

FULBRIGHT VISITING SCHOLAR PROGRAM FOR IRAQ APPLICATION INSTRUCTIONS

Web Browser Compatibility: Prior to beginning this application, please check that the computer you are using has the latest version of Chrome or Firefox web browsers. If you do not have a current version of either web browser, they are available for free download by using the links provided below:

Chrome: <https://www.google.com/chrome/browser/desktop/index.html>

Firefox: <https://www.mozilla.org/en-US/firefox/new/>

1. Learn requirements for submitting an application

Before you begin the online application, please visit the U.S. Embassy Baghdad's Exchange Programs webpage at: <http://iraq.usembassy.gov/exchangesprograms.html> to confirm that the program is open for application, and for information on the application deadline, program requirements and general eligibility, and how to access the online application. Please send any inquiries you have during the application process to Iraqfulbrightscholar@iie.org.

2. Record user ID and password in a safe place

The email address you use to register for the Fulbright Visiting Scholar Program for Iraq application is your user ID. Be advised that you must complete your application registration within 24 hours of receiving the application notification message (your temporary password will expire after 24 hours). When you create your user account for the online application by completing the registration you also create your own password. Keep this information in a safe place. You may log in and out of the online application as frequently as you need to. While you cannot change your user ID for the application, if necessary, you can change your password by clicking on 'Update My Account' at the top of the application Home page.

Create your online account and access your online application here:

<https://iie.embark.com/apply/visitingscholars>

3. Complete the online application

Note: It is recommended that you print out the application instructions to follow as you complete the application.

You do not need to complete the application in one session. You can re-enter the application any time and edit it. Please remember to save your work frequently. However, once you submit your application you can **no longer** make any changes to the application. If you find significant errors or omissions, immediately contact Iraqfulbrightscholar@iie.org so your application can be released back to you for corrections.

THE FULBRIGHT PROGRAM

The flagship international educational exchange program sponsored by the U.S. government, widely known as the Fulbright Program, is designed to increase mutual understanding between the people of the United States and those of other countries. With this goal as a starting point, the Fulbright Program has provided more than 370,000 participants—chosen for their leadership potential—with the opportunity to observe each other’s political, economic and cultural institutions, exchange ideas and embark on joint ventures of importance to the general welfare of the world’s inhabitants.

The Fulbright Program aims to provide educational exchange experiences to a maximum number of individuals not previously afforded such an opportunity. The experience should be of intrinsic value to the scholar, the recipient’s home institution, its faculty and its students, as well as to the U.S. host institution. Fulbright Scholars serve as cultural ambassadors and should be prepared to speak about their countries, cultures and research to academic and community groups.

The Fulbright Program was established in 1946 under legislation introduced by former Senator J. William Fulbright of Arkansas. The Fulbright Program is administered by the Bureau of Educational and Cultural Affairs of the United States Department of State.

The primary source of funding for the Fulbright Program is an annual appropriation made by the United States Congress to the Department of State. Participating governments and host institutions in foreign countries and in the United States also contribute financially through cost-sharing and indirect support, such as salary supplements, tuition waivers and university housing.

The J. William Fulbright Foreign Scholarship Board (FFSB), composed of 12 educational and public leaders appointed by the President of the United States, formulates policy for the administration of the Program, establishes criteria for the selection of candidates and approves candidates nominated for awards.

The United States Department of State, Bureau of Educational and Cultural Affairs, develops policies to assure fulfillment of the purposes of the Program and administers it with the assistance of binational educational commissions and foundations in some 50 countries that have executive agreements with the United States for continuing exchange programs, United States embassies in 90 other countries and a number of cooperating agencies in the United States.

Binational commissions and foundations propose the annual program plan for exchanges, in consultation with participating universities and organizations in the host country. They also screen, interview, and recommend to the FSB qualified candidates for student and faculty grants under their exchange programs. In a country without a commission or foundation, the Public Affairs Section of the U.S. Embassy develops the program and supervises it locally.

The Institute of International Education (IIE), under a cooperative agreement with the Department of State, administers the Fulbright Visiting Scholar Program for Iraq. IIE has close working relationships with the major disciplinary bodies in the humanities, social sciences and natural sciences. During the terms of their grants in the United States, Fulbright scholars are assisted by IIE.

FULBRIGHT VISITING SCHOLAR PROGRAM FOR IRAQ AND GENERAL INFORMATION

OVERVIEW

The mission of the Fulbright Visiting Scholar Program for Iraq is to increase mutual understanding between the people of the United States and people of Iraq. It aims to provide educational exchange experiences to a maximum number of individuals not previously afforded such an opportunity. The experience should be of intrinsic value to the scholar, the recipient's home institution, its faculty and its students, as well as to the U.S. host institution. Fulbright grantees serve as cultural ambassadors and should be prepared to speak about their countries, cultures and research to academic and community groups.

The Fulbright Program has provided thousands of scholars with the opportunity to establish professional contacts in their field and make long-lasting friendships with colleagues in the United States; to develop collaborative research relationships with U.S. scholars; and to enhance their scholarly publications and other contributions with research conducted in the United States. For many faculty, the Fulbright Program offers an opportunity to pursue scholarly work without interruption. By doing research, guest teaching, and pursuing other scholarly interests in a completely different environment, scholars return home personally invigorated and professionally stimulated.

ELIGIBILITY

You must possess **all** of the following qualifications in order to be eligible unless specific exemptions are stated by the Public Affairs Section of the U.S. Embassy Baghdad (hereafter called "Fulbright organization").

- 1. Citizenship and resident status qualifying you to hold a valid passport issued in Iraq.**
Persons selected for a Fulbright grant will be required to submit a copy of their passport data page to the Fulbright organization. Persons applying for or holding permanent residence in the United States are not eligible. Persons who are citizens of both a partner country and the United States are also ineligible. Fulbright grantees enter the United States on an Exchange Visitor (J-1) visa under a U.S. Department of State program and are subject to the two-year home-country residency requirement associated with the J-1 visa.
- 2. Full-time faculty status at an Iraqi university**
- 3. MA/MS degree and at least three years of university-level teaching experience or a Ph.D. and no more than seven years of university-level teaching experience. MA/MS holders who are currently enrolled in a doctoral program must possess at least three years of university-level teaching experience. A detailed project statement of proposed activity** addressing all components outlined in the instructions detailed below and relating to the cohort discipline to which you are applying. Cohort disciplines include:
 - Science and Technology
 - Engineering
 - TEFL/Linguistics
 - Business Administration, Economics, and Global Entrepreneurship
- 4. Must be residing in Iraq at the time of application and throughout the interview and selection phases leading up to the date of departure.**
- 5. Proficiency in English sufficient to effectively carry out grant activities in the United States.** You may be required to take an English proficiency examination or submit a TOEFL score.
- 6. Commitment to classroom teaching and desire to strengthen teaching and leadership skills.**
- 7. Must have an academic focus in or of the program's offered academic discipline cohorts.**
- 8. Available to travel to the U.S. and participate for the duration of the program, June 30 – September 8, 2018**

9. **Sound physical and mental health.** Those selected for a Fulbright grant are required to submit a Medical History and Examination Report before their grants can be finalized.

In addition, you should note the following conditions affecting review and selection of candidates:

- Applicants will be considered without regard to race, religion, sex, age, and/or physical impairment.
- Preference is given to those without recent experience in the United States.
- Applicants should be representative and responsible citizens who can contribute to a full and fair picture of the culture of their own countries and thereby contribute to understanding between the people of the United States and their country. They should also demonstrate the cross-cultural sensitivity and flexibility needed to adjust successfully to life in the United States.

Grants are not for the principal purpose of:

- Attending conferences
- Completing doctoral dissertations
- Travel and consultation at multiple institutions, or
- Clinical medical research involving patient contact

APPLICATION AND REVIEW PROCESS

- You must submit your application by the deadline set by the Fulbright organization.
- Initial screening of a scholar's application are done by the Institute of International Education and reviewed by U.S Department of State and the U.S Embassy in Baghdad.
- Final selection for all grants is made by the J. William Fulbright Foreign Scholarship Board.
- You will be notified by the Fulbright organization if you are selected, based on the timeline set by that organization. Before a grant can be confirmed, a Medical History and Examination Report is required and will be reviewed by appropriate personnel.
- It is the policy of the J. William Fulbright Foreign Scholarship Board not to give to individual applicants, to others inquiring on their behalf, or to the public generally, the specific reasons for selection or non-selection of applicants for awards under the program, to the extent not required to do so as a matter of law.

COMPLETING THE APPLICATION FORM

STEP ONE: PREPARING THE APPLICATION FORM

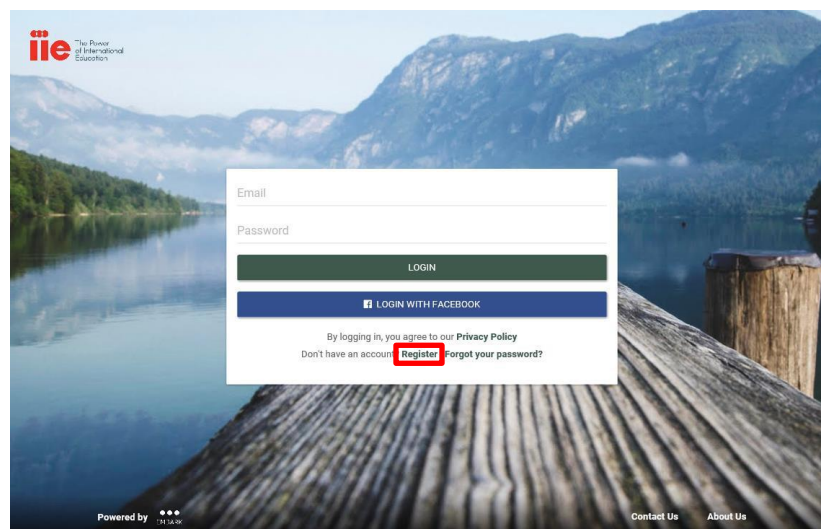
- **Planning ahead.** Advance planning will give you as much time as possible to put together a thoughtful and compelling application. Applicant review and final selection are based upon the actual application and accompanying materials.
- **Consulting with colleagues.** You are encouraged to consult with current or former Fulbright Scholars from your own country or the United States. Fulbright alumni and current participants can provide valuable guidance in formulating a competitive project statement.
- **At the time of application, you must submit the following:** application form; detailed project statement; curriculum vitae or resume; and three reference letters.
- **Carefully read instructions.** The instructions provided in these guidelines are to ensure correct completion of the application.
- **All items must be in English.** Any items not in English, such as a letter of reference, must be accompanied by an English translation.
- **The entire application must be submitted online.** Use 10-point or larger font on all parts of the application.
- **You may not attach additional pages to answer application questions.** Responses to questions on the Fulbright Junior Faculty Development Program application must adhere to established character limits.
- **The application should be free of grammatical and spelling errors.** Proofread the entire application before submitting it.
- **Treat the application as a unitary whole, with all parts reinforcing the project statement.** The flow should be orderly: your capabilities should be listed in the application, further documented in the curriculum vitae and confirmed in the references. Use the project statement to make the parts interact by referring to items in the curriculum vitae or research bibliography. Without being redundant or simplistic, you should make it easier for the reviewer to find the key pieces of information you wish to convey.

STEP TWO: APPLICATION FORM

Creating Your Embark Account

New users: Click *Register* and proceed through the steps to create a new account.

Note: Use an email address that you will retain for **at least one year** after submitting your application for your sign-in email address.



If you experience difficulties using the online application system, please consult the Embark help center: <http://embarksupport.zendesk.com/portal>. Questions about the application content should be sent to IIE at Iraqfulbrightscholar@iie.org.

Preliminary Questions

Please read the instructions carefully before completing each item.

1. U.S. Permanent Residency or Citizenship

- If you have or are applying for U.S. permanent residency or have U.S. citizenship, you are ineligible for the Fulbright Visiting Scholar Program for Iraq.

2. Home Country/Country Applying From

- Country **from** which you are applying for the Fulbright Visiting Scholar Program for Iraq. Verify citizenship requirements with the U.S Embassy Baghdad.
- Applicants must have citizenship or permanent resident status qualifying you to hold a valid passport issued in Iraq.

3. Program

- Select Fulbright Visiting Scholar.

4. Category of Grant

- This will auto-populate with Faculty Development.

CLICK SAVE AND NEXT TO BEGIN THE APPLICATION.

Application Form

1. Home Country/Country Applying from

- This will auto-populate from the selection you made during your application registration.

2. Program

- This will auto-populate from the selection you made during your application registration.

3. Cohort Discipline

- Please select the appropriate cohort by clicking on the *Search Cohort* link and selecting one of the available cohort disciplines.

4. Category of Grant

- This will auto-populate with *Faculty Development*.

5. Title

- Select the most appropriate title from the drop-down menu.

6. Surname/Family Name, First/Given Name, Middle Name

- **Enter your name exactly as it appears on your passport.** This spelling will be used on all documents related to your grant and immigration paperwork.

7. Gender

- Select your gender from the drop-down menu.

8. Country of Citizenship

- Select the country in which you hold primary citizenship from the drop-down menu. **Verify citizenship requirements with the U.S Embassy Baghdad.**

9. Country of Permanent Residency

- Select the country in which you permanently reside from the drop-down menu.

10. U.S. Permanent Residence

- This will auto-populate from the selection you made during your application registration and cannot be changed. Applicants who have U.S. permanent residency status or are seeking it are ineligible for the Fulbright Visiting Scholar Program.

11. Date/City/Country of Birth

- Enter the birth month, day and year following the format MM-DD-YYYY.
- Enter your city of birth in English.
- Select your country of birth from the drop-down menu.

12. Marital Status

- Select the appropriate value from the drop-down menu.

13. U.S. Social Security Number

- Enter your U.S. Social Security Number if previously obtained.

14. Current Position and Start Date, Department/Office, Institution

- Select your current position title from the drop-down menu. If you cannot find your position title, please select 'Other' from the drop-down menu and type your title in the text box in English.
- Enter the month and year you started your current position.
- List the name of your institution, department or office, city, and institution address in English. Street, city, and country are required fields.
- If you are an independent scholar or currently unemployed, please click the 'Independent scholar/Unaffiliated' box and enter your residence address.

15. Academic Credentials

- State the degree earned and its equivalency in English (Ph.D., Doctorate, Masters, etc.). Include only your highest terminal degree(s) here. You may include a maximum of three academic credentials.
- Enter the Institution name and city where you obtained the degree. Include the institution website.
- Select country, discipline, name of diploma/degree, date received from the drop-down menus.
- Enter the month and year when the degree was received.

16. Significant Professional Accomplishments and Publications

- Professional accomplishments may include teaching and research awards, compositions and exhibitions, etc.
- Do not write "See curriculum vitae." List accomplishments and publications as instructed below.
- List up to three principal publications with the title, publication date and publisher's name. (A complete listing of all publications should be included in your curriculum vitae.) Use the following format for bibliographic citation and distinguish between books and articles: for books, give title (underlined), publisher and date; for articles, give title (in quotation marks), journal or collection (underlined) and date.
- Limit and the number of publications to three within the space provided.
- 700-character limit, use Roman characters only.
- For space consideration, separate each item with a semicolon or number rather than beginning a new line; avoid using hard returns in your response.

17. Previous Fulbright Scholar Grant(s)

- If you have received any other Fulbright awards, click Yes to include this experience here. List the type and year of your grant starting with most recent. Please also see the Notes on Eligibility regarding previous Fulbright grants.

18. Project Area

- This question is not applicable for your program and has been removed.

19. Rationale (Maximum 700 characters)

- This question is not applicable for your program and has been removed.

20. Proposed Program Length and Dates

- This question is not applicable for your program and has been removed.

21. Major Academic Discipline and Specialization(s)

- Using the dropdown list, select the appropriate field of study. This field must be selected for the specialization drop-down menu to appear.

- List subfields within the broad academic discipline in which you specialize (for example, environmental law, energy security, social entrepreneurship, etc.).
- You may type in other specializations if they do not appear in the drop-down menu.

22. Professional Travel and/or Residence Abroad During the Last Five Years

- List the most relevant professional travel and/or residence abroad during the last five years. Select country from the drop-down menu, then enter purpose of activity and length of travel/residence.
- Be sure to include residence in the United States during the last five years. If you entered the United States on a J visa, please indicate the J category (professor, research scholar, student, specialist, short-term scholar, etc.) and provide copies of your previous DS-2019, if available.

23. Professional Memberships

- List the four most relevant cultural, educational, and professional organizations that you belong. Indicate the organization name, your role, and length of time you have been in the role.

24. References

- Applicants must provide the names and contact information of three persons from whom they have requested a letter of reference.
- See “Reference” below for more detailed information.
- References must be completed in English.
- In addition to providing this information in item 25, applicants will need to either complete **STEP FOUR** of the application to request electronic recommendation letters, or they will need to upload their reference letters as PDF documents to the application.

25. Self-Assessment of English Proficiency

- Indicate your personal assessment of your level of competence in English in reading, writing, and speaking.
- An English proficiency test may be conducted by the Fulbright organization representative if you are from a non-English-speaking country. The results of this test should be attached to the application by the Fulbright organization.

26. Preferred Host Institution(s)

- This question is not applicable for your program and has been removed.

27. Home Mailing Address

- Enter your Home mailing address.
- Select the country from the drop-down menu.

28. Emergency Contact Information

- Enter contact information in the case of an emergency.
- Select the country from the drop-down menu.

29. Alternate Funding

- Please list all non-Fulbright funding you expect to receive during your grant (sabbatical funding or other paid leave from your university, personal savings, etc.). Please list funding amounts in U.S. dollars and attach your supporting documentation/financial support statement in the document upload section.

30. Survey Question

- Please mark the applicable check boxes to indicate how you learned about the Fulbright Visiting Scholar Program. If the option is not listed, mark Other and type in the text field.

31. Survey Question

- Please select length of consideration from the drop-down menu.

32. Survey Question

- Please select all application factors that apply from the drop-down menu.

STEP THREE: UPLOAD ATTACHMENTS

Project Statement

The project statement is the most important component of the Fulbright application. Scholars with the most compelling, theoretically sound, well-written, feasible proposals are generally recommended for awards. Sometimes those with outstanding professional achievements assume that a brief, general project statement will be sufficient; it is not. To ensure a competitive application, your proposed project, as well as the strategy for completing it, should be thoroughly explained in three to five single-sided pages.

Submit a detailed project statement of no more than five single-spaced pages (3,500 words).

FORMAT

- Do not exceed the character limit of the proposal. Including irrelevant or extraneous material may divert attention from the project statement.
- Begin the project statement with your name, country and the discipline-based cohort to which you are applying at the top of page one. At the top of each subsequent page, type
- your name and country.
- Organize your proposal in order of the following points, which appear in bold print, and use them as headings for sections of text in your statement.
- **Explain how participation in the program will benefit not only you, but also others (students, department, and administrators) at your university.**
- **Which elements of faculty development and/or academic capacity building do you hope to concentrate on during your grant? (e.g. curriculum development, assessment, educational leadership, educational administration, academic governance, use of technology in the classroom, new methods/research tools in your field, etc.) Explain why.**
- **How do you plan to implement what you learn through participation in the program upon your return home?**
- **Explain the specializations or research interests within your broader academic field that you would like to explore through collaboration with U.S. faculty during your grant.**
- **What do you aspire to learn about American society and culture? Similarly, which aspects of your own culture, history, and background do you wish to share with American faculty and others in the community where you will be living?**

Curriculum Vitae/Resume

The application asks for similar information, but provides limited space for answers. In the curriculum vitae, you should expand upon these topics to present more completely your accomplishments.

- Education (universities attended, degrees earned and dates received)
- Professional positions held
- Courses taught and other services provided to students and the home institution
- Publications (provide full citations and list them starting with the most recent)
- Other professional activities, such as workshops, seminars and consultations
- Membership and activities in professional associations
- Professional honors, awards and fellowships
- Community service
- The maximum length of the CV is 6 pages.
- **Note:** Copies of diplomas are not required.

Letter(s) of Invitation

- This question is not applicable for your program and has been removed.

English Language Proficiency

- Please upload English Language Proficiency test and/or TOEFL scores here.

Financial Support/Budget

- This question is not applicable for your program and has been removed.

J-1 or J-2 Visa (Form DS-2019)

- If you have previously entered the United States on a J-1 or J-2 visa, please provide copies of your previous DS-2019(s).

Passport

- Please upload copies of your current passport.
- If your passport will expire during or 6 months after the Fulbright Visiting Scholar Program, you will need to apply for a new passport.

Additional Documentation/References

If you are not requesting that references be submitted electronically (STEP FOUR) with your application, you must upload your recommendation letters here as PDF files.

- The applicant is responsible for notifying referees of their request for letters and for ensuring those letters are submitted to IIE by the deadline.
- Provide your referees with a copy of your project statement.
- Referees should keep an electronic copy of the letters they submit.
- Do not exceed the indicated number of references (3) required for the award.
- References should be from persons able to evaluate your professional work; the abilities you bring to your project; your ability to adapt; and the merits of the project.
- Do not ask someone for a letter of reference 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.
- References must be written in or translated into English.
- Reference letters should be submitted through the online application system. Consult the U.S Embassy Baghdad in whether alternative means of submission are acceptable.
- If the applicant is a recent graduate of a doctoral or graduate degree, or early career applicant, one reference should be from the supervisor of the applicant's graduate program.

Referees should address:

- How long and in what capacity they have known the applicant.
- The applicant's credentials, potential and record of academic or professional accomplishments.
- Relevance of applicant's previous research, training, and teaching experience.

STEP FOUR: REFERENCES

- If you would like your references to submit their recommendation letters electronically through the online application, you will need to complete STEP FOUR.
- Complete the registration for the referees you entered on page 2 of the application.
- The system will send all recommenders an email directly, asking them to register to the site and complete their recommendation. This process will happen as soon as you enter the contact information and save your application, and you do not need to submit the application for your recommenders to be notified. You will be able to check the status of your recommendations on your application.

Step-by-Step Instructions to Register a Reference

1. Please provide the Title, First Name, Last Name, and Email Address of the reference.
2. Select the type of reference from the drop-down menu (Letter of reference or Language Proficiency report).
3. To add a new reference, select the + icon. To remove a reference, select the trash can icon.
4. To register your recommenders, please select INVITE RECOMMENDERS.

Once you select INVITE RECOMMENDERS, a system-generated email will be sent to your recommenders with a link to their online recommendation form. It is best to check they have received this email. It will not come from IIE, but directly from the Embark system. Have your references check for an email from noreply@embark.com.

Checking Letter of Reference Status

Once the referee is registered, you will be able to check the status of their progress.

Status Definitions

- **Invited:** You have successfully registered the reference, but they have not logged into the reference letter site. If this status remains unchanged, check in with your reference to ensure they received the registration email.
- **Opened:** Your reference has logged into the reference letter site, but has not submitted a letter.
- **In Progress:** Your reference has started to submit a reference, but it has not been fully submitted.
- **Submitted:** Your reference has successfully submitted a reference letter.

Resending Registration Emails

If your reference has not received the reference letter registration email or has misplaced it, you are able to resend that email at any time, even after you have submitted your application.

1. Log into your application and click Register References on the left-hand column.
2. Next to the referee's name in the Resend column, click the mail icon.

Deleting Referees

If one of your referees is unable to submit a letter, you can delete them from your list before they submit a letter. Once they have submitted a letter, you will need to contact IIE to have that letter removed.

1. Log into your application and click Register References on the left-hand column.
2. Next to the referee's name in the Remove column, click the trash can icon.

If you are requesting electronic references, you will not need to upload any reference letters to page 14 of the application.

STEP FIVE: SIGNATURE

- Please type your name and current date in this section. This is your official application signature. Your electronic signature attests to the accuracy of the information supplied in the application.

STEP SIX: REVIEW & SUBMIT APPLICATION

- This page will display incomplete questions and required attachments. Click the Return to Page button to complete the required questions.
- Once all fields are complete, you may review your entire application here before submission.
- Once reviewed, click the Submit button to submit your completed application. When you successfully submit your application, the page will reload to indicate that your application was submitted. You will also receive an application receipt email message from noreply@embark.com.