



**International Division**  
UNIVERSITY OF WISCONSIN-MADISON  
*Advancing the Global Wisconsin Idea*

**UW-Madison Campus Instructions:  
2025-2026 Fulbright U.S. Student Program**

Last revised on April 2, 2024

**Attachments A & B deadline: 10:00am CDT, Monday, September 5, 2024**  
**Campus deadline: 10:00am CDT, Monday, September 12, 2024**  
**National (final) deadline: 4:00pm CDT, Tuesday, October 8, 2024**

**UW-Madison Fulbright Program Advisor:**

Mark Lilleleht, UW-Madison Fulbright Coordinator  
256 Bascom Hall, [uwfulbright@wisc.edu](mailto:uwfulbright@wisc.edu), 608.265.6070

Campus procedures are available here and online at: <https://go.wisc.edu/FUSP>.

**Online application access** & Fulbright US Student Program information available at <https://us.fulbrightonline.org/>. If you plan on applying, we encourage you to open an application ASAP.

The Institute of International Education (IIE), which manages the Fulbright U.S. Student Program (FUSP), has an online application submission process. **Applications must be marked “ready for campus review” in the FUSP application system by the campus deadline; this is the first step in a two-part submission process. Step 2 is the final submission of the application by the national deadline. In between these two steps, your application can be revised.**

*Each applicant initiating an application and selecting the UW-Madison as their institution becomes part of the UW-Madison applicant pool. Please read all email that comes from the UW-Madison Fulbright Program Advisor ([uwfulbright@wisc.edu](mailto:uwfulbright@wisc.edu)) AND Fulbright. We will address general issues that might come up, highlight webinars & resources of interest, send deadline reminders, announce interview schedules, etc via email.*

**Review all materials and documents available at <https://go.wisc.edu/FUSP>.** On the Fulbright website - <https://us.fulbrightonline.org/> - the tab at the top labeled **Applicants** has valuable information about getting started, components of the application, and initiating an application. Most questions on filing a Fulbright application are answered there. Writing tips are also available online.

Read the **individual country and award summaries** on the Fulbright site to ensure that your project is an appropriate match for the country program to which you are applying. Normally, research projects must be completed in one academic year. Projects are in almost every instance carried out in a single country.

**Office of the Vice Provost & Dean**

**Students applying for a Fulbright who have completed a university study abroad program ARE eligible to apply to the country in which they studied.**

If you are pursuing a study/research/arts project, affiliation with a university, research, or community-based institution is required for most country programs (check the individual country summary); and for those countries where it is not required, we **strongly** recommend securing in-country affiliation/s. These letters can be sent to you as pdf documents via email; they should be on letterhead and have some form of signature. You will upload such letters into your online application. You can submit multiple letters. If you are applying for an ETA grant, no affiliation letters are expected or will be accepted.

**FILLING OUT THE APPLICATION:** The application will be available online starting March 31, 2023. You can initiate an application by following the links on the Fulbright U.S. Student Program web site (<https://apply.iie.org/fulbrightusstudent>). The UW-Madison Fulbright Program Advisor is available to advise on various aspects of the competition and provide feedback on your essays; however, you are expected to familiarize yourself with the application components and process.

- You must complete your application online and mark it as ready for review through the online system by the CAMPUS deadline. You will be given access to your application soon after the campus deadline so that you can continue to revise your application and statements or add transcripts and letters of affiliation. Your final submission deadline via the application system is the national deadline.
- **Make sure that your essays conform to all formatting requirements, including required information at the top of the statements.** Deviations from formatting requirements may render your application technically ineligible.

After completing basic identifying information in your application, all applicants will complete 3 brief written pieces: abstract/summary of proposal (1750 characters), a description of your planned host country engagement (1750 characters) and plans upon return to the U.S. (850 characters).

You do not need to write to the character count in any of these 3 pieces. These will be the first substantive written pieces of yours that your evaluators will be reading. They should not be “cut and paste” jobs from your longer pieces (see below). The abstract can be productively thought of as the cover letter of your application, presenting the broad themes of why this Fulbright program, why now, and why you, signposting your application as evaluators read through your listed academic, professional, and personal accomplishments to your longer, in-depth statements.

Matters addressed in the host country engagement and plans on return short answer pieces do **not** need to be repeated in your statement of grant purpose or personal statement.

**The Statement of Grant Purpose is among the most important components of the application.** This statement is limited to 1-2 single-spaced pages (research/study statement is 2 pages; ETA statement is 1 page). Each application type has a description of Application Components and Tips at <https://us.fulbrightonline.org/applicants/application-components>. Also be sure to read closely the individual country & award summary (linked through via <https://us.fulbrightonline.org/countries>) – any additional requirements or country priorities will be detailed on these pages. It is in your best interest to heed any specific requirements and recommendations noted on the award page in completing your application.

The **personal statement** should be in narrative form and limited to **one page single-spaced**. The National Screening Committees use the personal statements to assess an applicant's level of maturity, facility in handling a cross-cultural experience, and ability to represent the United States – *your* United States and *your* American experience – abroad. It also provides you an opportunity to give a more personally distinctive sense of yourself as an applicant and potential Fulbrighter.

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**We have a collection of UW-Madison student proposals & personal statements of applicants who were offered Fulbright U.S. Student Program awards on file and available for review electronically. Email [uwfulbright@wisc.edu](mailto:uwfulbright@wisc.edu) to request access.**

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**Language Background Self Report:** Complete a separate form for each language needed for the proposed project and/or as required by the host country. Where noted, proficiency generally means a minimum of two years of college level language study. For example, proficient spoken and written Spanish is required for many Latin American countries and for Spain. Many other countries do not require language proficiency at the time of application and/or on uptake of the award. The level of proficiency you should have depends on the nature of your project **and** country requirements.

**Foreign Language Evaluation:** In general, you are required to have foreign language proficiency adequate for carrying out the proposed research and for communicating with people of the country where you will be living; however, there are exceptions. Please read the **individual country** descriptions carefully concerning language requirements. The Foreign Language Evaluation should be completed by a professional foreign language teacher. If you are using a language in your project that is not required by the country description, you should still have your proficiency with the language to be used in your project evaluated.

**Reference form (study/research/arts & Fogarty):** Three letters of recommendations should be provided by three different people. **These MUST be submitted through the online system.** Please note that the due date your letter writers will see is the national deadline; **make clear to your referees that you need their letters submitted by the campus deadline.** You should provide your referees with adequate information so that they can assess your proposal and your ability to carry out the proposed work. I strongly recommend providing them draft versions of your project and personal statements. References are not the same as letter/s of affiliation or language evaluations. Please let your referees know that submission of letters by the campus deadline is important. The Fulbright campus committee reviews your entire application before your interview; references and language evaluations are important to the committee in its evaluation of your proposal. **Instructions for referees can be found at <https://us.fulbrightonline.org/instructions-for-study-research-recommendation-writers>.**

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**The importance of strong recommendations cannot be overstated. While you can't control what your referees say you can pick your references strategically and give them the information & guidance they need to write the strongest possible letters of support. The best references are those that are detailed, demonstrate a familiarity & engagement with the applicant, provide specifics about the applicant and her/his ability to complete the proposed work, and avoid cliché.**

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**Fulbright English Teaching Assistantship (ETA) Reference form:** If you are applying for an ETA grant, this form **MUST** be used by your referees. These are **ONLY** for those applying for an ETA position. A separate narrative letter cannot be submitted, the fill-in form **MUST** be used and **should be submitted by the**

campus deadline. Instructions for referees, guidance, and links to a sample form can be found at <https://us.fulbrightonline.org/instructions-for-eta-recommendation-writers>.

**Creative and Performing Arts Portfolio:** This is ONLY for applicants in the creative and performing arts. You will upload supplementary materials. More information about this process can be found here: <https://us.fulbrightonline.org/required-supplementary-materials-for-arts-applicants>.

**Transcripts:** You must upload one academic transcript from each post-secondary institution from which you received a degree. Additional transcripts can be uploaded for coursework and grades not reflected on degree-granting transcripts. Unofficial transcripts are acceptable at this stage. Pass/Fail grades are not considered useful by the Committee. If Pass/Fail grades are included, an explanation should accompany the transcript that describes what Pass means, the level of passing (i.e., D or A), and how Pass is determined. This is particularly true for major course work. **Low grades and/or incomplete grades should be explained in an accompanying statement but should NOT keep you from applying for a Fulbright.** If you are concerned about your academic record, please come speak with me!

Consult <https://us.fulbrightonline.org/transcript-upload-instructions> for information about uploading transcripts. Candidates who are offered a Fulbright will be required to submit official copies of all college transcripts upon award acceptance.

## CAMPUS REVIEW PROCEDURE

A UW-Madison FUSP Campus Review Committee is convened each year. The disciplines and regions of the world represented change from year to year depending on who serves on the committee. The members are specialists in various fields and area studies, but you might not meet with someone who is a specialist in your field and region. Each applicant will have a chat scheduled with a member of the review committee. Interviews take place in campus offices or online and will last roughly 15-25 minutes. The committee member will have reviewed your application as it was presented at the campus deadline and will provide feedback to the applicant. It is also your opportunity to ask questions about how your application reads, if there are particular strengths, weaknesses, or ways it could be strengthened. Each application then has a written campus committee evaluation attached, effectively as a 4<sup>th</sup> letter recommendation. All UW-Madison applications are forwarded to New York to be screened by the National Screening Committees. No one is eliminated from the campus stage of the competition; the campus review is **not** a gatekeeping exercise.

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**The sole purpose of the campus review & interview process is to help you strengthen your application and make you the most competitive candidate possible!**

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Campus reviews are slated to be conducted September 18 - October 1, 2024. You should make your schedule as open as possible for the interview. I will try to take your schedule into consideration when setting up interviews; however, committee member schedules take precedence over applicant schedules and are not as open as applicants' schedules.

## ELECTRONIC APPLICATION AND CAMPUS PROCEDURE

You must submit your Attachments A & B to the UW-Madison Fulbright Coordinator by 10:00am CDT on Thursday, September 5, 2024. You must complete & mark your application as "ready for campus review" in the online application system by **10:00am CDT, Thursday, September 12, 2024** as well. Although you

must lock your application in the system by the CAMPUS deadline, I will give everyone access to their applications again by the Friday after that deadline at which point you may continue to revise your application, if you so desire.

Applicants are encouraged to review and revise their applications and statements as they feel is appropriate following their interview and based on any feedback they receive. The final application submission deadline is the national deadline, Tuesday, October 8, 2024 @ 4:00pm CDT.