

# Completing the Embark Online Application

## Instructions for Canadian Applicants to the Fulbright Student Program

**For study or research in the United States in the 2013-2014 academic year  
Competition OPENS on May 15, 2012 and CLOSES on November 15, 2012**

Applications submitted after 11:59pm EST November 15, 2012 will not be considered.

### **Please read all instructions carefully and follow the application guidelines below.**

This online application (Embark) is designed in a way that allows Fulbright programs in various countries to use the same form.

Please note that Canadian applicants do not need to complete all of the fields in the Embark application.

In addition to providing guidelines and tips, this instruction package will identify those fields that Canadian applicants **do not** need to complete. Please read these instructions carefully and follow the appropriate guidelines when filling out the application.

A general instruction package for all applicants is available through the Embark application website.

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A complete application consists of

- a) Application Form
- b) Study/Research Objectives Statement
- c) Personal Statement
- d) Resume/Curriculum Vitae
- e) Transcript(s)
- f) Letters of Invitation/Acceptance, Fulbright Canada Supplementary Form
- g) Letters of Reference
- h) Sent Separately by Mail:  
English Language Proficiency Report (as required), Signature Form (required)

The application process has six steps:

- 1. Review eligibility criteria and award conditions**
- 2. Register online**
- 3. Complete the online Application Form**
- 4. Complete and mail Supplemental Forms**
- 5. Register Recommenders**
- 6. Review and Submit online application**

## STEP 1: Review eligibility criteria and award conditions

A complete listing of eligibility criteria and award conditions is available on [our website](#).

Key criteria for applicants are:

- a) Canadian citizen
- b) NO U.S. Citizenship, Permanent Residency, or Birth
- c) Not residing, enrolled, or working, in the United States
- d) Undergraduate degree completed by August 31, 2013
- e) No previous Fulbright Student award (lifetime maximum of 1 Fulbright student award)
- f) Proficiency in English appropriate to the project

### Summary of Award Conditions

Award	Host	Award Dates	Benefit
Traditional Fulbright Student Award	Any American University, Research Centre, Think Tank, or Government Agency	Sep 2013 - May 2014	US\$15,000

Grantees must be in compliance with all [J. William Fulbright Foreign Scholarship Board \(FSB\) policies](#) and all [United States governmental regulations regarding visas, immigration, travel, and residence](#).

## STEP 2: Register online

Applications are completed online and must be submitted by 11:59pm EST November 15, 2012. When you click the [Online Application Package](#) link on the [Fulbright Canada website](#), you will be redirected to the Embark online application website. If this is your first application, you will register as a new user.

Your email address is your User ID. You do not have to complete your application in one sitting – you will be able to log in and out of your application account as frequently as you need to.

Keep your User ID and Password in a safe place. While you cannot change your User ID, you can change your password by clicking on “Update Account” (top of the application Home page).

### STEP 3: Complete the online Application Form

You do not need to complete this application in one sitting. You can re-enter at any time and edit your application before you SUBMIT it. Remember to SAVE your work frequently. NOTE: once you SUBMIT your application you can no longer make changes to it.

All forms in this application are to be completed in English. Fields must be answered completely and carefully.

#### **Helpful Tips**

- Do not use ALL CAPITAL LETTERS. Use upper and lower case (e.g. John Smith, **not** JOHN SMITH).
- Use only alphanumeric characters in the data fields. Special characters and accents (ä, é, ç, ñ) may not input correctly.
- Often specific instructions for a field/section will be provided in the application. Follow the information in this package when the instructions differ.  
**Please read all instructions carefully.**
- You can copy and paste information into data fields.
- In each data field, you must **limit your responses to the space provided**. Information that exceeds the space provided may not display or print. If what you have typed or copied exceeds the size of the box, you must edit it.
- You can preview each page of the application in a PDF format by clicking on the **Preview** button (upper right-hand corner). Close the pdf to return to your application.
- Some fields are “required.” In other words, you will not be able to SUBMIT your application until all required items are completed. When you click on the **Application Inspector** button, your application will be checked for completeness. You will be prompted to enter the missing information.

#### **Section Guidelines**

##### **Preliminary Questions**

1. *Through which program country are you applying?*  
Select “**Canada**”. Selecting another country will send your application to the Fulbright Office in that country and Fulbright Canada will not receive it. If our office does not receive your application, it cannot be reviewed or considered for an award.
2. *To which program are you applying?*  
Select “**Fulbright Foreign Student Program**”.
3. *Have you checked with your Fulbright Program Office?*  
Contact Fulbright Canada by [email](#).
4. *For which academic level are you applying?*  
Select “**Graduate Study**”  
**DO NOT** select “**Undergraduate Study**”. If you are interested in an exchange experience as an undergraduate student, please see the [Killam Fellowships Program](#).

#### **Instructions**

##### **Application Instructions**

This link will bring you to this instruction package. The instructions in this package supersede the Embark instructions.

##### **Student Application Check List**

Ignore this link. The Fulbright Foreign Student Application Checklist identifies documents that are not required for Fulbright Canada applications.

## Online Application

**Please take note of the following:**

### Application Form Page 1

#### GENERAL INFORMATION

##### Line 1. NAME

Enter your name exactly as it appears (or will appear) in your Canadian passport. Please use upper and lower case letters (e.g. John Smith) and note that special characters or accents may not input correctly.

##### Line 10. DO YOU NOW HAVE, OR HAVE YOU EVER HELD:

If you have U.S. Citizenship, U.S. Dual Citizenship, U.S. Permanent Residency, or you are applying for U.S. Citizenship or Permanent Residency you are ineligible for a Fulbright award.

##### Line 11. WHICH APPLICATION CYCLE ARE YOU APPLYING TO?

Select "**2013-2014**"

Select from the drop down menu your degree objective.

### Application Form Page 2

#### EDUCATION

##### Line 14. LIST EDUCATIONAL INSTITUTIONS ATTENDED

Enter all post-secondary institutions attended.

Enter most recently attended first.

### Application Form Page 3

#### OCCUPATIONAL EXPERIENCE

##### Line 21. IDENTIFY YOUR CURRENT POSITION OR OCCUPATION

Select from the drop down menu your current or most recent title.

##### Line 23. LANGUAGE SKILLS

If your *Mother Tongue* is **not** English, and you have **not** completed at least 3 years of study in English you are **required to either**

complete and submit a *Report on Proficiency in English (Step 4: Supplemental Forms)* or take a TOEFL (or IELTS) standardized test for English language proficiency.

##### Line 24. EXAMINATION DATES AND TEST SCORES

**As Required.** Enter the results from standardized tests.

You may be required to take one or more of the listed standardized tests to gain admission to an American university. It is the responsibility of the applicant to ensure that he/she has completed all standardized tests required for study at the applicant's host institution. Applicants should contact their prospective host institution for additional information regarding standardized tests.

##### Line 26. EMERGENCY CONTACT

**NOT Required.** Any information that you provide in this field will NOT be referenced in the processing of your application.

Should you be selected for an award, you may be contacted for additional information.

Application Form Page 4

DOCUMENTS/ESSAYS

Line 27. STUDY/RESEARCH OBJECTIVES

Contrary to the Embark instructions, please feel free to mention specific U.S. institutions at which you would like to study or conduct research.

**UPLOAD** your Study/Research Objectives Statement.

Application Form Page 5

DOCUMENTS/ESSAYS

Line 28. PERSONAL STATEMENT

Contrary to the Embark instructions, please feel free to mention specific U.S. institutions at which you would like to study or conduct research.

**UPLOAD** your Personal Statement.

Application Form Page 6

DOCUMENTS/ESSAYS

Line 29. Resume/Curriculum Vitae

**UPLOAD** your Resume/Curriculum Vitae.

Application Form Page 7

DOCUMENTS/ESSAYS

Line 30. TRANSCRIPT

Fulbright Canada will accept scanned copies of Transcripts.

**UPLOAD** a copy of your Transcripts.

Application Form Page 8

PERSONAL INFORMATION

Lines 31, 32, 33, 34, 35, 36

**NOT Required.** Any information that you provide in this field will NOT be referenced in the processing of your application.

Should you be selected for an award, you may be contacted for additional information.

Line 37. REFERENCES

Enter the names and contact information of three persons from whom you have requested a letter of reference.

**Note:** you must also register your recommenders in **Step 5**

Line 40. HOW DID YOU LEARN OF THIS YEAR'S FULBRIGHT COMPETITION

**NOT Required.** Any information that you provide in this field will NOT be referenced in the processing of your application.

Fulbright Canada has its own questionnaire and would greatly appreciate if you would complete the [Fulbright Canada Supplementary Form](#) and **UPLOAD** to Application Form Page 11.

Line 41. LIST THE U.S. UNIVERSITY/INSTITUTION

We highly recommend that you identify at least three institutions.

Fulbright Canada would like additional information about your preferred host institutions. Please complete the [Fulbright Canada Supplementary Form](#) and **UPLOAD** to Application Form Page 11.

Application Form Page 9

PERSONAL FINANCIAL INFORMATION

Lines 42, 43, 44, 45

**NOT Required.** Any information that you provide in this field will NOT be referenced in the processing of your application.

Should you be selected for an award, you may be contacted for additional information.

Application Form Page 10

WRITING SAMPLE

**NOT Required.** Any information that you UPLOAD to this page will NOT be referenced in the processing of your application.

Application Form Page 11

ADDITIONAL UPLOAD PAGE

You may use this page to upload supporting documents for your application such as:

Additional Letters of Invitation/Acceptance

Copies of relevant correspondence with your prospective host institution

[Fulbright Canada Supplementary Form](#)

**UPLOAD** Additional Supporting Documents.

## STEP 4: Complete and mail Supplemental Forms

It is a good idea to print all supplemental forms prior to submitting your application electronically. However, even after submitting your application you will be able to access these forms. As required, have these forms completed and mailed to the following address:

Fulbright Canada  
2015-350 Albert Street  
Ottawa, ON K1R 1A4

### Letter of Reference

**NOT Required.** You will register your recommenders in **Step 5**.

### Report on Proficiency in English

**As Required** (see Line 23). Complete and mail to Fulbright Canada.

### Transcript Release Form

**NOT Required.**

### Signature Form

**Required.** You must print out, complete and sign this form. Mail it to Fulbright Canada.

### Academic Records Information

**NOT Required.**

## STEP 5: Register Recommenders

### Recommendations

You must register three referees.

When you register and enter details for your referees, they will each be sent instructions via email for how to submit their online reference for you. However, the email they receive will not indicate the deadline for submitting their reference letter.

**Inform your referees that they must submit their Letters of Reference by November 15, 2012.**

Please also note that as the emails are sent by the online system itself, the message may be caught by spam/junk email filters, so please inform your referees that they should look for their email a few minutes after you register their details.

You will be sent an email notification when each of your referees submits their reference. You may also log in to your Embark application account and monitor the status of your references by clicking the

*"Recommendations"* button on the left-hand side of the page.

## STEP 6: Review and Submit online application

### Application Inspector

Before you can submit your application, it will be reviewed for completeness. If there are required fields that have not been completed, you will be prompted to complete those fields.

### Review and Print your application

We recommend that you review a PDF version of your application and print a copy for your records.

It is **very important** that the following Preliminary Questions were answered correctly:

1. *Through which program country are you applying?* **Canada**
2. *To which program are you applying?* **Fulbright Foreign Student Program**

### Submit Application

This is the final and most important step of the application process.

**NOTE:** Once you SUBMIT your application you can no longer make changes to it.

You will receive an automatic email that your application has been submitted. If you do not receive this email, please check your application and resubmit, or contact Fulbright Canada.

Fulbright Canada will notify you of the status of your application.

After you have submitted your application electronically, you will be able to access it in a viewable PDF format and access supplemental forms. You will be able to print your application and supplemental forms. However, you will not be able to make changes to your application. In addition, you will be able to access tracking information.

## OTHER IMPORTANT INFORMATION

1. **Duration of Grants:** Fulbright grants and other fellowships, assistantships, scholarships and educational grants are generally awarded for nine months beginning in August or September. Candidates may be required to arrive during the summer for an introductory course. In some cases, arrangements may be made for an extension of the visa beyond the first academic year. No extension of the grant is available.
2. **Change of Plans:** You should promptly inform Fulbright Canada of any change in your academic status or future plans after your application has been submitted.

### APPLICATIONS AND LETTERS OF REFERENCE MUST BE SUBMITTED ELECTRONICALLY USING THE EMBARK ONLINE APPLICATION SYSTEM

by 11:59pm EST

**November 15, 2012**

If you have any questions, please consult our website at

[www.fulbright.ca](http://www.fulbright.ca)

or contact:

info@fulbright.ca, (613) 688-5540