**Fulbright Reference Letters**

The Fulbright requires that your application includes three references. NOTE: for research/study grants, these references are in the standard business letter format. For ETA grants, reference writers must fill out [this questionnaire](#) (they do not write a standard letter). All references are due September 1. See below for guidelines on who to ask and what to provide your reference writers.

### Who to ask
- Two of these references must come from professors
- The third can either be from a professor or someone who can speak to your ability to complete your project (employers, internship coordinators, etc)
- Character references (letters that only discuss your personal qualities, such as one a family member, short-term volunteer coordinator, or religious leader might write) are not allowed
- Select people whose letters, when read together, demonstrate a diverse range of your attributes (such as your research passion and capabilities, your different leadership skills, and how you demonstrate scholarship in your field)
- Do not solicit Fulbright references from graduate students or advisors (there are some possible exceptions; talk to Judy or Ross if you think your potential recommender merits one)
- Ask people who are familiar with you and your work; a fancy title or senior position will not impress Fulbright if their letter about your candidacy is generic

### What to provide reference writers
- Give them 2-3 months’ notice if possible (one month minimum), even if they have something on file.
- Provide them with a packet containing the following:
  - A concise description of the Fulbright and your goals through the program;
  - The reference’s due date (September 1);
  - A printout of Fulbright’s Instructions for Reference Writers ([Research link](#) | [ETA link](#));
  - The semester/year you met/worked with them, the ways in which they know you (as a student, TA, research assistant, etc), and the details of these roles (names of courses, projects, papers, etc);
  - An updated resume;
  - An unofficial transcript;
  - An explanation of precisely why you believe you are an excellent candidate; and
  - A list of items/topics to be discussed in your reference
  - A copy of the [ETA Reference form](#) (ETA applicants only)
- When you have a good draft of your application essays ready, send it to the referees. Tell them ahead of time when they should expect this (mid-summer)
- If there is time before the deadline, ask them to give you feedback on your application
- Remind your referees about the recommendation letters as the deadline approaches
- Let your referees know the results of the competition when you find out, and thank them for their support
Some additional Fulbright guidelines are posted below. They can be read in full on Fulbright’s Research Tips and ETA tips pages.

- You must register the reference writers in the online application system so that they can upload their reference letters directly into the application.
- References must remain confidential, so you cannot upload reference letters.
- Reference letters should be printed on institutional letterhead, signed by the authors, and then uploaded into the online application system.
- ETA references must be in English.
- Research references can be in English or a foreign language. If the original reference letter is not written in English, an official English translation must be provided. The reference letter cannot be translated by the applicant. The English-language translation should be printed on institutional letterhead and must include the name, title, and contact information of the translator, and it must be signed by the translator. Both the original reference letter and the English-language translation must be uploaded into the Fulbright application.

After the reference is submitted, it cannot be edited. However, if there is a significant error and the reference writer agrees to submit a revised reference, the following process must be followed:

- The reference writer sends an email from the registered email account to Embark Support to request that the reference be un-submitted (from the login page of the Embark Online Reference System, the same used to submit the reference/evaluation).
- The email to Embark support must include the applicant’s full name and country of application.
- The reference writer will need to allow at least 48 hours for the request to be implemented.
- Once the reference is un-submitted, the reference writer can edit the reference and resubmit.
- All references must be submitted by the application deadline.

Note: Applicants and Fulbright Program Advisers cannot request that a reference be un-submitted.