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**UNITED STATES-INDIA EDUCATIONAL FOUNDATION**

**Fulbright House, 12 Hailey Road, New Delhi 110 001**

**2015-2016 Fulbright-Nehru Master’s Fellowships**

**FNMasters Applicant Checklist**

Before you submit your online application no later than **July 1, 2014**, please ensure the following:

(Check http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-hi.png against each item on the following list)

1. \_\_\_\_\_Upload your study/research objectives on **page 4** of the online application form.
2. \_\_\_\_\_Upload personal statement on **page 5** of the online application form.
3. \_\_\_\_\_Upload your curriculum vitae or resume on **page 6** of the online application form. It should provide a complete picture of your educational background, work experience, and all major accomplishments (publications, awards, memberships in associations etc.).It should not exceed three pages. Do not include any photographs.
4. \_\_\_\_\_Upload scanned copies of your mark sheets or transcripts and diploma/degree certificates from bachelor’s degree onwards on **page 7** of the online application form.

Note: Please combine documents listed below against sl. no. 5, 6 and 7 into one PDF file (not exceeding 2 MB) and upload it **on page 11 of the online application form.**

1. \_\_\_\_\_Upload scanned **FNMasters Applicant Annexure form on page 11 of the online application form. (Do not forget to sign before scanning).**
2. \_\_\_\_\_Upload **scanned Signature Form on page 11 of the online application form.** Do not forget to sign before scanning.
3. \_\_\_\_\_\_\_\_\_\_If you have a valid and **current passport**, please upload the passport bio pages (pages with your photo, name, passport number, date of issue and validity etc) **on page 11 of the online application form**.
4. \_\_\_\_\_Upload writing sample (which could be a copy of an article or paper published/presented) on **page 12** of the online application form.

Note: Please combine documents listed below against sl. no. 9 and 10 into one PDF file (not exceeding 2 MB) and upload it **on page 13 of the online application form.**

1. \_\_\_\_\_ Upload a copy of any available test score reports (e.g. TOEFL, GRE, etc.) on **page 13** of the online application form.
2. \_\_\_\_\_Upload scanned photocopies of proof of your work/professional experience on **page 13** of the online application form.
3. \_\_\_\_\_**If you are employed, please follow the instructions carefully regarding employer’s endorsement. The employer must indicate that leave will be granted for the fellowship period.** After reviewing your application as part of the **Application Inspector** process, please print a copy of your application. Submit the printout of your Fulbright-Nehru application along with the **FNMasters Employer’s Endorsement Form** to your employer. **Please obtain the endorsement from the appropriate administrative authority on the FNMasters Employer’s Endorsement Form and upload it on page 14 of the online application form.** Or, your 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**.

\_\_\_\_\_Please indicate in the **FNMasters Applicant Annexure** if you will upload the **FNMasters Employer’s Endorsement Form** in your application.

1. \_\_\_\_\_Request your three referees to submit their reference letters online. You must click on the Recommendation button on the Home page of the online application to register your recommenders**. However, if they cannot submit their reference letters online, please provide them the Confidential Letter of Reference Form that you can download from** the Fulbright-Nehru Master’s Fellowship webpage on the USIEF website ([www.usief.org.in](http://www.usief.org.in)). **Please request your referee(s) to send the completed Confidential Letter of Reference Form** to the **Executive Director, USIEF, Fulbright House, 12 Hailey Road, New Delhi 110 001. All letters of reference should reach** by the **July 1, 2014** application due date.

**Important Note: Please note that you cannot upload any document once you submit you application.** **Therefore, DO NOT submit your application until you have uploaded all documents.**

1. 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](mailto: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](mailto: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.

**If you have any questions, please write to** [**masters@usief.org.in**](mailto:masters@usief.org.in)