

# INSTRUCTIONS FOR FULBRIGHT APPLICANTS ON REFERENCES

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There are **three steps** to obtaining references. Be sure to review all three.

## STEP 1: Choose your referees

Three references are required.

- **Graduating seniors and recent graduates** will not be expected to have all references from professors in their major field, but can have a mix of faculty or others who know them well and can refer to their abilities/skills relative to the proposed project.
- **ETA applicants** should request references from those who know them well. Referees may include academic instructors, academic advisers, or supervisors in teaching or tutoring situations.
- **Advanced graduate students** should select referees from professors in their major field and/or fields directly related to the Fulbright project. References from recent undergraduate faculty may be requested, if you are only a year or so into graduate study. Additionally, references from professional or work contacts are appropriate if the referee can speak directly and with authority to your background/skills relative to your project.
- **Applicants in creative and performing arts or professional fields** may select referees who can address their skills/talents in the field, relative to the proposed project. However, it is also advisable to provide at least one or two academic references.
- **Reference in languages other than English:** The applicant must ask the referee to have the letter translated into English. The referee can then scan both the original letter and the translation into one document and upload both into the Embark Online Reference page. **ETA applicants should not ask non-English-speakers to complete the ETA Reference Form.**

In addition, consider the following:

- **Ask for references from people who have some knowledge of your field and/or host country.** Referees should comment specifically on the feasibility of the project in terms of resources available abroad, your preparation to carry out the proposed project, and your ability to adapt to a different cultural environment. They are free to comment on any other factors that they believe may have a bearing on a successful overseas experience. For arts candidates, letter writers should discuss the potential for growth in your field.
- **It may not always be possible to include all three references from professors or other field specialists.** You will need to use your best judgment as to who can provide the best reference for your application. References may come from supervisors or employers. We recommend trying to obtain as many letters as possible from people who meet our guidelines, but, ultimately, you can submit a reference letter from anyone that you wish.
- **Do not use reference letters from university placement services.** Fulbright reference writers must address the specific issues indicated in the *Instructions for Referees*. These issues are related to the goals of the Fulbright Program and references that address them will be more beneficial to an application. Letters from a placement service will be general and will not be an asset to an application.

If you have attended more than one academic institution, references may be included from professors at the prior institutions.

## Step 2: Ask the person to be a referee

It is advisable to ask your prospective referees **well in advance** of the application deadline if they will prepare a reference for you.

- **Provide** them with a copy or summary of your grant project or the ETA program **and** a copy of the *Instructions for Referees* for the type of grant for which you are applying.
- **Discuss your project or grant activity with the referee.** Referees should also indicate their belief as to the merit or validity of the project itself.
- **Indicate that referees must eventually upload their letters electronically, but are asked to first email an electronic copy of their recommendation to Dr. Fred Pinnegar ([fred\\_pinnegar@byu.edu](mailto:fred_pinnegar@byu.edu)) in the National Scholarships, Fellowships, and Programs office prior to uploading the final recommendation.** In the online application, go to *Step E: References/Report*. From there, you can register up to three referees and two Foreign Language Evaluators. Once registered, the referee/evaluator will receive an email with a login and instructions on how to complete the form. **Contact your referees/evaluator(s) to make sure they have received their email instructions.**
- Also, **once again remind your recommenders to first send a copy of their recommendation to the National Scholarships, Fellowships, and Programs office,** since once they upload a copy of the reference/evaluation to the online application they cannot edit it.

## Step 3: Instructions for Registering Referees

**In the Embark Fulbright Online Application System, you must register your referees and language evaluator(s) since they must submit the reference or language evaluation electronically.** Be sure to let the referee know this process and ask them to check their email for an email from “Embark Online Recommendations.”

Steps for handling your references when using the Online Application:

- **Make sure that your referee knows** that you have registered them for online submission of the reference.
- **Register your referees.** In Step F of the online application, click the “Register Referee/Evaluator” button and complete contact information for the evaluator. This registration will generate an email to the evaluator which will give him/her instructions on how to complete the form electronically. **Remind recommenders to send an electronic copy of their recommendation to Dr. Fred Pinnegar [fred\\_pinnegar@byu.edu](mailto:fred_pinnegar@byu.edu) by **SEPTEMBER 16, 2015.** Recommenders will later be notified by the National Scholarships, Fellowships, and Programs office as when to upload their recommendations to the online application.**

You will note that the referees are registered based on the type of grant for which you are applying—Study/Research or ETA. ***It is important that you take care and register the referee for the correct form.***