GUIDELINES FOR LETTERS OF RECOMMENDATION
FULBRIGHT STUDY/RESEARCH GRANT

Thank you for your willingness to write a letter of recommendation for this applicant to the Fulbright U.S. Student Program. Referees should keep in mind that the applicant will serve as a citizen representing the U.S. and that personal suitability as well as academic excellence is an important criterion.

For the Fulbright letter of recommendation to be effective your letter must be personal, detailed and enthusiastic. Please only write for someone you feel to be genuinely outstanding. If you cannot demonstrate such a claim, it is in the candidate’s interest that you withdraw your offer. Your candidate should provide you with a summary of the proposed project, a personal statement and information concerning the chosen host country.

Please comment on the following, as appropriate:
- Applicant’s academic preparation to carry out the proposed project, supported by specific examples
- Feasibility of the applicant’s proposed project in terms of resources overseas
- Applicant’s ability to carry out his or her proposed project in the time allotted
- Linguistic preparation for the proposed plan
- Applicant’s personal resources and ability to adapt to different cultural environments
- In the arts, the candidate’s talent and potential for growth
- Any other factors that you believe have a bearing on the candidate’s experience overseas

Please write your letter on your institution’s letterhead. Detailed information on letter of recommendation can be found online at http://us.fulbrightonline.org/instructions-for-reference-writers.

When you have completed this, please email the letter to cmu-fulbright@andrew.cmu.edu by Tuesday, September 6, 2016.

Alternatively, you may print out a hard copy and send the completed letter to the FSO office in a signed and sealed envelope.

Fellowships and Scholarships Office
Attn: Fulbright Program Advisor (FPA)
Carnegie Mellon University
5000 Forbes Avenue, Warner Hall 516
Pittsburgh, PA 15213

You will be asked by the FSO to upload the letter to the online EMBARK system by Friday, October 7, 2016.
Once you submit the reference, you will not have access to edit or change it.

If you have any questions, please feel free to contact Joanna Dickert, Carnegie Mellon’s Fulbright Program Advisor, at joannad@andrew.cmu.edu.