Fulbright U.S. Student Program | 2019 LMU Mentee Guidelines

The Fulbright U.S. Student Program offers over 2,000 offers research, study, and teaching opportunities in over 140 countries to recent graduates and graduate students. Applicants must be U.S. citizens to apply.

Mentees work with their faculty mentors throughout the summer, virtually or in-person. **It is the responsibility of the mentee to initiate communication with his/her mentor.**

### 2019 Campus Timeline

- **June 7:** Fulbright Application Overview Webinar for LMU Applicants, 12 pm
- **July 31:** Campus Checkpoint- Applicants Send Essay Drafts to Mentors/ONIF
- **August 28:** Before You Submit Webinar, 6 pm
- **August 31:** LMU’s Campus Deadline- Submit Application Materials to Slate
- **Sept 10-30:** Tentative Campus Interviews
- **October 8:** Fulbright National Deadline

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**Mentee Roles & Responsibilities**

**You Should...**
- Establish a communication plan that works for you and your mentor
- Respect your mentor’s time by responding in a timely manner
- Ask for advice and essay feedback
- Respectfully listen to constructive criticism, even if you disagree
- Report concerns to ONIF, including an unresponsive mentor
- Inform ONIF/your mentor if you no longer intend to apply

**You Should Not...**
- Use your mentor as a replacement for support from experts/faculty in your field or discipline
- Expect your mentor to develop or assign you a research topic, if applicable
- Expect your mentor to connect you with a potential affiliate abroad, if applicable
- Expect your mentor to initiate or take the lead on your IRB application, if applicable
- Feel obligated to incorporate every mentor suggestion or edit (you may receive conflicting advice from multiple reviewers)
- Request last-minute feedback

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**Application Components**

*Varies by country and grant*

**Study/Research, Including Creative Arts**

- Slate Online Application
- Personal Statement
- Statement of Grant Purpose
- 3 Letters of Recommendation
- Unofficial transcript(s)
- Letter(s) of Affiliation (up to 3)
- Foreign Language Evaluation*
- Foreign Language Self-Assessment*
- Arts Portfolio, if applicable
Study Applicants

Under the Study/Research category, applicants are applying to a one-year master’s (or first year of a PhD program abroad).

Mentees should...

- Submit a graduate admissions application in addition to the Fulbright application
  - Applicants will typically submit their Fulbright application first and then apply to the graduate degree program in November/December
  - If an applicant does not have an acceptance letter prior to the Fulbright national deadline, he/she must obtain a letter or letters of affiliation (a pre-admissions letter, see page 4), even if it’s not required
  - Many one-year master’s include a research project or thesis component
  - Study applicants may need an IRB
- Be creative with their host community engagement proposal, if applicable

Research Applicants

Applicants design their own projects and will typically work with advisers at foreign universities, NGOs, or other institutes of higher education.

Mentees should...

- Submit an IRB as soon as possible, if they are proposing to work with human subjects
  - IRBs may need to be submitted for approval no later than September 1.
  - Contact LMU’s IRB Office for more info ASAP
- Propose detailed and feasible projects
  - Projects are generally 9-10 months in length
  - Address Fulbright’s mission of intercultural exchange between the U.S. and host country
- Be creative with their host community engagement proposal, if applicable
LMU Language Evaluation Guidelines for the Fulbright U.S. Student Program Department of Modern Languages and Literatures (MDLL)

University Hall, 3rd floor, UH 3900 | 310-338-3051

Chinese, French, German, Italian, Japanese, & Spanish Languages only*

1. Offered only to the LMU community—students, faculty and staff, and alumni.

2. Applicants must contact the MDLL Administrative Coordinator at (310) 338-3051 or email dewong@lmu.edu to request a Foreign Language Evaluation (FLE).
   a. ONIF recommends you send your request in August of 2019.

3. Students must use their LMU email address when requesting a FLE from the MDLL Administrative Coordinator. Please also include your Student ID.
   a. If you are an alumni and no longer use your LMU email, please include your graduation year and Student ID in any email correspondence.

4. The Chair of MDLL will assign the appropriate language evaluator and send the applicant additional instructions, including faculty contact information.

5. It is the applicant’s responsibility to make an appointment with the assigned faculty member.

6. FLE appointments must be scheduled between August 26 and September 27, 2019
   a. Note: this is the only form acceptable to submit after our August 31 campus deadline.

7. The evaluation must take place during regular semester hours—Monday to Friday, from 9 a.m. to 4 p.m.—and may be conducted virtually for applicants outside of the Los Angeles area.

8. After the evaluation, the applicant will enter the Foreign Language Evaluator’s contact information into the Embark application. This will initiate the online submission of the FLE.

9. Language evaluators must submit completed FLE forms in Embark by October 8, 2019.

For more info on FLEs, visit: https://us.fulbrightonline.org/instructions-for-foreignlanguageevaluators

*ONIF may be able to provide FLE assistance with other languages. Please request evaluations for languages not listed above at least 4 weeks before LMU’s campus deadline. Contact fellowships@lmu.edu with any questions.
Example of Affiliation Letter for a Fulbright UK Study Award

Dear Fulbright Selection Committee,

I am writing in support of ______, who I believe is an excellent candidate for a Fulbright fellowship to do a Masters in Public Health (Nutrition) at the University of Southampton. I am the Programme Leader for the MSc in Public Health and its Nutrition Pathway, and look forward to working with in the 2017-18 academic year.

______ wrote me in July 2016 saying she was interested to complete our Masters in Public Health (Nutrition), explaining how our programme would complement her academic training as a dietician so as to develop, implement, and measure the success of community nutrition programmes. I am impressed by understanding of how she can marry the disciplines of dietetics with public health nutrition to solve important nutrition problems. Her ambition to embed her dietetic knowledge in a public health context fits very well with our strength of applying theoretical underpinning to solving public health nutrition problems. Our teaching staff include national experts as well as Public Health England’s public health consultants, based in the local authorities, who also offer real time dissertation projects that they supervise. We also have links with voluntary agencies, where students have the opportunity to participate in delivering programmes related to public health. All of the above enable students to develop an understanding of how public health practitioners work in a political environment.

The nutrition group in the Faculty of Medicine are located within the National Institutes of Health Research’s Biomedical Research Centre. Here the nutrition research focuses on preventing the growth of childhood obesity, tackling diseases like obesity, liver disease and cancer in adult life and investigating how better nutrition and activity can support healthy ageing. ______ will have the opportunity to engage with this work as well as how the findings get translated into action.

Colleagues in other Faculties are very much involved in research and activities around reducing inequalities that is at the heart of all aspects of public health. Through this network, will be able to attend seminars and lectures on health geography, public health ethics and global health amongst others.

While here,_______ will have a Personal Academic Tutor who she can meet with on a regular basis as she chooses. She can also meet with all teaching staff and myself on request. She will be able to identify her own dissertation project that can be secondary data analysis, a systematic review/meta analyses, or a professional project such as a needs assessment, process evaluation of a programme, audit of a programme and so forth. _________will be assigned a supervisor who is knowledgeable of her chosen topic.

I wish to thank you for considering ______, and reiterate my support for her Fulbright Application.

Yours sincerely,

_______
Additional Resources

- ONIF’s Fulbright website:
  https://academics.lmu.edu/onif/fellowshiplistings/fulbrightusstudentprogram/currentapplicant
  
  - Study/Research:
    - Research PowerPoint slides
    - Recommendation advice
    - Letter of Affiliation Instructions
    - ONIF’s Google Drive Folder

- Fulbright website: https://us.fulbrightonline.org/about/fulbright-us-student-program
  
  - Tutorials
  - Upcoming webinars
  - Slate application