TIPS FOR LETTERS OF REFERENCE AND LANGUAGE EVALUATION, BY VALERIE HYMAS AND JODY DUDDERAR

Letters of Reference/Recommendation

1. Applicants should ask for references from people who have some knowledge of the field and host country and who can speak intelligently about the applicant's ability to carry out the proposed project. They should also comment specifically on the feasibility of the applicant's project in terms of resources available abroad, linguistic preparation of the applicant to carry out the proposed project, and the candidate's ability to adapt to a different cultural environment. They are free to comment on any other factors that they believe may have a bearing on the applicant's successful overseas experience. They should also indicate their belief as to the merit or validity of the project itself. For arts candidates, letter writers should discuss the applicant's potential for growth.

2. Applicants should not use reference letters from university placement services for their Fulbright applications since Fulbright recommendation writers must address the specific issues that we ask about on our Letter of Recommendation form. These issues are specific to the goals of the Fulbright program and reference letters that address them will be more beneficial to an application. Letters from a service will be general and will not be an asset to an application.

3. Applicants may request that their referees submit the letter of reference electronically. In the online application, go to Step 5: References/Report. From there, you can register up to three referees and up to two Foreign Language Evaluators. Once registered, the referee/evaluator will receive an email with login and form completion instructions. Be sure to:
   a) Let your referees/evaluator(s) know in advance that you are requesting an electronic reference/report.
   b) Provide them with a copy or summary of your Proposal.

4. In general, as stated above, it is best to ask for references from people who have knowledge of your field of study, project and host country. However, some applicants may find it difficult to obtain all three letters of recommendation from people who can fulfill these guidelines. It may not always be possible to include references from professors or other field specialists. You will need to use your best judgment as to who can provide the best reference for your application. These letters can come from supervisors or employers. We recommend trying to obtain as many letters as possible from people who meet our guidelines, but you can submit a reference letter from anyone that you wish.

Language Evaluation

1. One of the biggest myths of the Fulbright program is that applicants must be proficient in the host country's language to even consider applying to any particular country. Although, language proficiency may be a factor in competitiveness it does not mean that a candidate is ineligible to apply. In general, an applicant should have the necessary language skills to complete the project that they design using whatever language skills they have. Therefore, the onus is on the applicant to design their projects so that they are feasible.

2. If English is not the official language of the country to which you are applying, then you must submit the Foreign Language Evaluation form, even if English is an acceptable substitute. This is true even if:
   a) You have no language skills in the host country's official language.
   b) Your project does not require that you use (speak, read, or write) the host country language.
If you have absolutely no language skills in the host country language, then you may indicate this on the Language Evaluation Form and attach a statement outlining what you will do over the course of the next year to obtain a hospitality/survival level of the host country’s language. You would not, in this case, need to have your language skills evaluated. The Fulbright program is a mutual understanding program so learning some of the language before going shows a commitment to the cultural exchange aspect of the program and demonstrates your sincere interest in learning about the host culture. Those applicants who have some knowledge of the host language are advised to have their skill level evaluated, even if they do not need the language for the project.

3. Foreign language evaluations should come from an instructor in the language. For widely spoken languages (i.e., Spanish, French, German, etc.) there really is no reason why any candidate could not find a language teacher to evaluate them. However, for less commonly taught languages, it is fine for the applicant to have an evaluation done by a native speaker of this language. If possible, we would recommend obtaining an evaluation from a native speaker who is also a college professor, but if that is not feasible then any native speaker, except a family member, may complete the form. Some recommendations for finding a native speaker include: host country’s embassy, cultural center, international students/faculty.

4. Some projects require an applicant to have knowledge of more than one foreign language. In this circumstance, it is required that you submit a language evaluation for each of the languages that you will need for your project.

5. Creative and Performing Arts candidates, and those proposing projects in the hard sciences, often do not need to speak the host language for their projects at all. In general, the language expectations for these candidates are more relaxed than for academic projects. However, given the cultural understanding aspect of this program we recommend still that these candidates make an effort to learn at least a hospitality level of the host language before taking up the grant.