter of Invitation (if available) by clicking *Choose File*
 - b. If 'no', and you are not required to arrange an affiliation before applying, list any host institution preferences in order of priority by selecting Add Institution
 - Enter Institution Name
 - Enter Name and Contact Information of the person at the Institution who you have communicated with previously, OR the main contact for the department that you are interested in joining
 - Enter the address of the Institution
 - If you are in contact with the Institution, enter the date (Month-Day-Year form) of your initial contact
 - Enter a reason for the suggested affiliation
 - Click *Save*
13. Click Continue to save your responses and advance to the next section

Grant and Travel Plans

This section gathers financial information from your employing institution, passport, and accompanying dependents. Not all sections are required – please read through the following sections carefully.

Financial Information – **this is not a required section**

This section is not required for New Zealand scholar applicants. You will complete this information in the ‘New Zealand Scholar Supplementary Form’.

Therefore, select *No* to the question “Do you expect to receive sabbatical pay, paid leave of absence, or other sources of financial support during your Fulbright grant?” You will complete this information in the ‘New Zealand Scholar Supplementary Form’.

Additional Grants – **this is not a required field**

This field is not required for New Zealand scholar applicants. You will complete this information in the ‘New Zealand Scholar Supplementary Form’.

Passport/Travel Document and Dependents - **required**

1. 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
2. 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 (as per passport/birth certificate), date of birth, sex, country of citizenship, previously held U.S. J-1 or J-2 visa, and intended length of stay in the U.S
3. Click *Continue* to save your responses and advance to the next section.

Additional Information

Country Specific Materials - **required**

- All New Zealand applicants must complete and upload the ‘**Fulbright New Zealand Scholar Supplementary Form**’.
- Download the form from the ‘Country Information’ section of the application, under the heading ‘Supplemental Forms’.

Supplemental Materials – **required**

- All New Zealand applicants must upload **Financial Support Documentation** in this section
- Please upload a letter from your employing institution. Letters should be on institutional letterhead and can be from the appropriate administrative staff (i.e. human resources). Letters must confirm;
 - Your annual salary
 - Your expected salary during your Fulbright grant period, if any
 - Your leave status during your Fulbright grant period
 - The duration of your Fulbright grant period

Additional Documentation - **required** ONLY for Fulbright - Ngā Pae o te Māramatanga Award applicants

- Please upload a **Fulbright - Ngā Pae o te Māramatanga Award Statement** outlining your research and general experience in subject area(s) that are relevant to the vision and mission of Ngā Pae o te Māramatanga. Statements should not exceed 1 A4 page, typed, font size 11.

Do not upload any additional documents other than the New Zealand Scholar Supplementary Form, Financial Support Documentation, and Fulbright - Ngā Pae o te Māramatanga Award statement (as 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 recommendations**. Your recommendations **MUST** be submitted by your referees before the 1 October deadline.

Once you click "Send to Recommender," an email with instructions on completing the online recommendation will be sent to your recommender. 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 recommendation deadline, please use this message to communicate this deadline to your recommender.

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.

GUIDANCE ON RECOMMENDATIONS

Candid, frank reference reports or letters of reference help reviewers place your research or teaching proposal within your home institution's current conditions and plans for growth. Recommendations also provide evidence of your reputation within your discipline.

- Recommendations should be from people qualified to evaluate your professional work; the abilities you bring to the proposed project; your ability to adapt to another country and culture; and the merits of the project itself. Recommendations should come from professional peers or supervisors.
- Follow up with your referee that s/he received the email as it often goes into spam folders. The email should come to them when the email address is inputted. They do not have to wait until you have submitted your application before uploading their reference.
- Please provide your referees a copy of your project statement to help them write an informed recommendation.

- Recommendations can come from your home institution, but at least one should be from a colleague in your field outside your home institution.
- If you have recently moved to a new home institution, one of the recommendation letters should be from your previous institution.
- Choose your referees carefully and contact them early. Applications with an insufficient number of recommendations will be considered incomplete / ineligible.
- Do not ask someone for a letter of recommendation unless the person is well acquainted with your qualifications. A pro forma letter from a well-known scholar, a contact abroad or a prominent government official will carry less weight than a realistic assessment of your abilities from someone who knows you and your work well.
- Recommendation letters must be submitted through the online application system by your referees. You cannot upload them on their behalf.
- It is your responsibility to ensure that reference reports are submitted by the deadline of 1 October.

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.

Before you submit, complete the following checklist:

New Zealand Scholar Applicant Checklist

I meet the following [eligibility](#) requirements:

- I am a New Zealand citizen
- I am not a permanent resident or citizen of the U.S.
- I am not currently living in the U.S.

I have uploaded the following required documents to the online application:

- Project statement**
- CV**
- Letter of invitation** from host institution in the U.S.
- Letter of support** from home institution in New Zealand (if applicable)
- Financial Support Documentation** from home institution in New Zealand (if currently employed)
- New Zealand Scholar supplementary form** under 'Country Specific Materials'
- Bibliography** (required ONLY if applying for a research or research/teaching project)
- Sample syllabi** (required ONLY if applying for a teaching or teaching/research project)
- Fulbright - Ngā Pae o te Māramatanga Award Statement** (if applicable)

- I have confirmed with 3 referees that they will submit their **letters of recommendation** before the 1 October deadline.
- I have submitted the **complete online application** before the 1 October deadline.

Call Fulbright NZ immediately if you need to amend your submitted application before the deadline.

REVIEW ALL RESPONSES. CLICK SUBMIT.