

Fulbright Grant letters of recommendation

Thank you for agreeing to write a Fulbright application recommendation letter.

Because the Fulbright national review process involves several steps and review panels, they ask that references be provided both electronically and in hard copy format. This multi-step process creates a bit more work for recommendation writers. I hope this outline is helpful.

1/ **Electronic recommendation submission:** You will receive a message from the Fulbright technical support group Embark:

The **SENDER** line will read:

[\[messages@notification.embark.com\]](mailto:messages@notification.embark.com)

The **SUBJECT** line will read:

STUDENT'S NAME ONLINE RECOMMENDATION

(for example: Jane Smith's Online Recommendation)

2/ The email will provide a **Reference Cover Sheet for Fulbright Academic/Arts Grants.**

Please complete the cover sheet in electronic format, print out, sign and send to me with a hard copy of your recommendation letter.

3/ **Letter of recommendation: (Will be uploaded to Embark** and sent to me in hard copy format.)**

Please print your recommendation on Hamilton College letter head.

4/ Salutation example: To the Fulbright national screening committee:

5/ Above the letter salutation (or at the top of the page) please indicate:

student name and country (for example, Jane Smith Japan).

If your letter exceeds one page please include student name and country at the top of each page.

6/ Please remember to sign the letter.

7/ **Deadlines: **PLEASE DO NOT SEND YOUR LETTER ELECTRONICALLY UNTIL I HAVE RECEIVED THE HARD COPY FORMAT AND THE CAMPUS FULBRIGHT COMMITTEE HAS REVIEWED THE STUDENT'S APPLICATION AND SUPPORTING MATERIALS.**

On campus application deadline: **Friday, September 26**

If it is not possible to send me the letter by that date, please send a hard copy of your letter **by Friday October 10.**

Wednesday, October 15: SUBMIT LETTERS ELECTRONICALLY

Thank you for working with me!
Ginny Dosch