



FULBRIGHT FOREIGN STUDENT PROGRAM

Instructions for Completing the 2022-2023 Fulbright Foreign Student Program Application

Application: <https://apply.iie.org/ffsp2022>

Read all instructions carefully before completing the application.

- *Applicants may only apply for one award per application cycle.*
- *Prospective Fulbright participants should be aware that public health conditions, availability of consular services and travel, as well as U.S. institutional operating status and policies may affect their ability to travel to the U.S. and participate in academic programs.*

Contents

General Information.....	3
Creating Your Online Account.....	4
Managing Your Application.....	6
Preliminary Questions.....	7
Country Information.....	8
Personal Information.....	9
Contact Information.....	10
Academic & Professional Information.....	11
Curriculum Vitae/Resume.....	11
Academic Background.....	11
Professional Experience.....	12
Awards and Recognitions.....	13
Experience Abroad.....	14
Academic Materials.....	16
Language Skills.....	17
English Language Proficiency.....	17
Additional Language Skills.....	17
Test Scores.....	18
Score Reports.....	19

Plagiarism Agreement20

Study Plan..... 21

 Intended Grant Period..... 21

 Study/Research Objective 21

 Personal Statement 23

 Writing Sample 23

 Letter of Invitation 23

 University Preferences 23

 Authorization of Release of Information..... 25

Grant and Travel Plans 25

 Financial Information 25

 Family Funds..... 25

 Expected Additional Funding 25

 Passport/Travel Document and Dependents 26

Additional Information 27

Recommendations 27

Signature 29

Review 30



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 if any concern about eligibility. Deadline is **August 1st, 2021**. You must make sure you are eligible to apply. Additional information can be found here: https://www.fulbright.org.tw/zh-hant/awards-to-the-u-s/#fellow_student.

Step 2: Record username and password in a safe place

Your email address is your username. When you create an account for this online application, record your password in a secure place. You can log in and out of the application as frequently as you like using your username and password. If necessary, you can reset your password by clicking the “Forgot Your Password” link on the log-in page.

Step 3: Complete the application

You do not need to complete this application at one time. You can re-enter at any time to edit your application. However, once you SUBMIT your application, you CANNOT make changes to it.

To complete your application correctly, please answer all questions completely and carefully. Review these additional tips:

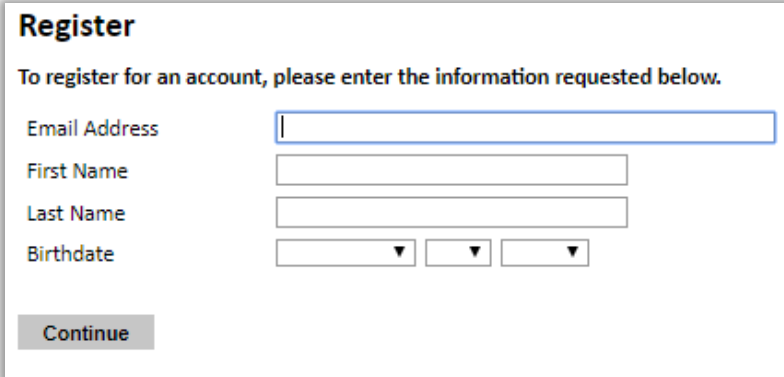
- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents and save them in PDF format. It is highly recommended that to preserve any formatting and special characters in your documents, you upload them in PDF format.
- Some questions are “required.” They are marked with an asterisk (*). You will not be able to submit your application until all required items are complete.

Step 4: Submit the application

Once you have entered all required information, including recommenders, review your application for errors. If all information is correct, submit your application. Once you submit you CANNOT make changes to your application.

Creating Your Online Account

1. To start, 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

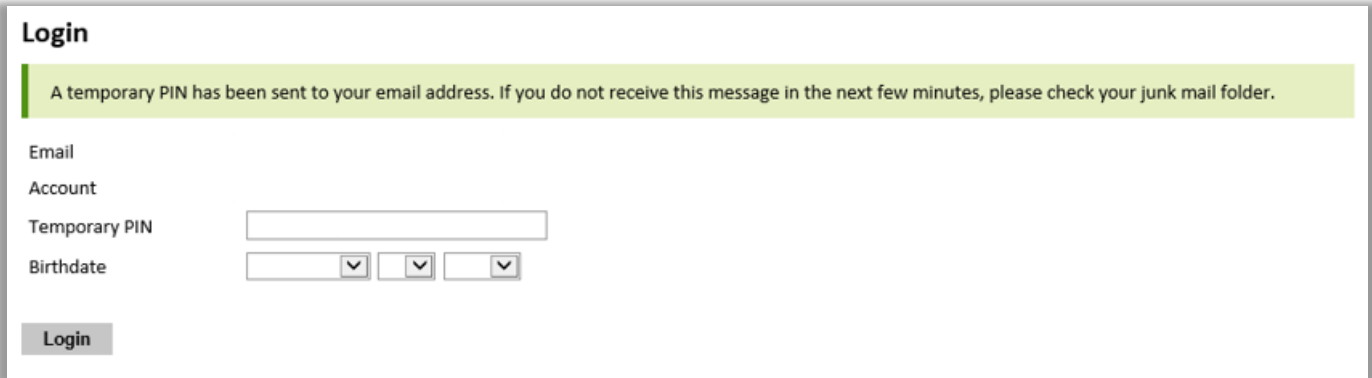
First Name

Last Name

Birthdate

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

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 into 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.

[Home](#)
[Welcome](#)
Preliminary Questions

Preliminary Questions

Through which program country are you applying?*

To which academic year are you applying?*

2021-2022

Academic year 2021-2022 typically corresponds to initial grant periods between August/September 2021 and May/June 2022; grant dates and grant lengths will vary by country and program.

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 **"Taiwan"** from the drop-down menu for "Through which program country are you applying".
2. Select **"2022-2023"** from the drop-down menu for "To which academic year are you applying".
3. U.S. Citizenship, Dual Citizenship with the U.S. or Permanent Residency: select 'Yes' or 'No' to indicate your response.
 - a. Applicants **CANNOT** be U.S. citizens or permanent residents of the U.S. to participate in the Fulbright Foreign Student Program.
4. Select 'Yes', 'No', or 'unsure' to indicate if you are aware of, and meet, all program eligibility requirements.
 - a. Please review the program eligibility requirements here:
https://www.fulbright.org.tw/zh-hant/awards-to-the-u-s/#fellow_student.
5. Carefully review the Data Privacy information. If prompted, indicate your acceptance of data privacy terms by selecting 'Yes' or 'No'.
 - a. You will not be able to submit your application without indicating your agreement to the Data Privacy terms.
6. Select 'Yes' or 'No' to indicate if you meet all employment eligibility requirements.

- a. Applicants or applicants' immediate family cannot have been employed by the stated organizations and/or agencies within the year prior to application.
 - b. If you select 'Yes', please provide details of employment or association.
7. Select 'Yes' or 'No' to indicate whether you waive your right to review the information contained in the evaluations submitted by recommenders on your behalf.
- * 請務必勾選是否放棄閱讀推薦信的權利，若無勾選，本會會代您勾選「I DO WAIVE my right to inspect the contents of the recommendation」。
8. 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-hant/awards-to-the-us/#fellow_student.
 - b. Deadline information
 - c. Open application cycle
 - d. Additional required materials
3. You must select an Award before proceeding.
 - * 國內博士班研究生研究獎助金→Doctoral Dissertation Research Grants
 - 攻讀博士學位傅爾布萊特獎助金→Graduate Study Fulbright Grants (Doctorate Programs)
 - 攻讀碩士學位傅爾布萊特獎助金→ Graduate Study Fulbright Grants (Master Programs)
 - * 此題請務必勾選，若空白則由承辦人代為決定。
4. Click *Continue* to proceed to the next section.

Personal Information

Enter all required biographical information.

1. **Name:** 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).
* First Name: 請務必和護照上相片頁第一行的 Given Name 相同。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. 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 drop-down menus provided.
5. **Citizenship Information:** Select your country of citizenship and country of residence from the drop-down menus provided.
6. If applicable, enter your national identification number and any additional countries in which you hold citizenship.
 - a. To select multiple countries, hold down the CTRL (PC) or Command (Mac) button when selecting options.
7. 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 drop-down list first when entering your permanent address (i.e. physical address where you live).
 - a. Based on your country selection, the subsequent fields will change to match the address format of that country.
 - b. Complete the remaining address fields. Do not use accents or special characters.
2. Select 'Yes' or 'No' to indicate if your current mailing address (i.e. the address where you receive mail) is the same as the permanent address you entered above. *They do not have to be the same.*
 - a. If you answer 'No,' then a second address section will appear where you may enter your mailing address information.
 - b. If you answer 'Yes' to this question, proceed immediately to the next question.
3. Enter your contact numbers, including the country code. If the field turns red, please review the numbers that you have entered to identify any errors.
 - a. To find the correct country code, click on the blue 'country code' link.
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. Enter your home country emergency contact information. The individual(s) you list may be contacted in the event of an emergency while you are participating in grant activities, including any required travel for interviews in your home country.
 - a. When entering the address, choose the country first and the following fields will update to match the address format of the selected country.
6. Entering emergency contact information in the United States is not required. If you have emergency contact(s) in the United States at this time, please enter the appropriate information.
7. 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/resume, academic degrees, professional experience, awards and recognitions, and experience abroad.

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

Curriculum Vitae/Resume

1. Upload your curriculum vitae/resume in PDF format that **does not exceed four (4) pages**.

Note: *If your file exceeds 4 pages, an error message will appear.*

* 請在此上傳**英文**履歷表。

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

Curriculum Vitae/Resume	Please upload a document that does not exceed four (4) pages.	<input type="button" value="Choose File"/> No file chosen
		<input type="button" value="Upload"/>

Academic Background

2. List all post-secondary educational institutions you have attended for credit-bearing coursework, **in reverse chronological order**, including any in which you might be presently enrolled. Do not include any short-term certificate programs. These should be noted on your CV/Resume. 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.

* 請列出**大學(含)以上**學歷即可。若是五專生插大，請列出**專四至專五學歷**以及大學以上學歷。

- a. Click *Add Institution*
- b. Type in the name of the institution
- c. Choose the level of study (graduate or undergraduate) from the drop-down menu
- d. Select the country where the institution is located from the drop-down 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., master’s)
- i. Enter the discipline in which this degree or diploma was earned
- j. Select the month and year of start and end dates (Month – Year format) that you attended this institution
 - If a degree is in progress, list expected end date of academic program
- k. Select the date (Month-Year format) that you received your degree from this institution
 - If a degree is in progress, list expected date of conferral in this field
- l. Click *Save*.

Educational Institution

Institution*

Level of Study*

Institution Location (all address fields are required)*

Country

City

State

Website

Name of Diploma or Degree Equivalent*

Actual Name of Degree or Diploma

Discipline*

Enrolled From

Enrolled To

Date Degree Received

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

3. To add additional entries for post-secondary educational institutions, click *Add Institution* and follow the bulleted instructions above.

Professional Experience

4. List your current professional affiliation or employer and any relevant previous professional experience by clicking *Add Experience* under Position Title.

* 請列出目前的專業經驗 (最新的三個，包含 part-time 工作)

- a. Choose the role which most closely corresponds to your current role and/or relevant previous professional work experience from the drop-down menu
- b. Enter position title (e.g. Director, Assistant Director, etc.) or type of work (e.g. accounting)
- c. Enter the name of your employer
- d. Select the start and end dates for the position you entered (Month-Year format). If you are currently employed in this role, leave the End Date fields blank
- e. Select the country where your current place of employment is located from the drop-down menu. Enter in the street address, city, state/region, and post code as applicable
- f. Click *Save*

Professional Experience

Role*	<input type="text"/>
Position Title/Type of Work	<input type="text"/>
Employer Name*	<input type="text"/>
If you are currently employed, please leave the End Date field blank.	
Start Date	<input type="text"/> <input type="text"/>
End Date	<input type="text"/> <input type="text"/>

Employer Address

Street Address*	<input type="text"/>
City*	<input type="text"/>
State/Region*	<input type="text"/>
Postal Code*	<input type="text"/>
Country*	<input type="text"/>

5. If you have more than one current position and/or relevant previous professional experience, click *Add Experience* and follow the instructions above.

Awards and Recognitions

6. Enter a list of the following items into the text boxes provided (all text boxes have a 250-word limit). If you do not have anything to add, leave text boxes blank:
 - a. Any scholarships and/or fellowships you currently or previously received (include the source or sponsor, amount, where held and duration)
 - b. Any academic honors and prizes that you have received (include any titles and/or dates)
 - c. Any books, articles, and/or thesis published by you, particularly in your proposed field of

- study (include the title, place, and date of publication)
- d. Any teaching experience (current or previous positions); this is especially relevant for PhD candidates and candidates in the field of education
- e. Any research you have completed or in which you are currently involved
- f. Any memberships in professional organizations, or licensing obtained by a professional organization

Experience Abroad

7. List any travel, study or residency you have had abroad (in any country other than your own) for more than one month. This can include time overseas for education, research, business, vacation, etc.
 - a. Click *Add New*
 - b. Select the country in which you spent your professional travel and/or residence abroad from the drop-down 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*

Experience Abroad

Country*

Start date:*

End date:*

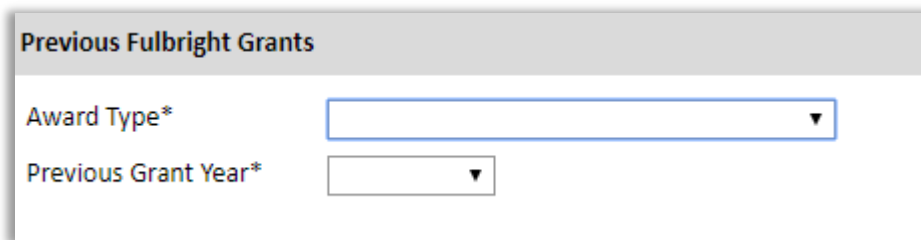
Purpose of Travel Abroad:*

8. 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.
9. Select 'Yes' or 'No' to indicate if you have previously entered the United States on a J-1 or J-2 visa
 - a. If 'Yes', you are required to select the J category of sponsorship from the list and upload a copy of your previous DS-2019

Previous DS-2019(s) Please upload a copy of your previous DS-2019(s). Choose File No file chosen

Upload

10. Select 'Yes' or 'No' to indicate if you have previously been awarded a Fulbright grant.
 - a. If 'Yes', you are required to list the grant(s):
 - Click *Add Grant*
 - Select the Fulbright award type from the drop-down 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*



The screenshot shows a form titled "Previous Fulbright Grants". It contains two dropdown menus. The first is labeled "Award Type*" and the second is labeled "Previous Grant Year*". Both dropdown menus are currently empty, showing only a downward-pointing arrow on the right side of each box.

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

Academic Materials

This section collects copies of your unofficial transcripts and diplomas. Please upload scans of all available transcripts and diplomas from post-secondary institutions you have attended.

*請在此處上傳**英文版成績單(大學部(含)以上，包含交換學生)及英文版學位證明書(大學部(含)以上)**。若**正在就讀國內研究所(碩士或博士班)**，請上傳**英文版在學證明**。

*除上傳外，上述文件也請**郵寄正本**至本會：

- 1) 大學部以上的彌封英文成績單正本（包含交換學生部分）。彌封指學校必須在封口處蓋章，以證明此成績單為學校所發。若是國外學校成績單，可以沒有彌封，但須經過駐外使館文書驗證。
- 2) 大學部及研究所的英文學位證明書正本。外國學歷須經外交部駐外館處文書驗證（詳細辦法請參閱外交部領事事務局網頁 <http://www.boca.gov.tw/>）。一經錄取，本會無法退還所有文件。
- 3) 若曾是五專插大生，請提供專四至專五及大三至大四成績單，以及五專畢業證書及大學畢業證書。兩者合併等同於四年制大學學歷文件。

1. Select the corresponding institution from the list of institutions you previously entered.
2. Review the institution information (which you provided on the previous page). If this information is incorrect, you can edit the information directly in the popup box.
 - a. If you do not see an institution that you attended below, you may either return to the Academic & Professional Information page and update your academic background or add the institution by clicking the "Add Institution" link.
3. Select *Choose File* and locate the desired file on your computer. Click *Open*.
 - a. You may upload transcripts/diplomas as a multi-page documents or upload single page documents. PDF, JPEC, and TIFF image files are all accepted.
4. Click *Save*. Repeat these steps for all applicable institutions.
5. Click *Continue* to save your responses and advance to the next section.

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 drop-down 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 drop-down 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.
4. Select the language you are reporting from the drop-down menu and rate your proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the drop-down menus as appropriate.
5. Click *Continue* to save your responses and advance to the next section.

Test Scores

This section collects information about standardized test scores that you have taken or will take in the future. Standardized tests include TOEFL, GRE, GMAT, IELTS, MCAT and LSAT. Standardized test scores are often required for admission to U.S. institutions.

* 申請日前一年 9 月以後應考取得之 TOEFL/IELTS(學術組)成績。GRE/GMAT 成績則須至入學時仍有效。請務必上傳 iBT/IELTS/GRE/GMAT 的成績，成績未達標者，仍請上傳。在同樣條件下，審查委員優先考慮在截止日期前繳交成績者。若考試成績未達標準但經評審同意授予獎項，IIE 會提供優惠券抵扣重考（雅思除外）的費用。

1. Select *Add Test*.
2. Select the test type from the drop-down menu.
3. Select the test date from the drop-down menu (Month-Day-Year format).
 - a. If you have not yet taken the test, enter the date that you are registered for the test.
4. Enter your test scores, if you have the results from the test.
5. Click *Save*. Repeat these steps for all applicable standardized tests.
6. Click *Continue* to save your responses and advance to the next section.



The screenshot shows a form titled "Add Test". It contains two main sections: "Type" and "Test Date". The "Type" section has a single wide drop-down menu. The "Test Date" section has three separate drop-down menus for the month, day, and year, respectively.

Score Reports

* 請在此上傳有效之英文測驗成績單 (例如 TOEFL, IELTS, GRE, GMAT, GRE Subject ; 不同獎項有不同規定, 請務必參照獎助金網頁說明 <https://www.fulbright.org.tw/zh-hant/awards-to-the-u-s/>)。

1. If you enter test scores, you will be redirected to the Score Reports section, where you will upload copies of your available score reports.
 - 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

Plagiarism Agreement

* 請仔細閱讀整個英文聲明，確定了解全部意義後，請勾選表示已閱讀完畢並了解其意涵。

1. Carefully review the Plagiarism Agreement and indicate your acceptance of the terms by selecting 'Yes' or 'No'.
 - a. If you select 'No' you will receive a warning message and you will not be able to submit your application.
2. Click *Continue* to save your responses and advance to the next section.

What is Plagiarism?

Plagiarism is using someone else's words, ideas, or research as your own without crediting the source.

How to Avoid Plagiarism

- **Cite** – Citations should be included whenever referencing another individual's work, whether paraphrasing or quoting.
- **Citations** usually include the author(s) and the date of the publication or similar information.
- **Quote** citations usually include the author(s) and the page number, or paragraph number in the case of web content.
- A **reference** page or page of works cited at the end of your essay should include the author(s), date of publication, title, and source.

To cite correctly, follow a commonly used document formatting guide, such as [APA](#), [MLA](#) or [Chicago](#). Not citing properly can lead to an allegation of plagiarism.

- **Paraphrase** - Read the source text you would like to reference in your essay and put it into your own words, making sure not to copy the work verbatim. If you use text as written in the original, you must use quotation marks. Citations for paraphrased work must be included.
- **Quoting** - If quoting a source, use the quote exactly as it appears in the original work. It is important to note that most higher education institutions discourage "block quotes" or quotes of 40 words or more. Quoting should be done whenever using someone else's text as written and must be cited to avoid plagiarism allegations.

What is Common Knowledge?

You do not need to cite a source for material considered common knowledge. Note that common knowledge can change depending on your culture and geographic location. If you are ever in doubt, always cite the source.

General common knowledge is factual information that most people know or can easily find in a number of sources. This can include birth and death dates of well-known figures, and generally accepted dates of political, literary, and other historical events.

Field-specific common knowledge is "common" only within a particular field or specialty. It may include facts, theories, or methods that are familiar to readers within that discipline.

Study Plan

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

1. Select the **degree objective** to which you are applying.
 - *國內博士班研究生研究獎助金→Visiting Student Researcher
 - 攻讀博士學位獎助金者→Doctorate
 - 攻讀碩士學位獎助金者→Master's
 - a. Some fields, such as Arts and Architecture, will trigger a message that you are required to upload portfolio materials as part of your application. You will be able to upload materials on the next page.
2. Select the most appropriate major academic discipline and primary specialization from the drop-down menus.
3. Enter a brief description of the field in which you plan to specialize in the United States in the text box.
4. Enter a description of your future plans in the text box.
 - * **回答 Future Plans 前，請務必了解「申請流程及注意事項」**
(<https://www.fulbright.org.tw/zh-hant/grant-conditions-and-provisions-for-applicants-to-the-u-s/>) 裡關於**簽證**的規定。

Intended Grant Period

5. Enter your proposed length of stay in the United States and select your proposed date of arrival in the United States (Month-Day-Year format) from the drop-down menu.

Study/Research Objective

6. Upload a copy of your study/research objective. Please write a clear and detailed description of your study/research objectives and provide your reasons for wanting to pursue them. This statement is an essential part of your application and is required. **Do NOT mention specific U.S. universities in which you would like to study.**

* **Study/ Research Objectives** 以及 **Personal Statement**:

- 1) 請在文件上方預留 **4 公分的頁首**，以便之後報名系統自動加上你的名字和申請類別。
- 2) 申請**攻讀碩博士學位獎助金者**，**請勿**在 Study/ Research Objectives 和 Personal Statement 裡**提到你想前往某一間學校就讀**。IIE 之後代替你申請學校時，會提供客製化的 Cover Letter 給學校。

3) 申請國內博士生研究獎助金者，撰寫 Study/Research Objectives 時，請參考以下格式：

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.

4) **請詳細檢查文件內的引用格式是否完整，以避免有抄襲疑慮 (包括自我抄襲)**。請參考前述 Plagiarism Agreement 部分的說明。本會及美國 IIE 都會使用反抄襲軟體檢查所有文件。

5) 整份檔案請勿超過 2MB。

- 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

Personal Statement

7. Upload a copy of your personal statement. Your personal statement should be a narrative statement describing how you have achieved your current goals. Do not mention specific U.S. universities at which you would like to study. This is a required document.
 - 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

Writing Sample

* 請務必上傳 Writing Sample。此部分的文件，以一篇期刊論文的大小和架構為佳，並務必申請人為單一獨立作者。請詳細檢查文件內的引用格式是否完整，以避免有抄襲疑慮。本會及美國 IIE 都會使用反抄襲軟體檢查所有文件。

8. Upload writing sample, if prompted based on degree objective and/or field of study. This is NOT a requirement for all fields/application types, but is highly recommended.
 - 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 Invitation

9. Upload a letter of invitation from a U.S. institution, if your intended degree objective is **Visiting Student Researcher** and you have received one. This is **NOT** a requirement.
 - 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

University Preferences

10. List up to **four** institutions at which you would like to study in the U.S. **in priority order**. Include specific departments and/or programs and provide specific reasons for your choice. If you have been in contact with professors, please provide names and email and/or phone contacts for each one.

Note: *There is no guarantee that your application will be sent to the institutions that you list. Applications are made on your behalf to programs that provide a good 'academic fit' based on your study plans and your competitiveness.*

- * 申請國內博士班研究生研究獎助金者，若已取得接待學校邀請函，請在此填入該間學校即可；若無，則請填入 4 間志願。
- * 申請攻讀碩博士學位獎助金者，請謹慎填入你希望 IIE 幫你申請的學校的**前 4 名**，並在 Specific Reasons and Contact 欄位填入你已經連絡過或你有興趣的指導教授。IIE 會免費代替你申請至多五間學校，所謂的「代替申請」，是指在 IIE 的 placement advisor 會成為你的分身，以你的名義向五間學校遞出申請文件，並跟學校爭取獎助金。在申請學校期間，你這位本尊不可跟那五間學校進行任何申請或獎助申請方面的溝通或聯絡，以免學校產生不必要的誤會。在這裡填入之後，IIE 會在申請年度的 10 月時根據這個名單跟你做最後確認，並獲得你的授權以申請學校。

- a. Enter institution name
- b. Enter name of department
- c. Enter the degree type and academic program that you are interested in at this institution
- d. Enter your preferred specialization or concentration within the academic program
- e. Enter your specific reasons for listing this institution and any contact information for professors at the institution with whom you have already communicated
- f. Click *Save*

Preferred Institutions

Institution Name*	<input style="width: 95%;" type="text"/>
Department*	<input style="width: 95%;" type="text"/>
Degree*	<input style="width: 95%;" type="text"/>
Specialization/ Concentration*	<input style="width: 95%;" type="text"/>
Specific reasons and contacts*	<input style="width: 95%; height: 30px;" type="text"/>

If you are in the process of locating a U.S. placement, list all programs to which you have applied or intend to apply

11. Select the number of U.S. institutions to which you have applied from the drop down menu:

- * 申請攻讀碩博士學位獎助金者，請在這裡填入在申請此次傅爾布萊特獎助金之前你申請過或現在正在申請的美國碩博士班課程。

 - a. Enter name of institution
 - b. Enter specific name of department
 - c. Select the date you applied for the institution (Month-Day-Year format)
 - d. Enter the term you applied for
 - e. Enter year you applied for

- f. Select the result of your application from the drop down menu
- g. Select 'yes' or 'no' to indicate if you are still interested in pursuing this program

Authorization of Release of Information

12. Type your full name into the space provided to indicate your authorization of release of the information you have provided in this application.
13. Click *Continue* to save your responses and advance to the next section.

Grant and Travel Plans

Financial Information

This section gathers information on your personal finances, additional funding you may have applied for/received, passport, and accompanying dependents. Please note that these sections may not be required if you are from certain countries. Review country-specific information before completing.

Family Funds

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

Expected Additional Funding

List all non-Fulbright funding you expect to receive during your grant.

4. Select 'Yes' or 'No' to indicate if you have been awarded or expect to receive financial assistance from a university or institution in your home country while in the U.S., or funding from any other sources.

- 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 USD)
 - The Other Funds Total field will automatically update based on the amounts provided above
5. Indicate if you are planning to apply for, or have applied for and/or received, other sources of funding such as a fellowship, assistantship, or other educational grant or loan from another organization, government or educational institution. Include funding title, source, period of funding, and amount of funding for which you are applying, and if/how this project relates to Fulbright project. If additional funding is received after Fulbright application is submitted, please update Fulbright administration. Maximum 1000 characters.

* 若正在申請教育部、科技部或其他單位的獎助學金，請在此說明獎助名稱、一年的金額、領取年份。（若可續約，請說明可續約幾年即可，勿自行加總）

* 教育部指示受獎者不可同時領取傅爾布萊特獎助金及教育部公費留學獎助金。若申請者兩者都有錄取，最晚必須在預計入學年度的**4月15日**前確認擇一獎項。

6. Select 'Yes' or 'No' to indicate whether the same amount of funding you listed above in Grand Total will be available for your second year of study in the United States.
 - a. If yes, move to the next section
 - b. If no, enter the amounts of any additional funding you expect for the second year
7. Select 'Yes' or 'No' to indicate if you have travel funds available and can pay for your round-trip travel to the United States if necessary.
 - a. If 'Yes', enter the amount of travel funding available
 - b. If 'No', move to the next section

Passport/Travel Document and Dependents

* 護照(需包含照片頁和簽名頁)，且有效期限必須比您的獎助截止日期至少多6個月。

8. If required, upload a copy of your passport or travel document.
 - a. Click *Choose File*
 - b. Locate and select the file that you previously saved to your computer
 - c. Click *Open*
 - d. Click *Upload* to complete the file upload
9. Select the number of dependents you intend to have accompany you the U.S. (select 0 if you do not have dependents or your dependents will not accompany you to the U.S.).
 - a. Enter required information for each dependent, including relationship to you, name,

- and intended length of stay in the U.S. (in number of months)
- b. Enter information for how you will provide for your dependents during your time in the U.S. in the text box

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

Additional Information

1. Use this section to upload any required additional documentation per your country-specific guidance.
2. Complete the Outreach Survey.
3. Click *Continue* to save your responses and advance to the next section.

請在此上傳以下文件：

* **Country-Specific Materials**：

中文履歷

即英文履歷的中文版，並另外加上手機號碼及紙本結果通知信之寄送地址，以方便聯絡補件。

* **Supplemental Materials**：若你有任何其它文件(英文版)希望讓評審參考，請於此上傳。

* **Additional Documents**：上傳左邊欄 Country Information 中 “Supplemental Forms” 裡填好的文件，填寫說明如下：

1) **Information Concerning Foreign Student Academic Records**

請根據你繳交的成績單（**非美國地區**取得的成績單）填寫這份表格。每一份成績單都需對應一份 academic record information，**並請在最上面標題旁註明該表格是對應哪個學位的成績單。**

2) **Transcript Release Form**

若你曾在**美國**的學校（大學以上）就讀，包括交換學生或取得學位，請填寫這份表格。**第一個空白處**填寫你**取得成績單的美國學校**，**第二個空白處**填寫「Institute of International Education (IIE)」，其餘部份請按照表格上所列項目填寫。

Recommendations

Use this section to register your recommenders. Please have **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. Letters of recommendation **must be** submitted directly by your recommenders either via the online application or emailed to Fulbright Taiwan Office (fse@fulbright.org.tw).

- * 若推薦人希望用**線上推薦**，請參考下方的註冊說明(請申請系統自動寄送填寫邀請函給申請者)。
- * 若推薦人希望用**紙本推薦**，請於左邊欄 Country Information 中的“Supplemental Forms”下載專用推薦表格給推薦人使用，並請推薦人在截止日期前 **email** 給本會。

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.

- Click *Send to Recommender* to generate automatic email to recommender.
3. Click *Continue* to save your responses and advance to the next section.
 4. 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**

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.

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。

* **除完成線上填寫，亦需郵寄以下紙本資料**

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、讀書計畫、自傳、中英文履歷、學校成績單、學位證明書/在學證明、iBT/ IELTS/GRE/ GMAT 成績單、Writing Sample、護照等資料)
- 大學部及研究所的彌封英文成績單正本(包含交換學生部分。彌封指學校必須在封口處蓋章，證明此成績單為學校所發)
- 大學部及研究所的英文學位證明書正本。外國學歷須經外交部駐外館處文書驗證(詳細辦法請參閱外交部領事事務局網頁 <http://www.boca.gov.tw/>)。一經錄取，所有文件須轉寄給 IIE，本會無法退還。/ 在學證明(英文)
- 三封英文推薦函(如推薦者已在線上填寫則可省略；紙本推薦函請務必使用申請系統提供之專用表格)

2) 收件地址:

100 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 (Doctoral Dissertation 或 Graduate Study (PhD) 或 Graduate Study (Master);

視您申請何種獎項)

3) 截止日期: 每年 8 月 1 日

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