

Study/Research Affiliation Letter Instructions & Tips*

For Study/Research Applicants, affiliation with an educational institution or other sponsoring entity in the host country is required, even if the grant project is primarily or solely research or artistic activity or does not require enrollment in regular classes.

The affiliation letter should come from the institution/individual in the host country with whom you are proposing to work. It should be written in or translated to English, printed on official letterhead and should be signed by the author.

Understand the affiliation requirements for the country to which you are applying: Affiliation arrangements vary by country, so you should carefully review the affiliation information provided in the country summary. All academic grantees must have an affiliation in the host country.

Countries differ in the kinds of host affiliations that are acceptable. Examples of affiliations include universities, laboratories, libraries, non-governmental organizations, and so on. Pay special attention to the requirement in some countries to attend classes and/or affiliate with academic institutions.

Identify an appropriate affiliation for your project: The affiliation is your proposed host in the country to which you are applying. Fulbrighters have used a number of methods to contact potential hosts and solicit support for their projects. One primary method is to use the contacts and advisers that you already have. Ask current or former professors to put you into contact with appropriate people in the host country. If the proposal contains a strong research component, you must have host country contacts that can support the research, provide access to required resources, and/or advise you during the grant period. It is your responsibility to identify, contact, and secure an affiliation from a potential adviser.

Potential avenues to identify an appropriate affiliation/host country adviser include:

- Faculty at your home campus.
- International students.
- Visiting Fulbright Professors in the U.S. or U.S. Fulbright Scholars who had grants to your host country. Directories are available [here](#).
- Internet searches of faculty at potential host institutions with your interests, or organizations in the host country that work with issues related to your topic.
- Other U.S. academics with expertise in the location/subject matter of the proposed project.
- Contacts from previous experience abroad.
- Educational Advising sections of Embassies or Consulates of your potential host country.

START EARLY: Obtaining an affiliation letter from overseas can be a time-consuming process and sufficient lead time must be given to receive signed affiliation letters before the application deadline.



Request the Affiliation Letter: After identifying the appropriate host institution and the individual at that institution best suited to serve as an adviser for the proposed project, make contact with the potential adviser to determine if he/she is willing to write an affiliation letter. Before requesting the letter, you should provide the author with a copy of the Statement of Grant Purpose. The affiliation letter should indicate the author's willingness to work with you on the intended project and it should speak to the feasibility and validity of what is being proposed. The letter should also indicate any additional resources or contacts that the adviser can provide to support the work.

- Scanned versions of the original hard-copy letters with hand-written signatures should be uploaded into the application, and the letter writers can either send the original hard-copy letters or electronic copies to the applicants.
- IIE will not accept any affiliation letters via email or fax.
- Since affiliation letters are not confidential, you will upload the letter yourself into the online application system. Affiliation letters written in a foreign language must be translated into English and both the original letters and the English-language translations must be uploaded into the application.
- Instructions on uploading letters of affiliation are available in the online application system.

Adhere to the proper format:

- The affiliation letter must be printed on institutional letterhead and must be signed by the author.
- Copies of email correspondence will not be accepted.

**Adapted from the Fulbright website.*



Example of Potential Affiliate Introductory Email

Send

To... Professor Smith at National Taiwan University

Cc...

Bcc...

Subject: Collaboration request for a Fulbright grant.

Dear Professor Smith,

My name is Elle Ion and I am a **[undergraduate/graduate]** student at Loyola Marymount University in Los Angeles, CA. I am studying **[major(s)/minor(s)]**.

I aspire to **[description of academic and career goals]**.

I am particularly interested in your **[research/work]** on **[A,B,C...]** and how it connects to my interests in **[D,E,F]**.

I am applying for a **[research or creative arts]** Fulbright on **[give brief topic or project idea]**. Would you be willing to collaborate?

I would be happy to arrange a Skype call to discuss my ideas further.

Thank you for your time.

Sincerely,

Elle Ion



Example #1 of a Study Award Affiliation Letter

Medicine

UNIVERSITY OF
Southampton

September 16th [REDACTED]

Dear Fulbright Selection Committee,

I am writing in support of [REDACTED], 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 [REDACTED] in the 2017-18 academic year

[REDACTED] 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 [REDACTED] 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. We have the expertise to help her achieve academically through teaching and mentorship. 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. [REDACTED] 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, [REDACTED] will be able to attend seminars and lectures on health geography, public health ethics and global health amongst others.

While here, [REDACTED] 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. [REDACTED] will be assigned a supervisor who is knowledgeable of her chosen topic.

Institute of Human Nutrition, Academic Unit of Human Development and Health

Faculty of Medicine, University of Southampton, Southampton General Hospital, Mailpoint 113, Tremona Road, Southampton SO16 6YD United Kingdom
Tel: +44 (0)23 8079 8923 Fax: +44 (0)23 80794945



Office of National & International Fellowships (ONIF)
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I wish to thank you for considering [REDACTED], and reiterate my support for her Fulbright Application.

Yours sincerely

[REDACTED]
[Handwritten signature]

[REDACTED] PhD, FHEA, FAFN RNutr (Public Health)
Programme Leader, MSc Public Health
Nutrition and Metabolism Academic Unit of Human Development and Health
[REDACTED]
[REDACTED]



Example #2 of a Research/Creative Award
Affiliation Letter

21 June [REDACTED]

Sunday Writers' Club
Vienna, Austria

Dear Fulbright Selection Committee:

This letter is to support [REDACTED] application for the Fulbright U.S. Student Award in Creative Writing for research/study in Austria.

I am an Australian children's author who runs the Sunday Writers' Club in Vienna in collaboration with award-winning Young Adult novelist [REDACTED]. My short stories have appeared in leading children's literary publications, including The School Magazine (Australia) and Scoop (UK). [REDACTED] has published many novels through Random House Children's Books and Barrington Stoke. Through the Sunday Writers' Club, [REDACTED] and I offer English creative writing sessions in various Viennese cafes, as well as weekend writing workshops.

[REDACTED] I has explained to me that she is working on a novel, and that she hopes to participate in the creative writing sessions to share her writing and meet other writes. I have told [REDACTED] that she is welcome to take advantage of the Sunday Writers' Club when she is in Vienna on her Fulbright award. At each creative writing session, [REDACTED] is free to write using prompts, and if she pleases, she may publish her writing coming out of these sessions on the Sunday Writers' Club blog. She will also have the opportunity to share her writing with an audience at monthly open mic events run by the Vienna Storytelling Collective (organized by [REDACTED] and me along with two other individuals). By participating in the Sunday Writers' Club writing workshops, [REDACTED] will have the opportunity to further explore and revise her novel and receive workshop writing feedback.

Revising a novel draft is certainly no less challenging than writing the draft itself, and I look forward to supporting [REDACTED] through the Sunday Writers' Club on this task while she is in Vienna.

Sincerely yours,

[REDACTED]

[REDACTED]

Co-Organizer, Sunday Writers' Club

[REDACTED]



Example #3 of a Research/
Creative Award Affiliation
Letter



REPUBLIKA E SHQIPËRISË

UNIVERSITETI I ARTEVE
BIBLIOTEKA

Nr. ____ prot.

Tiranë, më [REDACTED]

To Whom it May Concern

This letter is to confirm that I, [REDACTED] Director the Library for the University of the Arts, agree to provide local affiliation and supervision for [REDACTED] during her proposed stay in Tirana, Albania as a Fulbright student researcher. The library prides itself in creating a space for young artists to thrive, as our mission is to support the educational and creative processes.

I also take this opportunity to recommend [REDACTED] project. I believe that her project is both valuable and feasible, and that [REDACTED] is motivated and qualified to complete the project as planned. [REDACTED] project fits within the University's goal to improve the standards of democracy and civilization through art, and I am well suited to provide any needed guidance. The University is happy to provide [REDACTED] with access to the Library's collections, and we anticipate devising a project in which [REDACTED] can volunteer her time to the library.

I look forward to having [REDACTED] affiliated with us as a Fulbright scholar, and will do my best to make her stay productive and successful.

Signed,

[REDACTED]

Adresa: Sheshi "Nënë Tereza", Nr. 2, 1019, Tiranë Shqipëri. Tel: +355 42 255 721, www.uart.edu.al [REDACTED]



Loyola
Marymount
University

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