FULBRIGHT VISITING SCHOLAR PROGRAM

Instructions for Completing the
2021-2022 Fulbright Visiting Scholar Program Application

Application: https://apply.iie.org/fvsp2021

Read all instructions carefully before completing the application.

Applicants may only apply for one award per application cycle.

Contents

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.

Prior to starting an application, please complete the following steps:

Step 1: Learn requirements for submitting an application
Before you begin an application, contact Fulbright Taiwan. Deadline date is October 31st. You must make sure you are eligible to apply. Additional information and a list of participating countries can be found here: https://www.fulbright.org.tw/zh/awards-to-the-u-s/#scholar_professional

Step 2: Record user name and password in a safe place
Your email address is your user name. 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 user name 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:
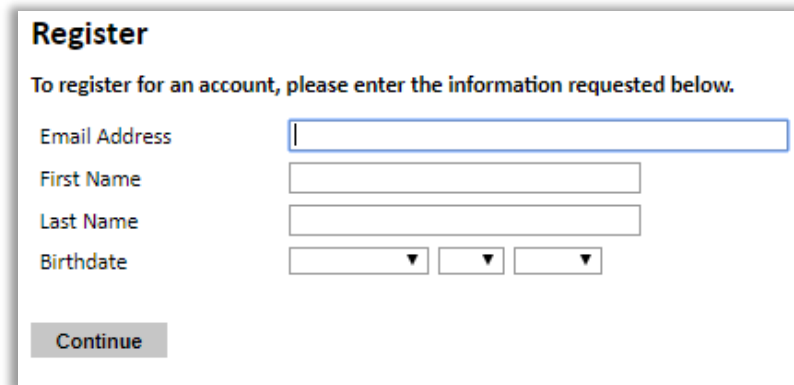- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents 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, 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.**

Register

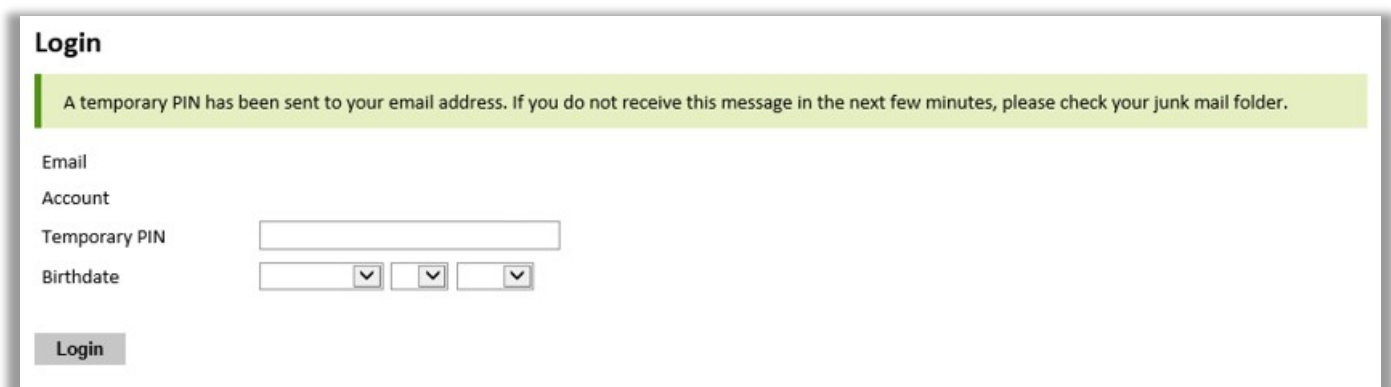To register for an account, please enter the information requested below.

Email Address	
First Name	
Last Name	
Birthdate	▼ ▼ ▼

Continue

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.

Login

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.

Email	
Account	
Temporary PIN	
Birthdate	▼ ▼ ▼

Login

Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

New Password (again)

✖ At least one letter
✖ At least one capital letter
✖ At least one number
✖ Be at least 12 characters
✖ New passwords must match

Set Password

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 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. You can manage your recommenders by clicking on the *Recommendations* section of the online 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 and language evaluations may be submitted before or after you submit the application.
3. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.

Preliminary Questions

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

Preliminary Questions

Questions marked with an asterisk (*) are required of all applicants for submission.

Through which program country are you applying?*

[dropdown ▼]

To which academic year are you applying?*

[dropdown ▼]

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

[Continue]

Left navigation: Home / Welcome / Preliminary Questions

1. Select "Taiwan" through which you are applying for the Fulbright grant from the dropdown menu.
2. Select "2021-2022" 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.
   - 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 here: https://www.fulbright.org.tw/zh/awards-to-the-u-s/#scholar_professional
5. Click *Continue* to save your responses and advance to the next section.

Country Information

1. Review all information in this section!
2. Note any country-specific and award-specific instructions for completing the rest of the application, including:
   a. Country website: https://www.fulbright.org.tw/zh/awards-to-the-u-s/#scholar_professional
   b. Deadline information
   c. Open application cycle
   d. Additional required materials
3. <u>You must select an <mark>Award</mark> before proceeding</u>.

    *資深學者獎助金→ Senior Research

    傅爾布萊特－台塑企業獎助金 (資深學者或專業人員) → Fulbright-Formosa Grants (Senior Research) 或 Fulbright-Formosa Grants (Professionals)

    博士後獎助金→ Experience America Grants

    專業人員及創作藝術家獎助金→ Non-Academic Professionals Grants

   * <mark>此題請務必填寫</mark>，若空白則由承辦人代為決定。
4. Click *Continue* to proceed to the next section

Data Privacy

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

Personal Information

Enter all required biographical information..

1. **Name:** <u>Enter your name exactly as it appears on your passport.</u> Only enter a preferred name if it is DIFFERENT than your legal name (e.g. Alex instead of Alexander).
   * First Name: 請務必和<mark>護照上的相片頁第一行的Given Name相同</mark>。若護照上的Given Name有「-」，則您在此系統上輸入First Name時也需要輸入「-」。
2. **Name on Previous Records:** If your name is recorded differently on any previous records, list it in the Name on Previous Records section (e.g. maiden name).
3. **Biographical Information:** The birthdate that you used to create your account will automatically appear.
4. Enter your city of birth, country of birth, sex (as it appears or will appear on your passport or travel document), preferred gender identity, marital status, and number of dependents.
5. **Citizenship Information:** Select your country of citizenship and country of residence from the dropdown menus provided.
   a. If applicable, enter your national identification number and any additional countries in which you hold citizenship.
   b. 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. **Address:** 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.
   c. 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.*
      ▪ If you answer 'no,' then a second address section will appear where you may enter your mailing address information.
      ▪ If you answer 'yes' to this question, proceed immediately to the next section.
2. **Telephone Numbers**: Enter your contact phone numbers as appropriate. Include the country code. If the field turns red, please review the numbers that you have entered to look for any errors. To find the correct country code, click on the blue 'country code' link
3. **Email**: 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.
4. **Emergency Contact Information**: If you would like to provide emergency contacts in your home country, please 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. You may also enter emergency contact information for individuals in the United States.
   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.
5. 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.

1. **Curriculum Vitae/Resume**: Upload your curriculum vitae/resumé in PDF format that does not exceed <mark>six (6) pages</mark>.
   Note: If your file exceeds 6 pages, an error message will appear on the Review page and will prevent submission of your application.

   * 請在此上傳<mark>英文</mark>履歷表。<mark>請勿超過6頁</mark>，內容可包含以下項目 (若無，則無需列出):
   - education (universities attended, degrees earned and dates received)
   - 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
     a. Click *Browse*
     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. **Academic Background**: List all post-secondary 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
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 (optional)
g. Select the U.S. equivalent of the degree or diploma earned (e.g., BA – bachelor's degree)
h. If relevant, provide the actual name of the degree or diploma (e.g., license)
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*

Level of Study*

Institution Location (all address fields are required)*

Country   United States

City

State   Select State

Website

Name of Diploma or
Degree Equivalent*

Actual Name of Degree
or Diploma

Discipline*

Date Degree Received*

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

3. To add additional entries for post-secondary educational institutions, click *Add Institution* and follow the bulleted instructions above.
4. **Current Professional Profile**: 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. 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. Enter 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*	

Save   Cancel

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. <mark>700-character limit</mark> (not "word"; "character" means <u>one space or one letter</u>)
7. **Organizational Memberships**: List <mark>up to 4</mark> 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	▼ ▼

8. **Letter of Support from Home Institution**: Please upload a PDF file of your letter of support/confirmation of leave from your home institution, confirming your ability to participate in a Fulbright award.
   * 請列印此申請說明最後一頁<mark>(最高行政主管同意函)</mark>，提供給人事單位或最高行政主管簽名或蓋章，<mark>並在此上傳</mark>。
   a. Click *Browse*
   b. Locate and select the file that you previously saved to your computer
   c. Click *Open*
   d. Click *Upload* to complete the file upload

As directed in your country-specific instructions, please upload a letter of support/leave from your home institution, confirming your ability to participate in a Fulbright award.
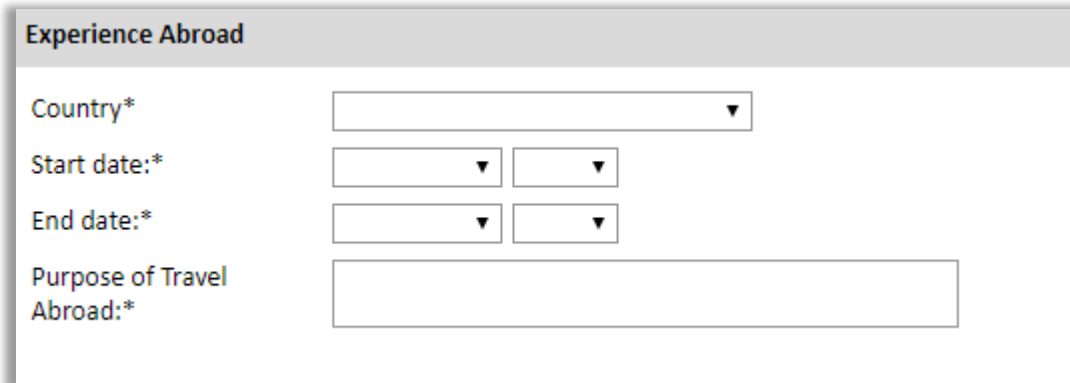
Letter of Support	Please upload any letters of support/leave from your home institution.	Browse... No file selected.
		Upload

9. **Experience Abroad**: List any professional travel and/or residence <u>abroad exceeding</u> <mark><u>three (3) months</u></mark> during the <mark>last 6 years</mark>:
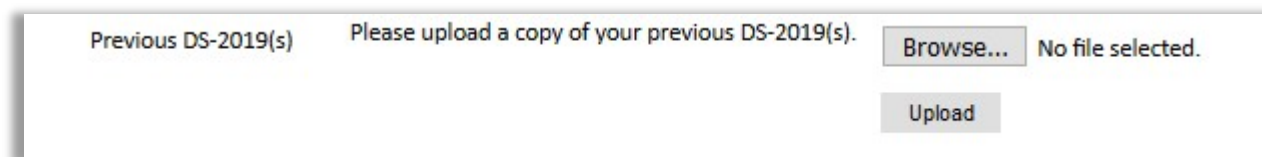   *只需列出<mark>最近六年內</mark>，曾在<mark>台灣以外的國家有待超過3個月以上</mark>的經驗。若曾經持有美國的J-1 或J-

2 簽證入境美國，請輸入當時的J簽證的類別為何 (即當初使用的DS-2019上登記的Category)。
   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 you travel/residency
   d. Enter the purpose of your travel abroad
   e. Click *Save*
   f. 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.

Experience Abroad

Country*

Start date:*

End date:*

Purpose of Travel Abroad:*

10. Select 'yes' or 'no' to indicate if you have previously entered the United States on a J-1 or J-2 visa
   • If 'yes', you are required to select the J category of sponsorship from the list and upload a copy of your previous DS-2019

Previous DS-2019(s)   Please upload a copy of your previous DS-2019(s).   Browse...   No file selected.
                                                                              Upload

   If you have participated in a J-1 or J-2 visa exchange program in the Professor or Research Scholar categories, please check with your Fulbright Office to confirm you are eligible to apply for the program at this time.
   * 若曾持有J-1或J-2簽證，且類別是 Professor 或 Research Scholar，請務必確認該次結束日期是否和您預計的此次獎助金起始日差距24個月。

11. Select 'yes' or 'no' to indicate if you have previously been awarded a Fulbright grant.
   • If 'yes', you are required to list the grant(s):
      ● Click *Add Grant*.
      ● Select the Fulbright award type from the dropdown menu provided (e.g., Fulbright FLTA, Fulbright Foreign Student, etc.)
      ● If you select "Other (please specify)", enter in the name of the Fulbright grant that you received in the "Other, please specify" field
      ● Select the academic year that corresponds to the year in which you

received the
Fulbright grant.
- Click *Save*

Previous Fulbright Grants

Award Type*	▼
Previous Grant Year*	▼

12. 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.
若您是傅爾布萊特學友，請在此說明再次申請的理由。

13. 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. **Native Language:** Select your ==native language== from the dropdown menu provided.
2. **English Language Proficiency**: If your native language is not English, a section collecting your English language proficiency will appear.

English Language Proficiency

Please rate your English language proficiency as Native, Advanced, Intermediate, Beginner or No Ability in three categories below.

Reading*   [▼]

Writing*   [▼]

Speaking*   [▼]

- Rate your English language proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.

3. **Additional Language Skills:** Select the number of additional languages that you would like to include that may be of use for your project or study plans.
   - 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.

Additional Language Skills

Please list any additional languages that may be of use for your project proposal. Rate your proficiency as Native, Advanced, Intermediate, Beginner or No Ability.

How many additional languages would you like to indicate experience in?
[1 ▼]

Language 1

Language   [▼]

Reading   [▼]

Writing   [▼]

Speaking   [▼]

Plagiarism Agreement

1. Carefully review the Plagiarism Agreement and indicate your acceptance of the terms by selecting 'Yes' or 'No'.

Plagiarism in any part of your application will result in your disqualification from participating in the Fulbright Visiting Scholar Program.

Plagiarism will be understood to include any of the following:

Presenting wording, statistics or concepts as your own which should be attributed to someone else or to publications (online or offline). This includes, but is not limited to:

- Copying the exact wording of a written source
- Presenting material with alterations in wording
- Paraphrasing the content of a source without citation

It is expected that your responses to all questions in the following application will be your own work and writing, with clear citation of secondary sources if describing academic work and the writing of others (including one's own previously published work). Any sources used in the construction of your responses must be clearly cited. To cite correctly, please follow a commonly used document formatting guide, such as APA, MLA or Chicago.

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

Project Proposal

This section collects information about your proposed project.

1. Select the category of grant for which you are applying.
    a. Please select "**Research**".
    b. Since you select "Research", you must upload a <u>Bibliography</u>. For applicants of Non-Academic Professionals, please upload an empty paper.
2. **Project Statement:** Enter your Project Title in the Project Title field. The project title must be in English. Make sure it is written in AP style: no abbreviations, not all caps; all words of four or more letters should be capitalized, no Oxford commas.
3. **Brief Summary of Project Proposal**: Enter a summary of your Project Proposal in the text box (maximum of **700 characters**). ("characters", not "word"; "character" means <u>one space or one letter</u>)
4. **Project Statement Uploader**: Upload a detailed project statement of **three (3) to five (5) pages (single space)** in PDF format

a. Click *Browse*
b. Locate and select the file that you previously saved to your computer
c. Click *Open*
d. Click *Upload* to complete the file upload

<mark>請使用以下格式</mark>撰寫您的 Project Statement（包括列出各項名稱並請用粗體標之）：

Background
Introduce the research topic. Place the project in academic or professional context by referring to major works by others on the subject.
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.
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 briefly the expected impact of your

participation on your home institution, community or 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:

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.

5. **Bibliography**: Since you select "Research" category of grant, you will be prompted and required to upload a Bibliography of **one (1) to three (3) pages** of references relevant to the proposed research in PDF format following the instructions above.

   * Bibliography:申請傅爾布萊特－台塑企業獎助學金(專業人員)或專業人員及創作藝術家者，若無參考書目，請上傳空白頁。

6. **Academic Discipline**:
   a. Select the most appropriate major academic discipline for your project from the dropdown menu.
   b. Select the most appropriate primary specialization from the dropdown menu.
   c. 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.
      • Some fields (for example, Arts) will 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.

7. **Intended Grant Period**:
   a. Select your proposed grant length (in months) from the dropdown menu
   b. Enter your proposed grant start and end dates (Month-Day-Year format)
   * Proposed Grant Length: <mark>本獎助金所提供的獎助額度，最多10個月，最少3個月，但簽證最多可申請12個月（即最多為10個月的獎助金額，但可申請最多12個月的獎助期限）。</mark>獎助開始時間**不能早於申請日隔年8月1日**，**結束不能晚於再下一年度的8月31日**。根據美國海關規定，您可在獎助開始前30天內入境，獎助結束後30天內須出境。此兩段30天的期限稱之grace period。**請勿將grace period算進獎助期限內**。

8. **Institutional Affiliation**: Indicate whether you have already made affiliation

arrangements with a U.S. Host Institution by selecting 'yes' or 'no'.
  a. If '<mark>yes</mark>', add the Host Institution by clicking *Add Institution*
     * 如果已經取得正式邀請函，請在此填入該訪問機構名稱，並上傳邀請函(<u>請該單位寫明您的</u>
       <u>訪問時間（即您的獎助期限，不包含grace period），包括</u><mark><u>月、日、年</u></mark>)
       ● 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 *Browse,* locate and select the file from your computer, click *Open* and click *Upload*
  b. If '<mark>no</mark>', and you are not required to arrange an affiliation before applying, list any host institution preferences in order of priority by selecting *Add Institution*

     * 若送出獎助金申請表時尚未收到正式邀請函，請在此填入您有興趣的機構以及相關資料，
       待日後補交正式邀請函或是請IIE協助。
       ● 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

9. 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 grants you may have applied to/received, passport, and accompanying dependents. Please note that these sections may not be required if you are from certain countries.

＊若您正在申請 (或即將會申請) <mark>科技部或教育部獎助</mark>，或是即將獲得學校的<mark>留職留薪，請在這裡填寫項目和粗估的金額，並上傳檔案</mark>。<mark>上傳的文件除了科技部核定清單外，都需要是英文版</mark>。若無檔案，可於申請日當年度的 12 月 1 日前 email 至 fse@fulbright.org.tw 。

1. **Financial Information**: Select 'yes' or 'no' to indicate if you have other sources of financial support during your Fulbright grant
   a. If 'yes', select the number of other sources of funding you expect to receive
      - Enter Source Description (e.g., NSF grant)
      - Estimated Amount (in U.S. dollars)
      - The Other Funds Total field will automatically update based on the amounts provided above
      - Financial Support Documentation: Once you enter a number for additional sources of funding expected, upload supporting documentation by selecting *Browse*, select the relevant file and click *Upload*.

   b. **Additional Grants**: Indicate if you are planning to apply for other sources of funding to supplement the Fulbright grant award in the text box (**700-character** limit). Include the course and amount for all funding. ("character",

not "word"; "character" means <u>one space or one letter</u>)

2. **Passport/Travel Document**: Please upload a copy of your passport or travel document by selecting *Browse*

＊請上傳<mark><u>您</u>以及<u>所有隨行眷屬</u></mark>的護照 (相片頁以及簽名頁，有效期必須至少比您的獎助截止日期<u>**多六個月**</u>)。

3. **Accompanying Dependents**: Please select the number of dependents you intend to have accompany you in the U.S. (select 0 if you do not have dependents or your dependents will not accompany you the U.S.)

＊Accompanying Dependents: 隨行眷屬指**配偶**或是**21歲以下的非美籍子女** (申辦簽證時未滿21歲者；若在赴美期間會遇到21歲生日，建議在申辦簽證時不要申請 J-2 簽證，因為一過了21歲生日後，J-2簽證立即失效)。<mark>**如果您的眷屬持有美國護照，請勿在此填寫**</mark>。隨行眷屬停留在美的時間，不可超過申請者本身預計執行計畫案的時間。

   a. If you select 1 or more, you will be prompted to enter required information for each dependent, including relationship to you, name, 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.

   ＊請上傳近<mark><u>五年內</u></mark>隨行眷屬曾持有的 **J-1 或 J-2 visa，或當初申請簽證時使用的DS-2019**。

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

Additional Information

1. **Additional Documentation**: Use this section to upload additional documentation.

   * **<u>Country-Specific Materials</u>**：請在此上傳<mark>中文履歷</mark>，並另外加上<mark>手機號碼</mark>及<mark>紙本結果通知信之寄送地址</mark>，以方便聯絡補件。
   * **<u>Supplemental Materials</u>**：若你有任何其它文件(英文版)希望讓評審參考，請於此上傳。

2. **Outreach Survey**: Complete the Outreach Survey.
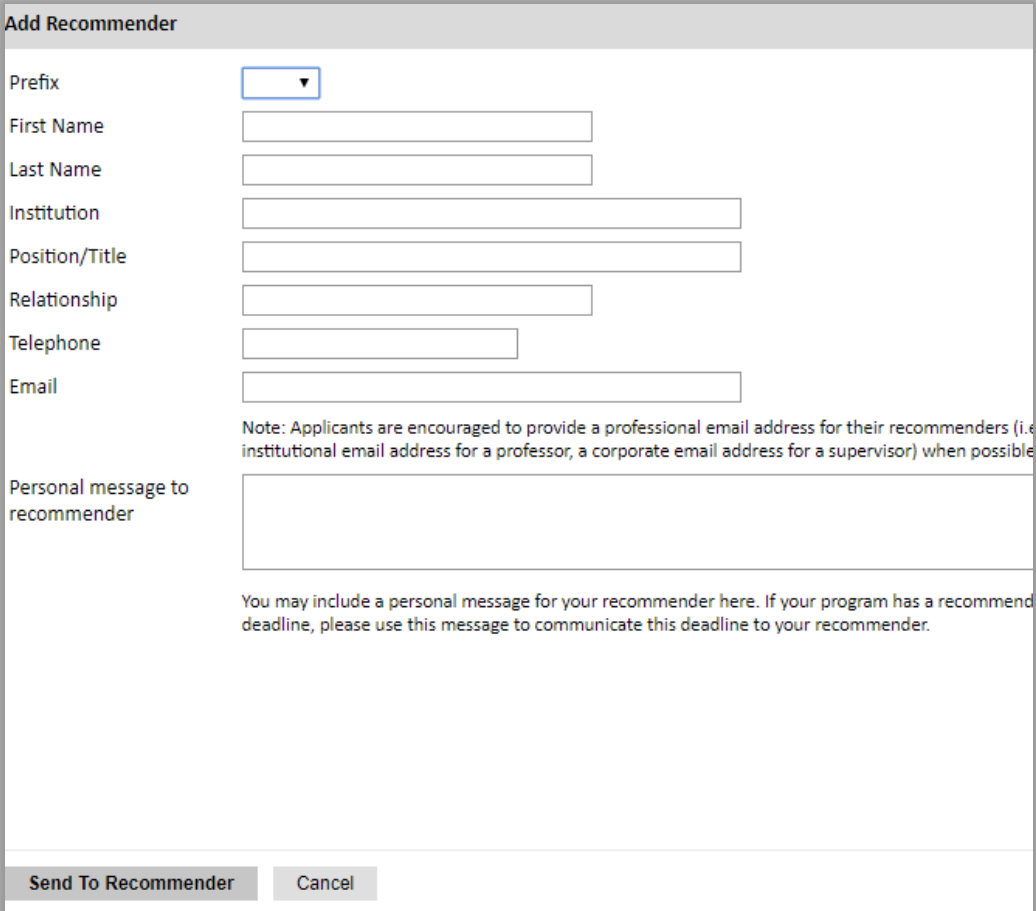3. Click *Continue* to save your responses and advance to the next section

Recommendations

Use this section to register your recommenders. There should be three (3) recommenders for your application.

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.

*若推薦人希望用線上推薦，請參考下方的填寫說明。

*若推薦人希望用紙本推薦，請推薦人逕行將推薦信彌封並在截止日前寄出給本會即可 (只要有彌封，由申請者或推薦者寄出皆可。)

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 recommend deadline, please use this message to communicate this deadline to your recommender.

Send To Recommender Cancel

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.

Edit Recommender

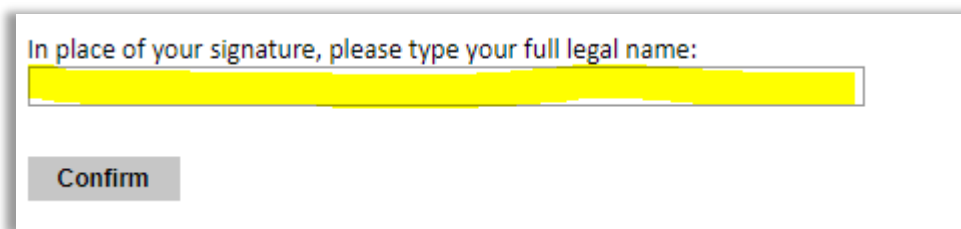|	
Prefix	▼
First Name	
Last Name	
Institution	
Position/Title	
Relationship	
Telephone	
Email	
Personal message to recommender	
Status	**Sent to recommender on 12/20 at 11:18 AM**

Save   Send Reminder   Exclude   Cancel

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:

Confirm

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.

REVIEW ALL RESPONSES. CLICK SUBMIT.

＊經檢查後，若無須更改的部分，請按下「Submit Application」。完成遞交後，申請主頁中會有一個PDF頁面，顯示為你所有填寫並上傳好的資料。請將這個PDF檔完整列印出來。

完成線上填寫，亦需郵寄紙本資料

1) 紙本部分請寄送至本會。包括:
● 完整列印出已填好的線上申請資料（英文填寫，內含申請表、研究計畫、參考書目、英文履歷、最高行政主管同意函等資料）
● 三封英文推薦函 (如推薦人已在線上填寫則可省略)

2) 收件地址:
10043台北市延平南路45號 2樓
學術交流基金會
傅爾布萊特交換計畫（Senior 或 Formosa-Senior 或 Experience America 或 Formosa-Professionals 或 Non-Academic Professionals，視您申請何種獎項）

3) 截止日期:
每年10月31日 (以郵戳為憑)

4) 承辦人: 王小姐(Edith Wang): 02- 2388-2100 分機 143；fse@fulbright.org.tw

FULBRIGHT
Taiwan 學術交流基金會
FOUNDATION FOR SCHOLARLY EXCHANGE

Fulbright Scholar/ Professionals Program
Leave Authorization Form 最高行政主管同意函

1. Name of the Applicant:

2. Home Institution Name and Location (City):

3. Instructions for Approving Administrator: Please complete the following sections and sign this form to certify the home institution's approval or disapproval of a 3 to 12-month leave of absence for the above applicant. Indicate the type of leave to be granted below. Return this completed form to the applicant in hard copy or via email prior to the application deadline so it can be submitted with the application. Please see our program website to learn more about our program at www.fulbright.org.tw . We strongly encourage applicants and administrators to consult before completing this form.

The above applicant is employed by our institution. **If we and all other necessary parties agree to the proposed assignment, the following leave of absence will be approved** and the applicant will be released under the conditions checked below to accept a grant under the Fulbright Scholar/ Professionals Programs. A leave of absence must be granted to the applicant for him/ her to be eligible for Fulbright Programs.

☐ Approve   ☐ With Salary   ☐ Without Salary

The above applicant is employed by our institution and **will not be granted a leave of absence**. Checking the box in this section will make the applicant ineligible to participate in Fulbright Programs.

☐ Disapprove

Approving Administrative Official Signature/ Stamp

Note: This form must be completed and signed/ stamped by the highest chief administrator (e.g., President in University, Principal in School, Director of Museum, and so on) or the person who is officially authorized to grant a leave of absence and approve the appropriate salary arrangements for the institution in which the applicant is employed.

Job Title:

Name:

Email:

Telephone:

Signature: _____ Date: _____