



United States-India Educational Foundation

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Completing the Embark Online Application

Instructions for Indian Fulbright-Nehru Master's Fellowships Applicants

For pursuing a master's degree in the eligible fields of study in the United States during the 2015-2016 U.S. academic year

Application Deadline: July 1, 2014

Read all instructions carefully and follow the application guidelines below.

THESE INDIA SPECIFIC INSTRUCTIONS SUPERSEDE ANY GENERAL INSTRUCTIONS.

A complete application consists of: (a) your online application form; (b) study/research objectives; (c) personal statement; (d) curriculum vitae; (e) writing sample; (f) scanned copies of your mark sheets or transcripts and diploma/degree certificates; (g) scanned copies of proof of your work/professional experience (h) three reference letters; (i) FNMasters Employer's Endorsement, if employed; (j) scanned copies of test score reports, if applicable; (k) correspondence with U.S. universities; (l) FNMasters applicant annexure; and (m) additional documentation as specified in the instructions below.

1. REVIEW ELIGIBILITY CRITERIA

Please review the following **prerequisites and eligibility requirements** and the **fields of study** to ensure your eligibility for this fellowship program.

F-N Master's Prerequisites and eligibility requirements

The Fulbright-Nehru Master's Fellowships are designed for outstanding Indians residing in India to pursue a master's degree program at selected U.S. colleges and universities in the areas of **Arts and Culture Management including Heritage Conservation and Museum Studies; Environmental Science/Studies; Higher Education Administration; Public Health; Urban and Regional Planning; and Women's Studies/Gender Studies.**

These fellowships are for highly motivated individuals who demonstrate leadership qualities, have completed the equivalent of a U.S. bachelor's degree, have at least three years professional work experience, and are committed to return and contribute to their communities. The fellowships are for one to two years.

The applicant:

- should be a responsible Indian citizen who can contribute to a full and fair picture of the culture and civilization of India, and thereby help to promote understanding and friendship between the peoples of the United States of America and India;
- must be residing in India at the time of application. No application will be accepted from Indians residing, working or studying outside of India;
- should have a high level of academic/professional achievement;
- should demonstrate proficiency in the English language to undertake the proposed project/program and adjust to life in the U.S. The applicant may be required to take the Test of English as a Foreign Language (TOEFL);
- if shortlisted for an interview, must appear **in person** for interview at the USIEF office in New Delhi;



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- must inform USIEF well in advance at ip@usief.org.in if s/he needs to travel abroad (e.g. conference) during the application cycle (in particular July 2014 – June 2015);
- should be eligible for leave, if employed;
- should be in good health;
- should not be applying for or holding permanent residence (green card) in the United States; and
- should give an undertaking to return to India on the completion of the fellowship.

Note: Preference will be given to candidates who have not had extensive recent U.S. experience.

In addition to the above requirements, applicants should:

- have completed an equivalent of a U.S. bachelor's degree from a recognized Indian university with at least 55% marks. Applicants should either possess a four-year bachelor's degree or a completed master's degree, if the bachelor's degree is of less than four years' duration;
- have at least three years' full-time (paid or voluntary) professional work experience relevant to their proposed field of study;
- demonstrate experience in leadership and community service; and
- not have another degree from a U.S. university or be enrolled in a U.S. degree program.

Eligible Fields of Study

Each applicant should choose **one** field of study from the following eligible fields of study that matches his/her chief area of interest. The following field descriptions are illustrative and applicants should note that individual academic host institution programs of study may differ in course offerings, subspecialties, and academic requirements.

- **Arts and Culture Management including Heritage Conservation and Museum Studies:** The study of all aspects of art and culture management, including arts administration, heritage conservation and museum studies, management of profit and not-for-profit art institutions, among others. These fellowships are **not** for pursuing graduate degrees in fine or applied art and design or art history, but for the management of the arts.
- **Environmental Science/Studies:** The study of the environment in all its complexities. Subspecialties include: environmental toxicology, natural resource management, pollution prevention, environmental law, environmental engineering and environmental policy analysis, among others.
- **Higher Education Administration:** The study of all aspects of higher education administration including policy planning and management, student affairs, academic affairs, admissions and enrollment management, curriculum design, learning assessment, financial management, alumni and community relations, internationalization of higher education, quality assurance, use of technology in higher education, among others.
- **Public Health:** The study of all aspects of public health including biostatistics, environmental and occupational health, epidemiology, health law, bioethics and human rights, health policy and management, public health delivery systems, international health, and reproductive, maternal and child health, among others.



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- **Urban and Regional Planning:** The study of all aspects of urban and regional planning, including infrastructure, transportation policy and planning, water and sanitation, town and rural planning, land use, housing and real estate development, and waste management, among others.
- **Women's Studies/Gender Studies:** The study of issues relevant to women, feminism, and gender including development, health, history, education, sexuality, law, and policy, among others.

Important Note: Business Administration and Public Administration are **not** eligible fields for 2015-2016 Fulbright-Nehru Master's Fellowships. USIEF will **not** fund master's degrees in Business Administration (MBA), Public Administration or Public Policy (such as MPA/MPP or MA/MS in Public Administration or Public Policy).

2. Register online

All applications must be completed online at:

<https://apply.embark.com/student/fulbright/international/20>

- If this is your first application, you will register as a new user. Click **Create an Account** under the **New User?** Section.
- Your email address is your User ID. 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 My Account" (top of the application Home page).
- You are not required to complete this application in one sitting. You can re-enter at any time and edit your application before you submit it. However, please remember that 40 minutes of inactivity will result in your being logged out. You will have to log in again to resume your application.
- Once you submit your application, you can neither make any changes to it nor upload any documents.
- All forms in this application are to be completed in English. Items must be answered completely and carefully.
- Responses to questions on the application must adhere to established character limits.
- Review the entire application before submitting it. The **application should not have any grammatical and spelling errors.**

Once you have created an account, please follow these steps:

1. Please select **Non-US/Non-Canadian** from the drop down menu for "**State/Province.**" Your email address is your User ID.
2. **Preliminary Questions:** Complete the following preliminary questions before proceeding with the application form:



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Preliminary 1: Through which program country are you applying?

You must be an Indian citizen residing in India at the time of application. No application will be accepted from Indians residing, working or studying outside of India.

If you are invited for an interview, you have to appear in person before the selection committee. Interviews over the internet or the telephone are not permitted.

Preliminary 2: To which program are you applying?

Select **Fulbright Foreign Student Program**.

Preliminary 3: Have you checked with your Fulbright Program Office?

Select **Yes**. If you have any questions you can write to masters@usief.org.in

Preliminary 4: For which academic level are you applying?

Select **Graduate Study** from the dropdown menu.

Once you successfully complete these four questions, you will be taken to the “Homepage”

INSTRUCTIONS

The following instructions are also available as **FNMasters Application Instructions** under **Instructions** on the homepage. Please click on **India** to download these India specific instructions. **Please note that the India instructions supersede any general instructions.**

ONLINE APPLICATION FORM: Please complete all the items. Please follow these instructions carefully:

Application Page 1

Item 1 – Name: It is very important that you list your name exactly as it appears (or will appear) on your passport. Please use upper and lower case when entering your name, e.g. Tara Singh. Avoid using all capital letters or using all lower case. Also, do not use diacritical markings as this can sometimes create computer-related problems.

Items 2-9 – Complete these items as per the online instructions.

Item 10—Do You Now Have, Or Have You Ever Held:

- U.S. Citizenship?
- U.S. Dual Citizenship?
- U.S. Permanent Residency?

If you have U.S. Citizenship, U.S. Permanent Residency (Green Card), or you are applying for U.S. Citizenship, U.S. Permanent Residency (Green Card) you are **ineligible** for a Fulbright award.

Item 11—Application Cycle: Please select “2015-2016”.

Degree Objective: Select **Master’s degree** from the drop down menu of choices



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Item 12— What Is Your Proposed Major Field Of Study?

Select one discipline from the drop-down menu that is closest to your study objective.

Important note: The disciplines in the drop-down menu **may not** exactly match the list of eligible fields for the Fulbright-Nehru Master’s Fellowships. You will be required to indicate your chosen field of study in the **FNMasters Applicant Annexure**, which will have to be uploaded in this online form on **page 11**.

Specialization in Field: Please indicate the specialization, if any.

Please note that Business Administration and Public Administration are **not** eligible fields for 2015-2016 Fulbright-Nehru Master's Fellowships. USIEF will **not** fund master’s degrees in Business Administration (MBA), Public Administration or Public Policy (such as MPA/MPP or MA/MS in Public Administration or Public Policy).

Item 13—FUTURE PLANS: (Describe the career you plan to pursue after completion of study or research in the U.S., e.g. teaching, government, business, industry or any plans you might have for continued study or research in your home country. Also indicate if you will be returning to former employment, or if you have been promised a position in India after completing your Fulbright grant.)

Application Page 2

Item 14—Educational Institutions Attended: Please list all post-secondary institutions attended in reverse order (putting the most recently attended first). List all post-secondary institutions attended even those from which you did not achieve a degree.

Item(s) 15–20 — Complete the items as per the online instructions.

Application Page 3

Item 21—Identify Your Current Position or Occupation: Please select from the drop down menu the position title which best describes the activity in which you are currently (or most recently) involved.

Item(s) 22–26 — Complete the items as per the online instructions.

You will create essays on **application pages 4 and 5**. You have several ways to create your essays.

- a. You can compose your essay on-line. Please note there is a 40-minute ‘time out’ function. In other words, you will need to either complete your essay in 40 minutes or periodically save your essay. You will not be able to customize the formatting of your essay.
- b. You can copy and paste text from another document and edit online. Again, you will have a 40-minute ‘time-out’ function. You will not be able to customize the formatting.



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- c. You can upload text from another document. This is the only option where you will be able to have special formatting, e.g. bold, underline, headers, double spacing, etc. While you cannot edit an uploaded document on-line, you can delete your upload, make your corrections in your document off-line, and upload again.
- d. You should preview all of your essays to make sure the formatting is correct before submitting your application by clicking the Preview button. You must use the “Back” browser button to return to your essay. Closing out of the HTML view will exit you from your application.

Application Page 4

Item 27—Study/Research Objective: Write a clear and detailed description of your study objectives, and give reasons for wanting to pursue them. Be specific about your major field and your specialized interests within this field. Describe the kind of program you expect to undertake, and explain how your study plan fits in with your previous training and your future objectives. This statement is an essential part of your application. Do not mention specific U.S. universities at which you would like to study.

It is advisable for you to limit your response to fifty lines of text.

Remember to leave a 1 ½ inch (4 cm) margin at the top of every page to allow room for the header that will appear on the PDF view. Preview your essay to check the formatting before submitting your application.

Application Page 5

Item 28—Personal Statement: The personal statement should be a narrative statement describing how you have achieved your current goals. It should not be a mere listing of facts. It should include information about your education, practical experience, special interests and career plans. Describe any significant factors that have influenced your educational or professional development. Comment on the number of years of practical experience already completed in the field in which academic work will be done in the U.S. Do not mention specific U.S. universities at which you would like to study.

It is advisable for you to limit your response to fifty lines of text. Again, remember to leave a 1 ½ inch (4 cm) margin at the top of every page to allow room for the header that will appear on the PDF view. Preview your essay to check the formatting before submitting your application.

Application Page 6

Item 29— Resume/Curriculum Vitae: Please upload a copy of your resume or curriculum vitae. It should not exceed three pages. Do not include photos.

While there is no ‘header’ on this page for which you need to leave space, it is still advisable that you preview your information to check the formatting before submitting your application.



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Application Page 7

Item 30—University Transcripts: Please upload **one** file (not exceeding 2 MB) containing scanned copies of your degrees/diplomas certificates and mark sheets, beginning with your bachelor's degree. You must include mark sheets for all yearly or semester examinations, and not just the final one. The set must be arranged in chronological order, beginning with the latest or the highest degree/diploma. **Do not** include high school/senior secondary school mark sheets or certificates. Certificates and mark sheets in any language other than English must be accompanied by certified English translations.

Application Page 8

Items 31 – 36: Complete the items as per the online instructions. However, information provided by you will not be used in the processing of your application.

Item 32—National Identification Number: This is not a required field.

Item 37 – References: List the names of persons from whom you have requested letters of reference and provide the details as requested.

You must have three letters of reference submitted on your behalf. All letters of reference should be written by teachers under whom you have studied or pursued research or by someone who has supervised you in work related to your proposed field of study. Letters of reference should not be written by persons related to you either by blood or marriage or by personal friends. At least one academic and one professional or work related letter should be included among the letters. The letters should be written in English if possible. If they are not, an original English translation must be provided.

You can submit the reference letters either through the **a) online application system or through the b) Confidential Letter of Reference Form.**

- a) Request your referees to submit the reference letters online. You must click on the **Recommendation** button on the Home page of the online application to register your recommenders.
- b) If your referees cannot submit the reference letters online, please provide them the **Confidential Letter of Reference Form** that you can download from the <https://apply.embark.com/student/fulbright/international/20/ReqForms.asp> webpage. Please request your referee (s) to send the **Confidential Letter of Reference Form** to the Executive Director, USIEF, 12 Hailey Road, New Delhi 110 001. **All letters of reference should reach by the July 1, 2014 application due date.**

Item(s) 38–41 — Complete the items as per the online instructions.

Application Signature: Please type your first (given) name and the family (last) name in the boxes.



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Application Page 9

Items 42-44 Personal Financial Information: While your Fulbright-Nehru grant will be your primary source of funding, all costs may not be covered and you may need to provide funds from your own or other sources. Please complete this form as completely and accurately as possible based on information that you have at the time of application. Mention any scholarships or personal funding you will have towards your Master's program.

Item 45— Complete the item as per the online instructions.

Application Page 10

Item 46— University Preferences: It is not a requirement for you to identify institutions at which you would like to study. However, if you have identified potential institutions, please complete this page as fully as possible.

Please note that it is mandatory to complete item 46. Do not just list the name of a university in which you are interested. Be specific. Provide the name of the department and the specific program within that department in which you are interested. If you have been in contact or correspondence with a faculty member, please provide the name and contact information for that individual. **If you have applied to a U.S. university within the past three years, please list the programs and the results. If you have letters of admission, letters of invitation, deferral requests, or other correspondence from a school, especially a preferred program, please forward a copy (not the original) of this correspondence to masters@usief.org.in**

Important Note: If you have previously applied to U.S. institutions and have requested a deferral from the institution, you must notify USIEF immediately at masters@usief.org.in . If you already have a deferral, then USIEF and IIE will not apply to any other institution and will seek to confirm placement only at the deferral institution.

Application Page 11

Country Specific Questions: Please upload one file (not exceeding 2 MB) containing the following additional documents on Page 11.

1. FNM Master's Applicant Annexure
2. Signature Form (download from Supplemental Forms link on the homepage). Print and sign before uploading.
3. Bio page of your passport (pages with your photo, name, passport number, etc)

Note: You will need to combine all these documents into one PDF file not exceeding 2 MB.

Application Page 12

Writing Sample: You should use this page to upload a writing sample (not more than 2 MB) that will be submitted along with the rest of your application materials to the universities. This is mainly for Doctoral candidates, as the vast majority of those programs require a writing sample be included with the application materials, but certain Master's candidates would benefit from including a writing sample as well.



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Application Page 13

Test Scores: You should use this page to upload your copy of any available test score reports (e.g. TOEFL, GRE, etc.).

Upload scanned photocopies of proof of your **work/professional experience** on page 13 of the online application form.

Note that you can only upload one document, so you will need to combine files to make one PDF document (not exceeding 2 MB) to upload on **page 13**.

Application Page 14

Additional Upload Page: This page is applicable for employed applicants only. Employed applicants can upload the signed **FNMasters Employer's Endorsement Form** on **page 14** of the online application. If you are going to upload the signed **FNMasters Employer's Endorsement Form**, please do not submit your application until you have uploaded this form. **Please proceed with the following steps.**

Application inspector

Before you can submit your application electronically, your application will be reviewed for completeness. IF there is missing data, you will be prompted to correct.

Review and print your application

Review a PDF version of your application and print a copy for your records. **Employed applicants MUST print a copy of their application at this stage.** Please review the following **Important note for employed applicants**.

Important note for employed applicants: If you are employed and required to submit your application through proper channel, please obtain the endorsement from the appropriate administrative authority on the **FNMasters Employer's Endorsement Form**.

1. Download the **FNMasters Employer's Endorsement Form** from the USIEF website.
2. After reviewing your application as part of the **Application Inspector** process, please print a copy of your application. **Do not submit your application yet if you plan to upload the FNMasters Employer's Endorsement Form.**
3. Submit the print out of your Fulbright-Nehru application along with the **FNMasters Employer's Endorsement Form** to your employer.
4. The employer must indicate that leave will be granted for the fellowship period.
5. Please request the employer to return the signed **FNMasters Employer's Endorsement Form** to you so that you can scan and upload it on **page 14** of your online application. Or, the employer can send this form directly to the **Indian Program, United States-India Educational Foundation, 12 Hailey Road, New Delhi 110 001** so as to reach no later than **July 1, 2014**.



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6. Please indicate in the **FNMAstters Applicant Annexure** if you are uploading the **FNMAstters Employer’s Endorsement Form**.

7. Please note that you cannot upload any document once you submit you application. Therefore, if you will upload the signed FNMAstters Employer’s Endorsement Form in your application, **DO NOT** submit your application until you have uploaded the **FNMAstters Employer’s Endorsement Form**.

Submit your application

After completing this application and thoroughly reviewing it, you will submit it electronically. Please note it is very important that you identified your country of citizenship correctly in the preliminary questions. If you entered the wrong country of citizenship when you answered the preliminary questions, you must correct this prior to submitting your application. You can correct your country of citizenship by clicking on the “update my answers to preliminary questions” link on the upper right-hand corner of the Home page.

Note carefully, after submitting your application electronically, you will be able to access it in a viewable PDF format as well as be able to access supplemental forms. You will be able to print these documents. However you will not be able to make changes to your application.

Supplemental forms on homepage: You are not required to submit the following forms available under the Supplemental forms link on the home page:

1. Report on Proficiency in English
2. Transcript Release Form
3. Academic Records Information

IMPORTANT: Refer to the FNMAstters Application Checklist before submitting your online application.

If you have any questions, please write to masters@usief.org.in