

IIE Placement Services: Protocols for Candidates

Congratulations on your nomination as an IIE-placed Fulbright candidate! IIE's Academic Placement Team looks forward to working with you towards achieving your academic study goals.

The process of securing admission and confirming acceptance of an offer of admission at a U.S. institution is generally referred to as "placement." During this process, which lasts many months (typically September through May), IIE Placement Advisors work to prepare individualized submission plans for each candidate that include university programs that provide the strongest match for academic and professional goals, as well as opportunities for university support.

Candidates can find more detailed information in the [Candidate](#) section of [Foreign Fulbright Online](#), such as field of study guides, application checklists, and testing tips. The candidate login for Foreign Fulbright Online is available for all **nominated IIE-placed Fulbright candidates**:

[Fulbright Online Candidate Login:](#)

Password: fulbrightcandidate25!

Below please find further details on the placement process and expectations for you and the IIE Placement Team.

I. Communication:

IIE will communicate with your home-country Fulbright office to provide updates throughout the placement process. **All questions regarding Fulbright and your application should be directed to your home-country Fulbright office. Do not contact IIE directly at this stage, nor reach out to the U.S. institutions on your submission plan unless directed to do so by IIE or your home-country Fulbright office.**

Inquiries about the following should be addressed to your home-country Fulbright office:

- Fulbright funding
- IIE-placement and submission plan process
- Status of university applications and admission offers
- General questions about the application/placement process
- Testing and retake requests
- Final placement decisions

IIE also offers robust resources and information about the placement process in the [Candidate](#) section of Foreign Fulbright Online.

At some points in the placement cycle, IIE and your home country Fulbright office may communicate with you frequently regarding your application, submission plan, or any required supplementary tasks related to placement. At other points in the placement cycle you may not receive updates or communications for weeks or months at a time. Generally, this is referred to as the "waiting period" when applications have been submitted to U.S. institutions, but admissions decisions have not yet been returned.

II. Expectations:

Throughout the placement process, you must respond to your home country Fulbright office in a timely fashion regarding any questions or requests related to your Fulbright application and submission plan. IIE is working to meet institutional application deadlines, and therefore must be able to secure any missing information/documentation as quickly as possible in order to ensure submission of the strongest application possible on your behalf.

Technical Review and Missing Documents

Upon receipt of your Fulbright application, IIE conducts a technical review to determine if you have provided all of the materials required to submit your application to U.S. institutions. IIE also conducts a review for program eligibility and runs your application materials through a plagiarism check. **Your application must pass a plagiarism check to be deemed eligible for application to a U.S. institution. Incomplete applications will NOT be submitted to U.S. institutions.**

If IIE determines that any materials are missing from your application IIE will convey these requests to your home country Fulbright office, including:

- Missing transcripts, diplomas, essays, writing samples
- Missing letters of recommendation (three (3) letters are required for all U.S. institutions)
- Missing standardized test scores (TOEFL, GRE, GMAT, etc.)

Revisions to Application Materials/Standardized Test Re-Takes

IIE may request revisions to existing materials in order to strengthen your application. If you receive such a request, you will have *three (3) business days* to provide the requested revisions. Unless additional revisions are requested by IIE, all materials are considered final upon submission. **You may not continue to provide revised materials unless requested by IIE.** Modified documents will be accepted only when requested and by the IIE Placement Advisor.

Submission Plan Review/Approvals

Once your application has passed initial review, IIE will begin to research U.S. institutions that best match your goals and qualifications. The final list of U.S. institutions to which you will be applied by IIE is called the **Submission Plan**.

If your home country policy allows you to review and comment on your submission plan, your home-country Fulbright office will send you the plan. **Please follow these protocols:**

- You will have **a maximum of five (5) business days** to respond with feedback/questions.
- If you have feedback on your submission plan, that feedback should be detailed with questions or comments. You must provide clear reasoning for any requests for adjustment. Adjustments are not guaranteed and can delay the process.
- **Failure to respond by deadline will result in automatic approval of the proposed submission plan**

University Applications

IIE will reach out to your home-country Fulbright office if you are required to take additional action to submit applications to U.S. institutions on your behalf including:

- Your input is required to complete an online university application.
- A university requests an interview or conversation with you directly
- A university application requires supplemental materials

Any further requests for additional materials or actions will be on an as-needed basis, at the discretion of the IIE Placement Advisor and communicated to you through your home-country Fulbright office. Failure to adhere to these protocols will result in either a delay in submitting your application, or application submission with existing materials.