



REQUEST FOR REFERENCE: FULBRIGHT SCHOLARSHIP

Thank you for agreeing to serve as a reference for this Fulbright applicant.

Applicants should share with you a current copy of their Fulbright proposal along with this form.

There are two deadlines for which you must submit your reference.

Campus Submission Deadline: 11:59 PM ET, Sunday, Sept 5, 2025

National Committee Deadline: 11:59 PM ET, October 7, 2025

Student applications, which must include your reference, are due to Undergraduate Research and Fellowships on **Sept 5, 11:59 PM ET**. You will submit this reference through our Northeastern University internal Fulbright application portal.

A campus committee will review the application materials, interview the candidate, and prepare a campus committee report. After this internal evaluation is complete, the student will have the opportunity to revise their application and submit a final draft to the official Fulbright national screening committee online, registering you as a referee. You will receive an e-mail from the IIE.org online application system with instructions and log-in information to access the forms on the web site directly; this is not the same as the Northeastern University application portal.

At this point, you will be asked to revise and re-submit your reference on the official Fulbright application online. You can upload or prepare your letter, save it, and return to it to update or revise it. And you can print from the online system. When you have the final version of the letter or completed form, hit "submit." **Once you submit your letter/form, you cannot make any changes to it unless you contact the system administrators directly.** The deadline for this final submission is **October 2, 2025 (slightly ahead of the hard deadline should any troubles arise).**

TYPES OF GRANTS

There are two different types of Fulbright grants and two corresponding recommendations for each type. This information is for those completing a Study/Research reference.

Academic Study/Research grants are available in approximately 140 countries. The grants allow awardees to conduct a research or creative project, typically of their own design, at a foreign university or other institute of higher education. They can also be used to fund independent, creative, laboratory or archival research. Sometimes, these awards can fund coursework or a Master's degree. Be sure that your applicant lets you know precisely what it is they intend to do! **Referees for academic research/study grants provide a traditional letter of reference for their applicants.**

TIPS FOR WRITING STRONG REFERENCE LETTERS

Recommendations are one of the primary means by which Fulbright evaluates the quality of a student's candidacy. Strong recommendations generally speak to the interest of the project and its feasibility and, more specifically, the capacities of the person who seeks to undertake that project and their ability to carry it out. Good letters will be personal and narrative, using one or more experiences that you have had with the student as a window into the applicant's intellectual promise and character. Claims substantiated with details, examples, and relevant comparison, rather than straight statistics tend to be more persuasive.

For the Research/Study Grants in particular, please comment on any of the following:

- Feasibility and significance of the applicant's proposed project
- Ability of the applicant to carry out the project in the allotted time
- Candidate's intellectual and personal qualities and how these would serve them in terms of the project and the experience of living and working abroad
- Linguistic preparation for the proposed plan. (The application includes a language evaluation form, so you do not need to comment fully on this point.)
- Candidate's ability to adapt to a different cultural environment and serve as a cultural ambassador
- In the arts, the candidate's talent and potential for growth

Your letter should be addressed to:

National Fulbright Screening Committee
c/o Undergraduate Research &
Fellowships Northeastern University
420 Huntington Avenue
Boston, MA 02115

WHERE TO SEND YOUR REFERENCE

We ask that you upload your signed letter of reference on official letterhead **via PDF electronically** through our **Northeastern Internal Fellowship Portal**. Your student will register you for the portal after sharing this request for reference form with you. You will receive an email from CommunityForce with instructions for submission.

Thank you for providing a reference for this candidate. If you have any questions about drafting this document, please contact Undergraduate Research and Fellowships by e-mail at urf@northeastern.edu or by phone at 617-373-5759.