Fulbright Study/Research Grant Reference Instructions

For Azusa Pacific University Students and Alumni

Fulbright applicants register referees in the Embark Fulbright Online Application system allowing them to complete the reference online so that it can be submitted with the student's application. Reference letters for APU applicants are **due September 25, 2019**. References submitted after the campus deadline may not be considered and could affect the candidate's eligibility. If you are not familiar with the Fulbright U.S. Student Program, please visit: https://us.fulbrightonline.org/. The most useful sections for referees are "Application Components" and the "Country Summary" for the applicant's proposed host country.

In completing the reference, keep in mind that the applicant will be serving as a cultural ambassador representing the United States and that personal suitability, as well as academic excellence, is an important criterion to be considered. The grant applicant should provide you with the Fulbright Statement of Grant Purpose and the Personal Statement.

Please comment on the following, as appropriate:

- Feasibility of the applicant's proposed project in terms of the resources available and the research environment in the host country.
- Appropriateness of the project and subject matter for the host country
- Suitability of the proposed research methodology given the topic and the applicant's background
- Ability of the applicant to successfully carry out the project in the allotted time.
- Linguistic preparation for the proposed plan.
- Candidate's ability to adapt to a different cultural environment and to represent the U.S.
- In the arts, the candidate's talent and potential for growth.
- Any other factors which you believe may have a bearing on the candidate's experience overseas.

Steps to submit the reference:

- Once the student has registered you as a referee, an email will be sent to you, from the Embark Online Recommendation system with the student's name in the subject line. If you do not receive this email, please let the applicant know or email Embark Technical Support directly: support@embark.com and tell them the name and email address of the applicant and your name and email address.
- Prepare the reference offline and save it as a Word document or a PDF document.
- Members of the campus Fulbright Committee are happy to proof draft copies of references or answer questions from faculty referees. No changes can be made to a reference once it is submitted online. Questions may be directed to Fulbright Program Adviser Louise Huang (lhuang@apu.edu, 626-815-6481).
- Log in to the system using the User ID and password sent to you in the Embark email.
- Following the steps in the online system, Upload your letter.
- The final step is to submit the reference. Before you click Submit, be sure that this is the letter that you wish to have reviewed by screening committees in the U.S. and abroad. Once you submit the reference, you will not have access to edit or change it.

Note: Only references submitted via the Embark Fulbright Online Application System will be reviewed. Information taken from https://us.fulbrightonline.org/instructions-for-study-research-recommendation-writers