FULBRIGHT FOREIGN STUDENT PROGRAM

Instructions for Completing the 2027-2028 Fulbright Foreign Student Program Application

Application: https://apply.iie.org/ffsp2027

Read all instructions carefully before completing the application.

Applicants may only apply for one award per application cycle.

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General Information

The application is supported by all modern browsers. We highly recommend that you use a current version of Google Chrome, which supports Windows, Mac, and Linux platforms.

Prior to starting an application, please complete the following steps:

Step 1: Learn requirements for submitting an application
Before you begin an application, please take a look at the requirement and eligibility section on Fulbright Denmark's website.

Step 2: Record username and password in a safe place
Your email address is your username. When you create an account for this online application, record your password in a secure place. You can log in and out of the application as frequently as you like using your username and password. If necessary, you can reset your password by clicking the "Forgot Your Password" link on the log-in page.

Step 3: Complete the application
You do not need to complete this application in one session. You can re-enter at any time to edit your application. However, once you SUBMIT your application, you CANNOT make changes to it.

To complete your application correctly, please answer all questions completely and carefully. Review these additional tips:

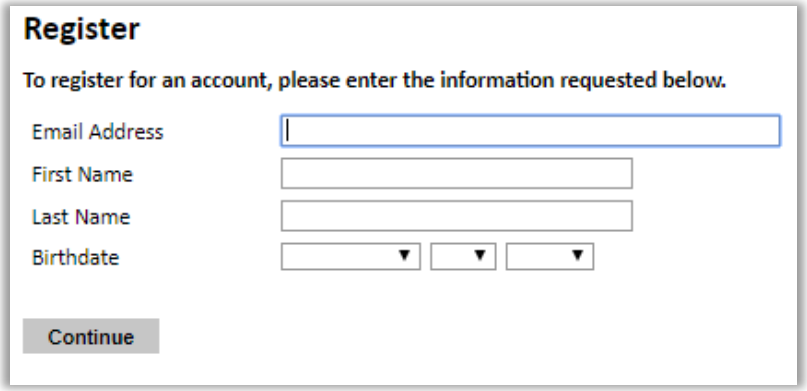
- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents and save them in PDF format. It is highly recommended that to preserve any formatting and special characters in your documents, you upload them in PDF format.
- Some questions are "required." They are marked with an asterisk (*). You will not be able to submit your application until all required items are complete.

Step 4: Submit the application
Once you have entered all required information, including recommenders, review your application for errors. If all information is correct, submit your application.

Creating Your Online Account

1. To start, click *Create an account*. Returning users, please see *step 5* below.

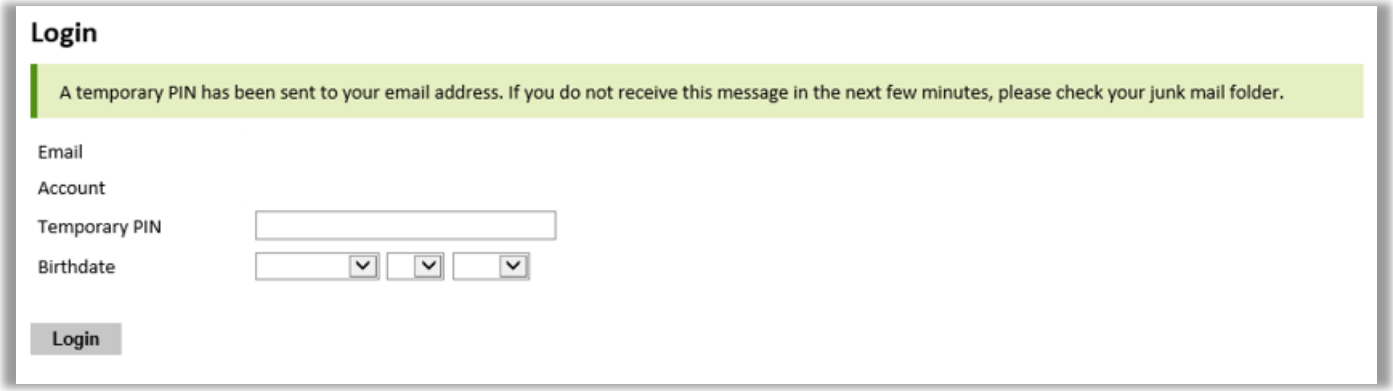
2. Enter your email address, first name, last name, and select your date of birth (Month-Date-Year) from the drop-down menus. **Your name must be entered exactly the way it appears (or will appear) on your passport.**

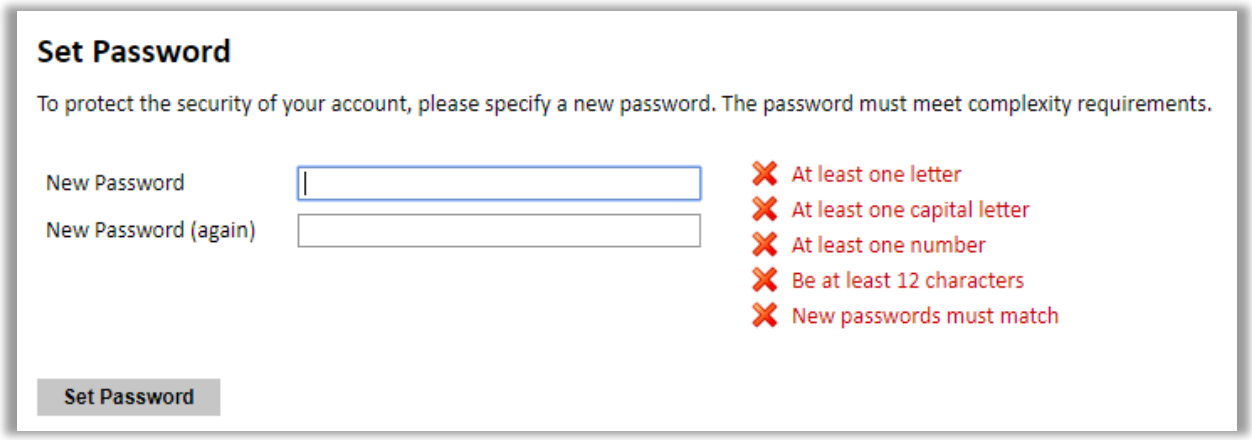


Note: *Use an email address that you will be able to access for at least two years after submitting your application. This is the email address you will use to log in to your application account. We recommend you do NOT use a work email address if you will not have access to it during your grant in the U.S.*

3. Click Continue. You will receive an email from apply@iie.org confirming that you have started the application. The email will include a temporary PIN. Follow the instructions in the email to activate your account using the temporary PIN.

4. You will be prompted to enter your pin and then create a password to complete login.





5. Returning users: Click *Log in* and enter your email address and password. If you do not remember your password, click *Forgot your password?* and follow the resulting instructions.

Managing Your Application

EDITING YOUR APPLICATION PRIOR TO SUBMISSION

1. You may log in at any time to review and edit your application form, upload documents, and enter recommender information.
2. Remember to save your application after completing each page by pressing the *Continue* button at the bottom of each page.

Note: *The application will automatically log you out after 60 minutes of inactivity, so it is best to save your application frequently.*

REVIEWING YOUR APPLICATION AFTER SUBMISSION

1. After you SUBMIT your application, you CANNOT make any changes.
2. You may continue to log into your account to view the information you have submitted, save a PDF of your application form, and manage your recommenders.
3. You can manage your recommenders by clicking on the *Recommendations* section of the online application.

LETTERS OF RECOMMENDATION

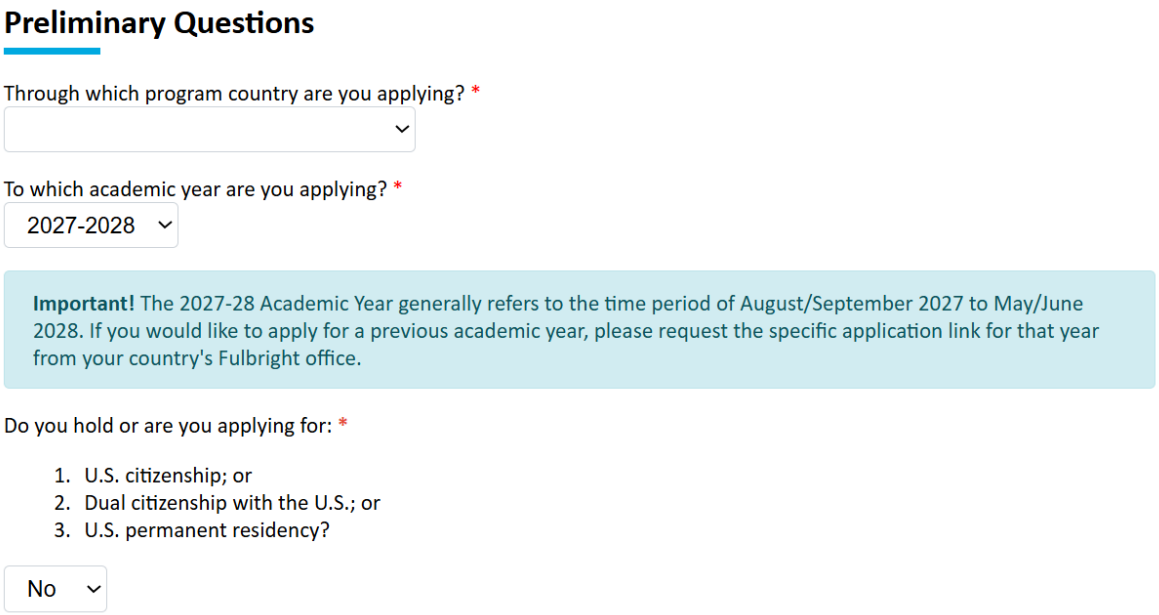
1. Letters of recommendation will be submitted directly to Fulbright by the recommenders you registered via your application.
2. Letters of recommendation may be submitted before or after you submit the application. However, they must be submitted before the application deadline.
3. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.

Welcome Page

This page provides additional information about completing your application. You will be required to certify that you have read the Fulbright Policy Guidelines.

Preliminary Questions

These questions address essential program eligibility. All questions are required.



1. Select Denmark as the country through which you are applying for the Fulbright grant from the drop-down menu.

2. Select the 2027-28 program year from the drop-down menu.

3. U.S. Citizenship, Dual Citizenship with the U.S., or Permanent Residency: select 'Yes' or 'No' to indicate your response.
    a. Applicants cannot be U.S. citizens or permanent residents of the U.S. to participate in the Fulbright Foreign Student Program.

4. Select 'Yes', 'No', or 'unsure' to indicate if you are aware of, and meet, all program eligibility requirements for the country through which you are applying.
    a. Please review the program eligibility requirements for Denmark before proceeding.

5. Carefully review the Data Privacy information. Indicate your acceptance of data privacy terms by selecting 'Yes' or 'No'.
    a. You will not be able to submit your application without indicating your agreement to the Data Privacy terms.

6. Select 'Yes' or 'No' to indicate if you meet all employment eligibility requirements.
    a. Applicants or applicants' immediate family cannot have been employed by the stated organizations and/or agencies within the year prior to application.
    b. If you select 'Yes', please provide details of employment or association.

7. Select 'Yes' or 'No' in response to the two U.S. Residency questions.

8. Select 'Yes' or 'No' to indicate whether you waive your right to review the information contained in the evaluations submitted by recommenders on your behalf.

9. Click *Save and Continue* to save your responses and advance to the next section.

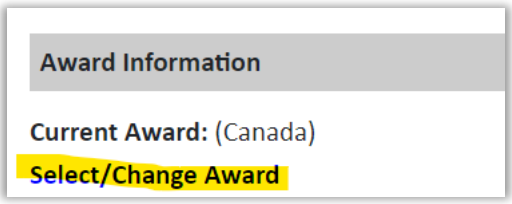
Country Information

1. Review all information in this section, including Program and Award information!

2. Note any country-specific and award-specific instructions for completing the rest of the application, including:

    a. Country website
    b. Deadline information
    c. Open application cycle
    d. Additional required materials/supplemental forms

3. You must select an Award before proceeding. If no award is available to select, please contact Fulbright Denmark.



4. Click *Save and Continue* to proceed to the next section.

Personal Information

Enter all required biographical information.

1. Enter your name exactly as it appears on your passport. Only enter a preferred first name if it is DIFFERENT than your legal name (e.g. Alex instead of Alexander).

2. If your name is recorded differently on any previous records, such as transcripts, list it in the Name on Previous Records section (e.g. maiden name).

3. The birthdate that you used to create your account will automatically appear. If you entered this date incorrectly during your account creation, you may correct it now.

4. Enter your city of birth and select country of birth, sex (as it appears or will appear on your passport), and marital status from the drop-down menus provided.

5. List any form of disability or limitation that may require accommodation. This information is gathered to ensure appropriate accommodation is available at a prospective host institution, and for statistical purposes.

6. Select your country of citizenship and country of residence from the drop-down menus provided.

7. If applicable, enter your national identification number and any additional countries in which you hold citizenship.
    a. To select multiple countries, hold down the CTRL (PC) or Command (Mac) button when selecting options.

8. Click *Save and Continue* to save your responses and advance to the next section.

Contact Information

Enter all required contact information.

1. Select the country where you live from the drop-down list first when entering your permanent address (i.e. physical address where you live).
    a. Based on your country selection, the subsequent fields will change to match the address format of that country.
    b. Complete the remaining address fields. Do not use accents or special characters.

2. Select 'Yes' or 'No' to indicate if your current mailing address (i.e. the address where you receive mail) is the same as the permanent address you entered above. *They do not have to be the same.*
    a. If you answer 'No,' then a second address section will appear where you may enter your mailing address information.
    b. If you answer 'Yes' to this question, proceed immediately to the next question.

3. Enter your contact phone numbers, including the country code. If the field turns red, please review the numbers that you have entered to identify any errors.
    a. To find the correct country code, click on the blue 'country code' link.

4. The email address used to create your account will appear in the primary email address field and will not be editable. You must provide an Alternate/Secondary Email that can be used to contact you if Fulbright Program Officers cannot reach you via your primary email address.
   Note: *All system-generated emails will continue to go to your primary email address.*

5. Enter your home country emergency contract information. The individual(s) you list may be contacted in the event of an emergency while you are participating in grant activities.
    a. When entering the address, choose the country first and the following fields will update to match the address format of the selected country.

6. Providing emergency contact information in the United States is not required. If you have emergency contact(s) in the United States at this time, please enter the appropriate information.

7. Click *Save and Continue* to save your responses and advance to the next section.

Academic & Professional Information

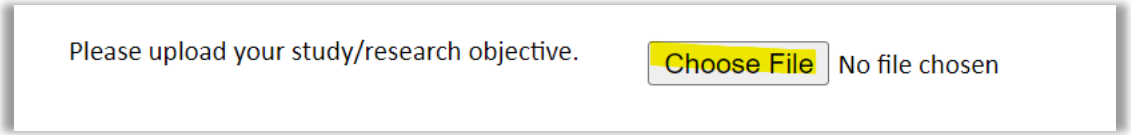
This section collects information about your academic and professional background, including your curriculum vitae/resumé, academic degrees, professional experience, awards and recognitions, and experience abroad. This section is meant to compliment the information you will provide in your uploaded CV.

Prepare and upload documents in PDF format as required (*). Note any page limits to ensure that your documents do not exceed page limits.

Curriculum Vitae/Resume

1. Upload your curriculum vitae/resumé in PDF format that does not exceed four (4) pages.
   Note: *The application system will say that 4 pages are allowed (as seen in the screenshot below), but Fulbright Denmark does not allow CVs that are longer than 2 pages.*

   a. Click *Choose File*
   b. Locate and select the file that you previously saved to your computer

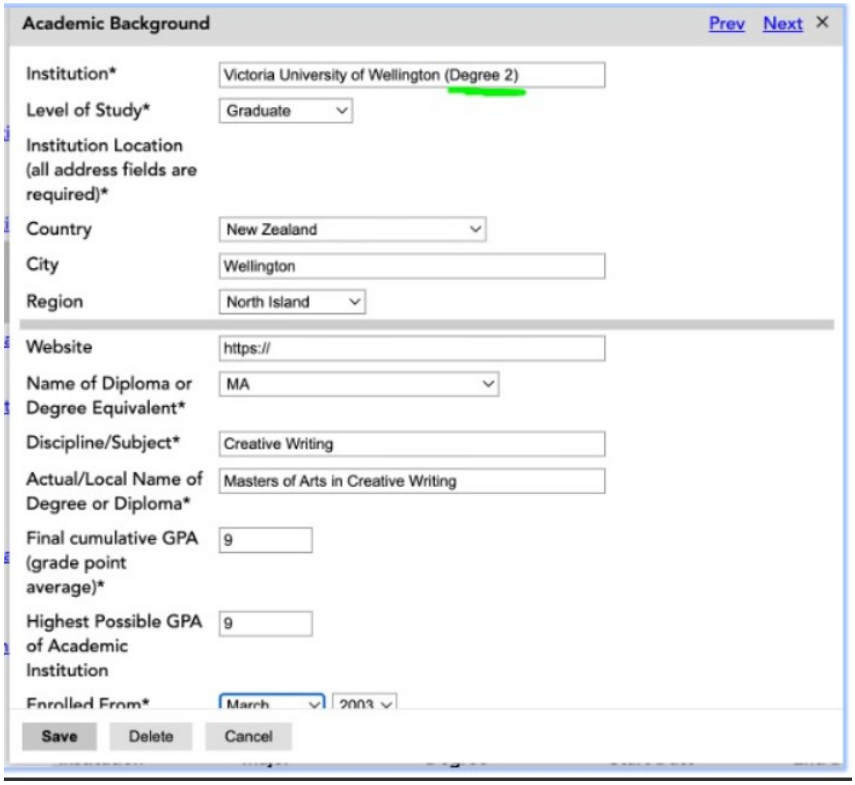


Academic Background

2. List all post-secondary educational institutions you have attended for credit-bearing coursework, in reverse chronological order, including any in which you are currently enrolled. Do not include any short-term certificate programs. These should be noted on your CV/Resume. You MUST include any education institutions you are currently attending (even if you have not yet completed your educational program) and estimated date of graduation/completion.

   a. Click *Add New Academic Background*
   b. Type in the name of the institution
   c. Choose the level of study (graduate or undergraduate) from the drop-down menu
   d. Select the country where the institution is located from the drop-down menu
   e. Enter the appropriate city and region/state
   f. Provide the website of the institution (optional)
   g. Select the U.S. equivalent of the degree or diploma earned (e.g., BA – bachelor's degree)
   h. Enter the discipline in which this degree or diploma was earned
   i. If relevant, provide the actual name of the degree or diploma (e.g., master's)
   j. Enter your final cumulative Grade Point Average, as noted on your transcripts or diploma

k. Enter the highest possible Grade Point Average at your institution (ex: 4.0)
l. Select the month and year of start and end dates (Month – Year format) that you attended this institution
    - If a degree is in progress, list expected end date of academic program
m. Select the date (Month-Year format) that you received your degree from this institution
    - If a degree is in progress, list expected date of conferral in this field
n. Click *Save*.



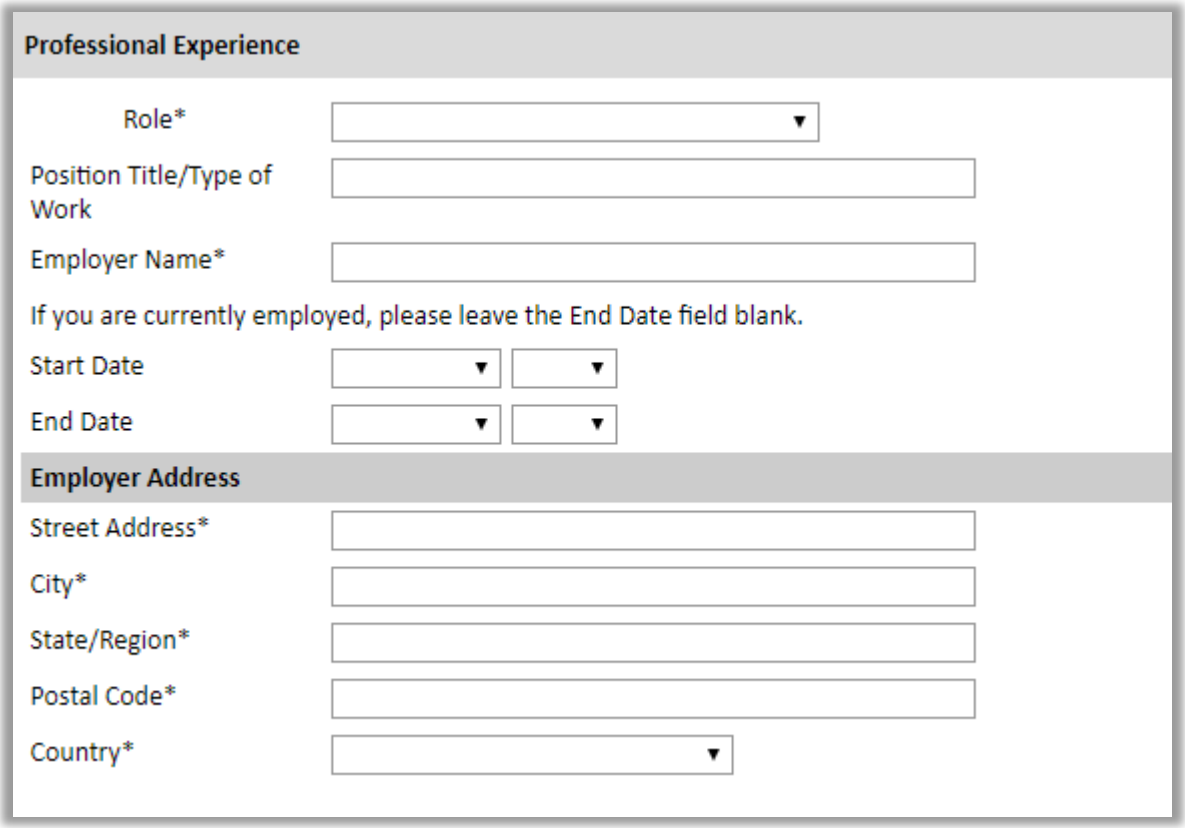
3. To add additional entries for post-secondary educational institutions, click *Add New Academic Background* and follow the bulleted instructions above. NOTE: When adding a second degree program from an institution that has already been entered, add Degree 2, Degree 3, etc. into the Institution Field (as shown above – underlined in green) and click save. This ensures that the original degree from that institution will not be overwritten.

Professional Experience

4. List your current professional affiliation or employer and any relevant previous professional experience by clicking *Add New Professional Experience* under Position Title.

    a. Choose the role which most closely corresponds to your current role and/or relevant previous professional work experience from the drop-down menu
    b. Enter position title (e.g. Director, Assistant Director, etc.) or type of work (e.g. accounting)
    c. Enter the name of your employer

d. Select the start and end dates for the position you entered (Month-Year format). If you are currently employed in this role, leave the End Date fields blank
e. Select the country where your current place of employment is located from the drop-down menu. Enter in the street address, city, state/region, and post code as applicable
f. Click *Save*



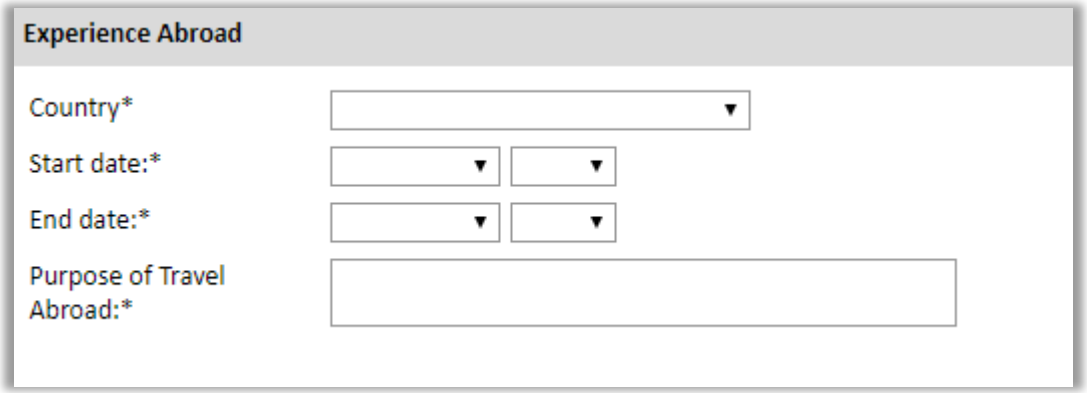
5. If you have more than one current position and/or relevant previous professional experience, click *Add New Professional Experience* and follow the instructions above.

Awards and Recognitions

6. Enter a list of the following items into the text boxes provided (all text boxes have a 250-word limit). If you do not have anything to add, leave text boxes blank:
    a. Any scholarships and/or fellowships you currently or previously received (include the source or sponsor, amount, where held and duration)
    b. Any academic honors and prizes that you have received (include any titles and/or dates)
    c. Any books, articles, and/or thesis published by you, particularly in your proposed field of study (include the title, place, and date of publication)
    d. Any teaching experience (current or previous positions); this is especially relevant for PhD candidates and candidates in the field of education
    e. Any research you have completed or in which you are currently involved
    f. Any memberships in professional organizations, or licensing obtained by a professional organization

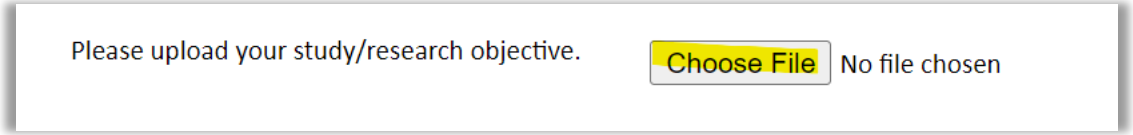
Experience Abroad

7. List any travel, study, or residency you have had abroad (in any country other than your own) for more than one month. This can include time overseas for education, research, business, vacation, etc.
    a. Click *Add New Experience Abroad*
    b. Select the country in which you spent your professional travel and/or residence abroad from the drop-down menu provided
    c. Select the start and end dates (Month-Year format) of you travel/residency
    d. Enter the purpose of your travel abroad
    e. Click *Save*

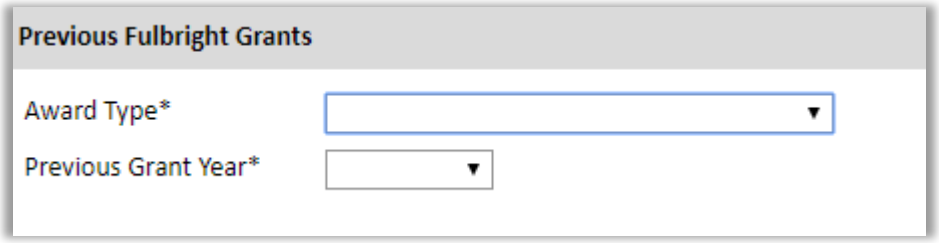


8. If you have more than one trip abroad to enter, click *Add New Experience Abroad* again, and follow the bulleted instructions until all entries have been saved.

9. Select 'Yes' or 'No' to indicate if you have previously entered the United States on a J-1 or J-2 visa.
    a. If 'Yes', you are required to select the J category of sponsorship from the list and upload a copy of your previous DS-2019



10. Select 'Yes' or 'No' to indicate if you have previously been awarded a Fulbright grant.
    a. If 'Yes', you are required to list the grant(s):
        - Select the number of previous Fulbright grants you would like to add
        - Select the Fulbright award type from the drop-down menu provided (e.g., Fulbright FLTA, Fulbright Foreign Student, etc.)
        - If you select "Other (please specify)", enter in the name of the Fulbright grant that you received in the "Other, please specify" field
        - Select the academic year that corresponds to the year in which you received the Fulbright grant
        - Click *Save*



11. Click *Save and Continue* to save your responses and advance to the next section.

Academic Materials

This section collects copies of your unofficial transcripts and/or diplomas. Please upload scans of all available transcripts and diplomas from post-secondary institutions you have attended.

1. Select the corresponding institution from the list of institutions you previously entered.

2. Review the institution information (which you provided on the previous page). If this information is incorrect, you can edit the information directly in the popup box.
    a. If you do not see an institution in the list that you attended, you may either return to the Academic & Professional Information page and update your academic background or add the institution directly in this section by clicking the "Add Institution" link.

3. Select *Choose File* and locate the desired file on your computer. Click *Open.*
    a. You may upload transcripts/diplomas as a multi-page documents or upload single page documents. PDF, JPEC, and TIFF image files are all accepted.

4. Click *Save.* Repeat these steps for all applicable institutions.

5. Click *Continue* to save your responses and advance to the next section.

Language Skills

This section collects information about your native language, English language skills, and any additional languages that are relevant to your project proposal.

1. Select your native language from the drop-down menu provided.

English Language Proficiency

If your native language is not English, a section collecting your English language proficiency will appear.

2. Rate your English language proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the drop-down menus as appropriate.

Additional Language Skills

3. Select the number of additional languages that you would like to include that may be of use for your project or study plans.

4. Select the language you are reporting from the drop-down menu and rate your proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the drop-down menus as appropriate.

5. Click *Save and Continue* to save your responses and advance to the next section.

Standardized Test Scores

Fulbright Denmark does not require any test scores as part of the application for a grant. However, some American universities require test scores (such as TOEFL, GRE GMAT, IELTS, etc.) as part of their application and admission process, and it is your responsible to find out whether you will need to take any tests before studying in the U.S.

You should not upload any test scores to the Fulbright Denmark student application.

Plagiarism Agreement

1. Carefully review the Plagiarism Agreement and indicate your acceptance of the terms by selecting 'Yes' or 'No'.
    1. If you select 'No' you will receive a warning message and you will not be able to submit your application.
2. Click *Continue* to save your responses and advance to the next section.

Study Plan

This section collects information about your proposed plan of study or research in the U.S. This section is meant to provide more details about the study plans which you describe in your Study/Research Objective.

1. Select the degree/program objective to which you are applying (e.g. your intended activity while in the U.S.).
    - Select 'Master's' if you are applying for an entire master's degree in the US
    - Select 'Doctorate' if you are applying for an entire PhD-degree in the US
    - Select 'Non-degree' if you are planning one/two semesters of studies in the US as part of your Danish Master's degree
    - Select 'Visiting Student Researcher' if you are planning one/two semesters of research in the US as part of your Danish PhD-degree or Master's degree

2. Select the most appropriate major academic discipline and primary specialization from the drop-down menus.
    a. Some fields, such as Arts and Architecture, will trigger a message that you are required to upload portfolio materials as part of your application. You will be able to upload materials on the next page.

3. Enter a brief description of the field in which you plan to specialize in the United States in the text box.

4. For **Visiting Student Researchers** only: Enter the title of your proposed research. Enter a brief description of any resources that you will require to successfully complete your research in the U.S.

5. Enter a description of your future plans in the text box.

Intended Grant Period

6. Enter your proposed length of stay in the United States and select your proposed date of arrival in the United States (Month-Day-Year format) from the drop-down menu. Please note that it is not possible to have a start date earlier than August of the proposed academic year.

Study/Research Objective

7. Upload a copy of your study/research objective (max 1 page). Please write a clear and detailed description of your study/research objectives and provide your reasons for wanting to pursue them. This statement is an essential part of your application and is required.
    a. Click *Choose File*
    b. Locate and select the file that you previously saved to your computer
    c. Click *Open*

Please disregard the following sentence in the online application form: 'Do not mention specific U.S. universities at which you would like to study'. Please make sure to state all the details about your study/research, including your prospective university/institution.

Personal Statement

8. Upload a copy of your personal statement (max 1 page). Your personal statement should be a narrative statement describing how you have achieved your current goals. This is a required document.
    a. Click *Choose File*
    b. Locate and select the file that you previously saved to your computer
    c. Click *Open*

Please disregard the following sentence in the online application form: 'Do not mention specific U.S. universities at which you would like to study'. Please make sure to state all the details about your study/research, including your prospective university/institution.

Proposed U.S. Institution

9. List the U.S. university/institution that you plan to attend and to which you have been admitted, if applicable.

10. Upload a letter of admission from a U.S. institution or letter of invitation, if you have received one. If you do not have a letter of invitation or admission yet, a proof of correspondence with the university is sufficient and should be uploaded instead.
    a. Click *Choose File*
    b. Locate and select the file that you previously saved to your computer
    c. Click *Open*

Applied U.S. Institutions

List all U.S. institutions to which you have applied or intend to apply.

11. Select 'yes' or 'no' to indicate if you have applied, or intend to apply, to a U.S. institution.

12. Select the number of U.S. institutions to which you have applied or contacted from the drop-down menu:
    a. Enter name of institution
    b. Enter specific name of department
    c. Enter specific name of degree or Name of Professor contacted
    d. Select the date you applied for the institution (Month-Day-Year format)
    e. Enter the term you applied for
    f. Enter year you applied for
    g. Select the result of your application from the drop-down menu
    h. Select 'yes' or 'no' to indicate if you are still interested in pursuing this program

13. Click *Save and Continue* to save your responses and advance to the next section

Portfolio

This section is only required if you are applying for study/research in specific fields (such as arts and architecture). If prompted, follow the instructions to upload portfolio materials, including video, audio, documents or slides.

Grant and Travel Plans

This section gathers information on your personal finances, additional funding you may have applied for/received, passport, and accompanying dependents

Financial Information

You do not have to fill out this section, since Fulbright Denmark relies on the Budget Form instead.

Passport/Travel Document and Dependents

1. Upload a copy of your passport. Please be aware that your passport must be valid for six months after the end of your stay in the US.
    a. Click *Choose File*
    b. Locate and select the file that you previously saved to your computer
    c. Click *Open*

2. Select the number of dependents you intend to have accompany you to the U.S. (select 0 if you do not have dependents or your dependents will not accompany you to the U.S.).
    a. Enter required information for each dependent, including relationship to you, name, and intended length of stay in the U.S. (in number of months)
    b. Enter information for how you will financially provide for your dependent(s) during your time in the U.S. in the text box

3. Click *Save and Continue* to save your responses and advance to the next section.

Additional Information

Use this section to upload any remaining documents required by Fulbright Denmark.

All applicants must upload **Applicant Commitments** and **Budget Form**. The templates for these are available on the Fulbright Denmark website.

PhD-students must also upload documentation from their home university confirming academic and financial support during the stay in the U.S.

Complete the Outreach Survey.

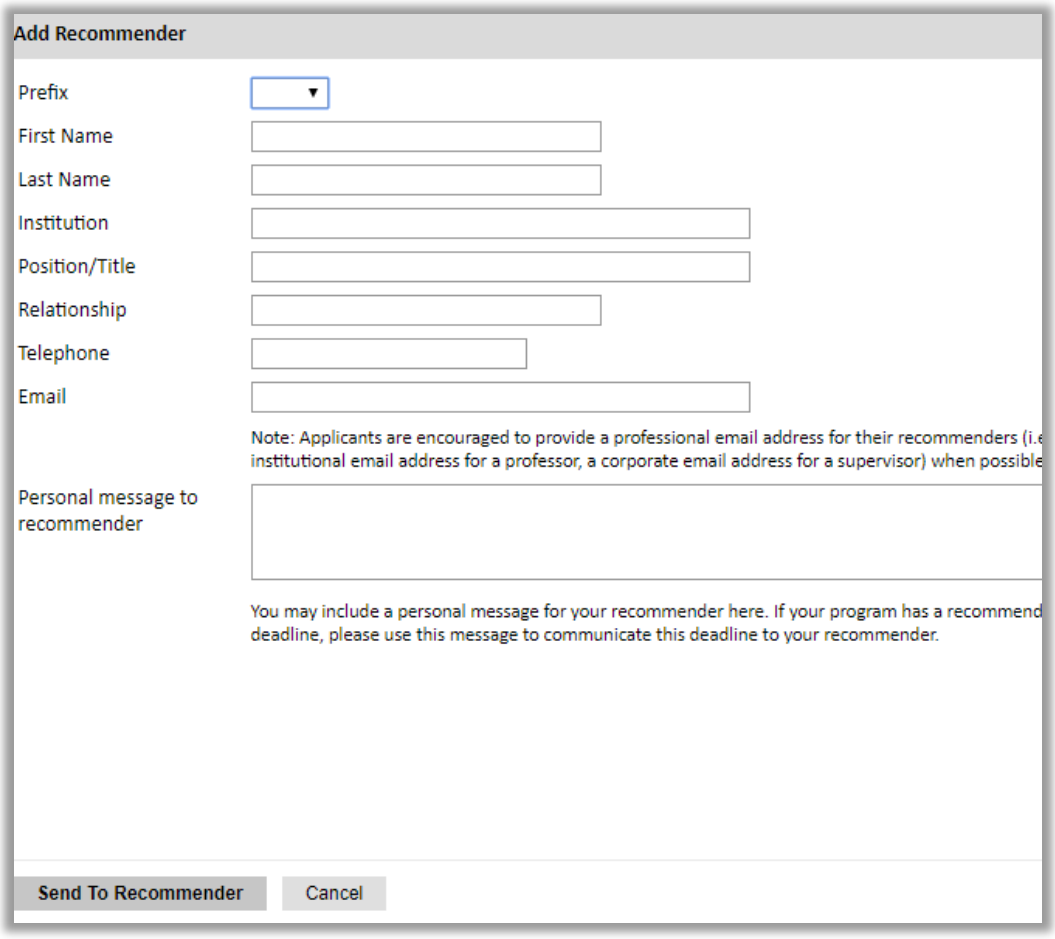
Click *Continue* to save your responses and advance to the next section.

Recommendations

Use this section to register your two recommenders.

Once you register your recommenders, they will receive an automatic email with instructions on completing the online recommendation form. You can track the status of recommendations, send reminders, and add/delete recommenders through this system before **and** after submission of your application. Letters of recommendation **must be** submitted directly by your recommenders either via the online application or emailed directly by your recommenders to Fulbright Denmark. They must be submitted before the application deadline.

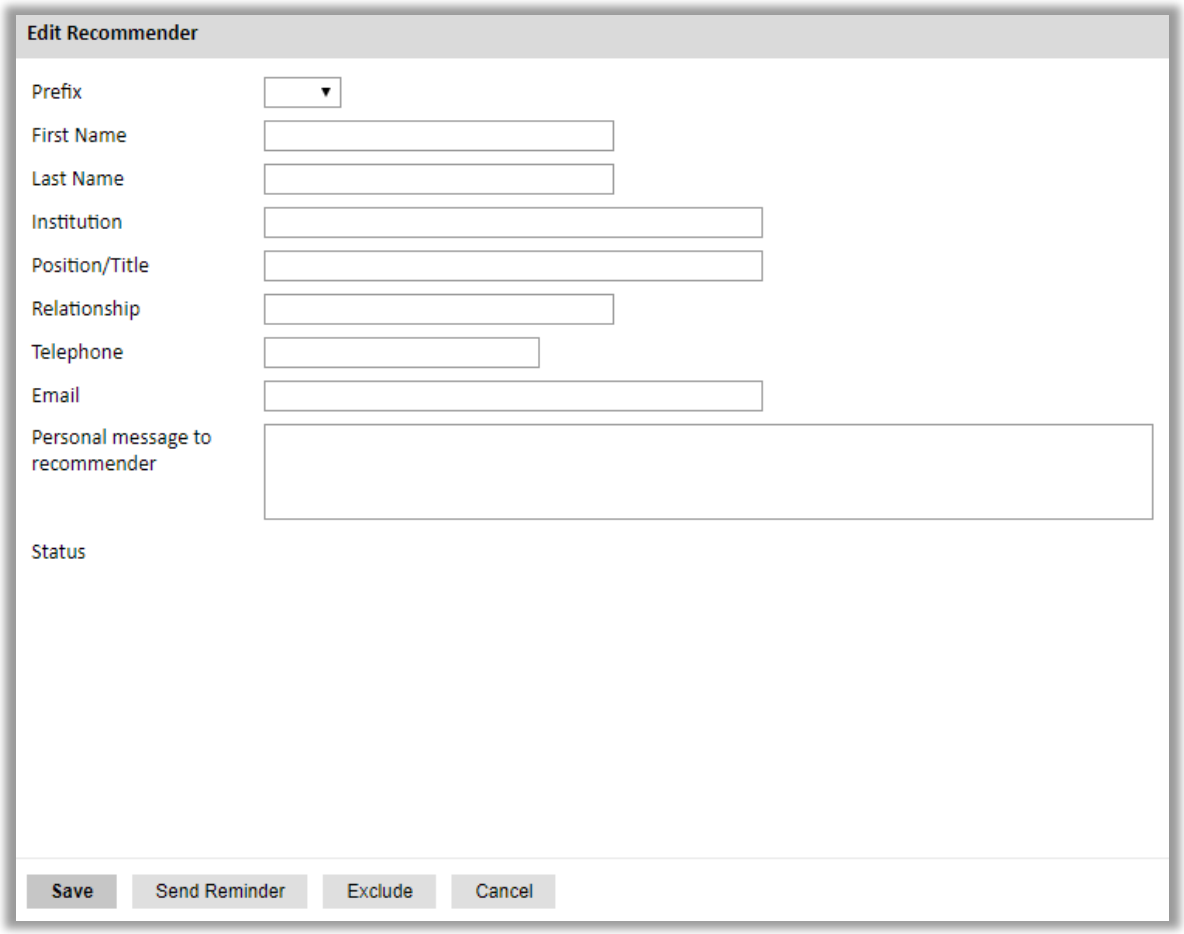
1. Click *Add Recommender.*
2. Complete all fields in the pop-up form:



Click *Send to Recommender* to generate automatic email to recommender.

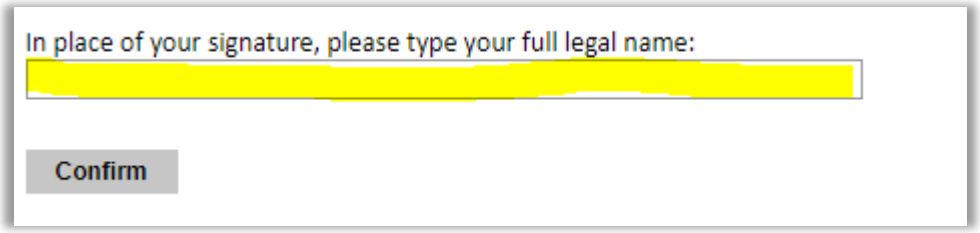
3. Click *Continue* to save your responses and advance to the next section.
4. Once sent, you will have the option to Edit Recommender information if they have not yet

started progress on their response and Save, Send Reminders, and Exclude if you wish to remove the recommender and replace with another individual.



Signature

Certify that the information you provided in the application is true and complete by typing your full legal name in the Signature Box:



Click *Confirm* to continue to the next page.

Review

The application will review the responses entered and will display any incomplete questions and required attachments that are missing.

- If no errors appear, then your application is ready for submission.
- If any errors appear, correct or complete these sections and return to the Review section to determine if your application is ready for submission.

REVIEW ALL RESPONSES. CLICK SUBMIT.