WRITING A FULBRIGHT SCHOLARSHIP RECOMMENDATION LETTER FOR A WILLIAMS COLLEGE STUDENT

- **What is a Fulbright Scholarship?**
  - A scholarship that provides students with the financial and practical resources to study or conduct research in a foreign country for a year. There are two types:
  - Research projects (full Grants)
  - English teaching assistantships (ETA)
  - Different countries may have different preferences regarding field of study, language skills, and the applicant's level of education.
  - Information on the US Student program can be found here: [http://us.fulbrightonline.org/home.html](http://us.fulbrightonline.org/home.html)

- **How to students apply:**
  - Graduating seniors must apply through the Williams Office of Fellowships, which
    - Interviews the candidate
    - Endorses his/her application
    - Submits his/her application materials on-line
  - Alumni may apply "at-large" although the option to seek application assistance and endorsement by Williams is available to them. If alumni apply with the Williams applicant pool they must meet all the deadlines for the campus deadline and evaluation.
  - Students are asked to submit two essays of about a page each: a proposed plan of study or research, and a personal statement.
  - Research applicants must provide a letter of contact from the prospective "host" institution.
  - Three letters of recommendation are required. ETA recommendations must follow a specified format. Letters must comment on the student's candidacy and proposed project.
  - If knowledge of a foreign language is required, applicants must secure an official language evaluation.
  - Official transcripts from all institutions attended are required.
  - The Williams campus application deadline is September 20.

**Williams success with Fulbright**

- Williams is generally successful in supporting winning applications; in the past four years applicants from Williams have won over 30 Fulbright Scholarships.
- All our winners and finalists have benefited from exceptional faculty support and mentoring.

**Practical Considerations for Providing a Recommendation for a Fulbright Application:**

- **What the student should give to you:**
  - A draft of his/her research/study proposal.
  - Information about the country to which the student is applying.

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• Any other relevant information as requested by you, such as transcripts.

• **We ask that you:**
  • Provide the student with constructive criticism of the proposal.
  • Offer a mentoring relationship through the application process.
  • For study and research applicants, write your letter of recommendation on your letterhead, with the student's name and country to which she is applying prominent on the first page (e.g. RE: Emily Smith, Fulbright applicant to Sweden). Address your letter to the "Fulbright Selection Committee."
  • For ETA applicants, complete the ETA reference form. Your student will supply you with a copy. The form can be found here: https://us.fulbrightonline.org/documents/FORM9B_ETA_REFERENCE_FORM-Sample-Only.pdf

• **Fulbright selection criteria for which you can provide evidence and support in your letter:**
  • Validity and Feasibility of the Proposed Project: the student's project should be feasible given her preparation, access to resources, and time limitations.
  • Academic or Professional Qualifications: the student's academic preparation, analytical, linguistic and methodological skills should be sufficient in relation to the proposed project.
  • Potential for Growth: the student's project should make good sense given his/her personal and professional goals.
  • Personal Suitability: the student's maturity, motivation, and adaptability to a different cultural environment should be of the level required for a successful and productive stay in a foreign country.
  • Please be as specific as possible in your letter. Should you have any questions or concerns, please contact us: mchick@williams.edu, 597-3004

**How do you submit your recommendation?**

• You will be asked to provide the Williams campus committee with a copy by the campus deadline, September 20. This letter may come to the fellowships office in a sealed envelop, or it may be sent via email to Lynn Chick (mchick@williams.edu).
• Once the student has been interviewed by the campus committee, and the application has been endorsed, you will be asked to submit your letter electronically. The student will enter your name and contact information in the on-line application system, which will generate an automatic message with instructions. Please follow the instructions and submit your letter by October 15. Once a letter has been filed on-line, it is impossible to retrieve. Please proofread your letter accordingly.

**What happens next?** Your letter will be read by three selection committees.

• The first, assembled by the Office of Fellowships interviews the student and rates his/her application before endorsing it.
• The second committee, assembled by Fulbright, may include US specialists in the student's field of study. That committee chooses finalists who are recommended for consideration to a third committee, in the country to which the student is applying.
• The country committee sends its recommendations back to the US, where a final decision is made and winners are announced.
• Finalists are announced at the end of January. Winners are announced in the spring.
• **THANK YOU!** We appreciate your patience with this process and your support of a deserving Williams Student!
• For more information about the Fulbright Scholarships see https://us.fulbrightonline.org/home.html
  For assistance or questions about letters of recommendation, or the Williams nomination process please contact Lynn Chick in the Office of Fellowships mchick@williams.edu or 597-3044

May, 2011