

## **Fulbright Program for U.S. Students - English Teaching Assistant (ETA) Application Instructions**

*The Office of Prestigious Awards and Fellowships strives to ensure that each student is submitting the strongest, most complete impression of her or his candidacy when applying for nationally competitive awards. The instructions below are designed to meet this objective.*

UM applicants for Fulbright U.S. Student Program English Teaching Assistantship Grant should prepare the following materials to the Office of Prestigious Awards and Fellowships (PAF) via the online application system **no later than the September 1 campus deadline**:

**Prepare online via the Fulbright System at:** <https://us.fulbrightonline.org/>

- Application Forms, select University of Miami as home institution
- Essays: The Statement of Grant Purpose and the Personal Statement. (Note: adhere to published word limits – your essays will be cut off in printed form if you exceed them.)
- Language Report Form(s) (if applicable)
- 3 ETA Reference Forms - It is important that you tell the people writing your references that the Fulbright Program requires the submission of an ETA REFERENCE FORM and not a general letter of recommendation. Once you enter the email addresses for your references, they will receive a form from Fulbright to complete. The Fulbright Program WILL NOT ACCEPT traditional reference letters for ETA applicants. If prompted by the online application system, enter a reference due date of 9/1/Year.
- Transcripts from all universities attended
- Consult your individual country page for any other special requirements.
- **Check box “Ready for Campus Review,” DO NOT SUBMIT**

**Note: There will be no individual meetings scheduled between August 10 and the campus deadline.** If you have specific questions about your application, email [prestigiousawards@miami.edu](mailto:prestigiousawards@miami.edu) or attend one of the Fulbright sessions listed on the PAF website.

### **For students who need a language evaluation report:**

Please review your Fulbright country page for language requirements. If requirements are listed and/or if you have a knowledge of the country's language, you will need to complete a language evaluation. You must email the Office of Prestigious Awards and Fellowships at [prestigiousawards@miami.edu](mailto:prestigiousawards@miami.edu) to arrange a language evaluation on campus. Or, if you prefer, you can arrange for a language teacher of your choice to complete your evaluation online. Once you've entered the evaluator's email address on your Fulbright application, Fulbright will send them an evaluation form to complete and submit online.

### **What happens after the campus deadline?**

- Depending on committee availability, you may be paired with an advisor who will review your application prior to the committee review. If this is the case, you will be notified by the office in September. Your application will be released to you for edits with instructions for resubmission. Please do not email the office inquiring about an advisor. If you are not paired with an advisor, you will receive feedback for edits during the campus committee review of your application.

- The University's Scholarship and Fellowship Committee will review the materials and candidates will be invited for a campus review in September. **Only candidates who check box "Ready for Campus Review" by the September 1 campus deadline are guaranteed campus review and feedback.** Students who check this box after the deadline may not receive a review or application feedback. After the interview, the committee will complete the confidential Campus Committee Evaluation (CCE) form, which will be submitted to Fulbright.
- Students will receive feedback and have the opportunity to edit their applications AFTER their September review. **Once applications are released for editing, students are responsible for submitting their application in the online system by the date provided by the Office of Prestigious Awards.** (These instructions will be provided via email. Please check your email account often for instructions.) If you do not submit your application by the required date, you risk disqualifying your application from the competition.
- The UM Fulbright Program Advisor will upload the CCE on the online system by the national deadline and forward all completed applications to Fulbright.
- If a student misses the campus submission deadline, we still strongly encourage you to select the University of Miami as your home institution so that we may provide you support throughout the application cycle and recognize you should you be selected as a finalist. There is no benefit to applying for Fulbright as an "at-large" candidate.
- To contact the Office of Prestigious Awards and Fellowships email: [prestigiousawards@miami.edu](mailto:prestigiousawards@miami.edu)