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**UNITED STATES-INDIA EDUCATIONAL FOUNDATION**

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

**2015-2016 Fulbright-Nehru Doctoral Research Fellowships**

**FNDR Applicant Checklist**

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

(Check  against each item on the following list)

1. \_\_\_\_\_Upload your **study/research objectives** **on page 4 of the online application form**.
2. \_\_\_\_\_Upload your **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 and diploma/degree certificates** beginning with your latest degree/diploma. Also upload scanned photocopies of proof of your work/professional experience, if applicable. Please combine all these documents into one PDF file (not exceeding 2 MB) and upload it **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 **FNDR 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 or extracts from your M.Phil. thesis) **on page 12 of the online application form**.

**Note:** Please combine documents listed below against sl. no. 9, 10, 11 and 12 into one PDF file (not exceeding 2 MB) and upload it **on page 13 of the online application form.**

1. \_\_\_\_\_Upload TOEFL score reports taken in 2013 or later (if any) **on page 13 of the online application form.**
2. \_\_\_\_\_USIEF **strongly** recommends all applicants to identify **institutions** with which they wish to be affiliated and to correspond, in advance, with potential host institutions. **You will be affiliated to one U.S. host institution for your grant.** If you have secured letters of invitation from a U.S. institution, please upload it **on page 13 of the online application form**.
3. \_\_\_\_\_Upload a **letter from your Ph.D. supervisor** **on page 13 of the online application form.** The letter should comment on your research work and the usefulness of the fellowship, and indicate the Ph.D. registration date.
4. \_\_\_\_\_Upload your **Ph.D. registration certificate** issued by the university **on page 13 of the online application form**. It should indicate the topic of your Ph.D. thesis, the name of your Ph.D. supervisor and the Ph.D. registration date.
5. \_\_\_\_\_With regards to the **Letters of Reference**, one of your referees must be your Ph.D. supervisor. Request your three referees to submit their reference letters online. You must click on the Recommendations 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 Doctoral Research Fellowships 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 July 1, 2014.**
6. \_\_\_\_\_**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 FNDR Employer’s Endorsement Form to your employer. **Please obtain the endorsement from the appropriate administrative authority on the FNDR 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 **FNDR Applicant Annexure** if you will upload the FNDR Employer’s Endorsement Form in your application.

**Important Note: Please note that you cannot upload any document or make any changes to your application once you submit.** **Therefore, DO NOT submit your application until you have uploaded all documents including the FNDR Employer’s Endorsement Form, if applicable.**

**If you have any questions, please write to** **dr@usief.org.in**