

2021 Duke Fulbright Recommendations

Congratulations! You have been asked to recommend a student for a highly competitive national scholarship. This is both an honor in that you are mentoring an ambitious and promising student, and a responsibility in that you likely wish to write a letter that can help your student stand out from a pool of other highly promising young people.

Please note:

- ❖ You are *never* required to write for a student. Please only write for students for whom you can make a good case.
- ❖ All students have waived their rights to see your letters.
- ❖ It is against NCS-OUSF policy to accept letters originally authored by students. We need the letter to be from you.
- ❖ Fulbright asks institutions and advisors to encourage all sincere applicants to put forward their best proposals.
- ❖ We do not to limit support to those seen as having the strongest academic or other qualifications, but may direct applicants to consider grant or country options where they may be even more competitive.

At any time in this process, from brainstorming the first draft to finalizing your letters, we are delighted to help. We are most available during the early part of the summer, but we do our best to prioritize our letter writers.

Please contact ncs-ousf@duke.edu.

Fulbright Scholarship Recommendation Process

	Study/Research	English Teaching Assistantship (ETA)	
Criteria & Questions to Ask Applicants	<ul style="list-style-type: none"> ❖ Proposal Strength <ul style="list-style-type: none"> ○ Rigor, methodology ○ Appropriateness for the host country ○ Feasibility of logistics and timeline ○ Strengths of research affiliation ○ Strengths of host institution in country ○ Arts Applicants: Technical and Professional Accomplishment in discipline ❖ Preparation <ul style="list-style-type: none"> ○ Research or transferrable experience ○ Academic background ○ Language ability (as needed, if known) ❖ Potential as a US cultural ambassador <ul style="list-style-type: none"> ○ Interest to learn from the host country community beyond research or study agenda ○ Maturity, adaptability, or flexibility ❖ Likelihood of Successful Study/Research in Country <ul style="list-style-type: none"> ○ Relevance of proposal in the host country to their long-term goals ○ Knowledge of country's culture, society, news, or history (in/formal efforts made to learn) 	<ul style="list-style-type: none"> ❖ Candidate Qualities <ul style="list-style-type: none"> ○ Capacity to respond well to challenges ○ Maturity, adaptability, or flexibility ❖ Preparation for Teaching <ul style="list-style-type: none"> ○ Experience or capacities for teaching or mentoring (tutoring, TA, or RA roles...) ○ Strong communication skills ○ Academic background highlights ❖ Potential as a US cultural ambassador <ul style="list-style-type: none"> ○ Engaging students, teachers, and community with respect and interest ○ Proactive responses to lack of structure or cultural confusion ❖ Likelihood of Success Teaching in Country <ul style="list-style-type: none"> ○ Relevance of teaching and/or cultural immersion in the host country to their long-term goals ○ Knowledge of country's culture, society, news, or history (or in/formal efforts made to learn) 	
Length	A letter: between 1 ½ -2 pages	A form: up to 750 characters per topic	
Recommenders	Study/Research: 3 total; Minimum 2 academic references	ETA: 3 total; Minimum 1 academic reference	
Application Stages	Stage	Description	Deadline
	Duke Fulbright Campus Committee Evaluation	NCS convenes a faculty committee to interview candidates and suggest improvements to their applications	August 15
	National Foundation Submission	Usually, no updates are needed. Students may make a significant change to their application, or we may spot concerns.	(If needed, September 29)

FAQs

Where do I submit?

- ❖ You will receive an email from Fulbright with a link to upload your recommendation to their application. If you do not receive this email, please let the applicant know to resend the request from the application site.
From: Fulbright U. S. Student Program (FBstudent@iie.org)
Subject: Fulbright Recommendation for [applicant name]

How can I edit my recommendation?

- ❖ Once your recommendation is submitted, only you may email FBstudentsupport@iie.org (include the applicant's full name and country of application) to un-submit your recommendation. After allowing at least 48 hours for the request to be implemented, you can then edit or re-upload the recommendation and resubmit.

Who do I address the letters to?

- ❖ Please address your letter to "**The Fulbright Selection Committee.**"
- ❖ Be sure to use your letterhead, or include your name and mailing address on the top of the first page.
- ❖ Please also sign your letter (with an image of your signature). NCS-OUSF@duke.edu can help you create an image of your signature if needed.

Who reads my recommendation?

- ❖ It is Fulbright's policy (and ours, NCS) that letters should be confidential to applicants.
- ❖ First, your letter will be used by the Duke Fulbright Campus Committee to interview, advise, and add strength to applicants' materials. We have the ability to see your letter once posted online. After applications are submitted, they go to two different selection committees.
- ❖ National Screening Committees of faculty with world regional experience are convened by the Institute for International Education (IIE) to select semifinalists by late January.
- ❖ Then the in-country selection board or commission reviews these "recommended" applications and makes award offers to finalists between March and June (but hopefully by April 15!).

How will I know what the student proposes to do?

- ❖ **Applicants should give you a draft of their "Statement of Grant Purpose."**
- ❖ The Study/Research Grant Purpose is limited to 2 pages, and the ETA Grant Purpose is limited to 1 page. Please ask to see these if they have not provided them you, and perhaps also their Personal Statement. This will help applicants strengthen and clarify their plans both with you and NCS advisors over the summer.
- ❖ Ideally, they will give you the link to their "country page" for their grant type to affirm their proposal is suited to the country's competitive priorities or limitations for that award (if any are specified).
<https://us.fulbrightonline.org/countries/regions>

Things to keep in mind?

- ❖ Always remember the adage, "Show don't Tell."
- ❖ National and host country readers have many letters to read in a short period of time; be sure to highlight your key points early in the letter, if you can.
- ❖ Use as little field-specific jargon as possible, since grants are only country-specific, rarely ever field-specific. If this award is field-specific, the applicant should tell you.
- ❖ Could you tell us a story about a time the student impressed you? How does this student compare to other students you know?
- ❖ How does their plan fit into their future ambitions?

Further Resources:

- ❖ Study/Research Tips: <https://us.fulbrightonline.org/instructions-for-study-research-recommendation-writers>
- ❖ ETA Tips: <https://us.fulbrightonline.org/instructions-for-eta-recommendation-writers>
- ❖ Penn State on Fulbright Recommendations: <http://bit.ly/Penn-Fulbright-rec>
- ❖ Strong Recommendations from Inside Higher Ed: <http://bit.ly/stronger-letters>