SUMMARY OF THE ONLINE APPLICATION SYSTEM

Your institution's nominated candidates (a maximum of 4 Visiting Scholars) will be asked to ***apply online***. We still require all candidates to be officially nominated by their home institution. Applications without your institutional approval will not be accepted.

While the candidates will be responsible for filling out the online application form and uploading their research proposal and CV, we ask that your office upload your candidates' recommendation letters and the institutional approval form.

HOW THE PROCESS WORKS

A **maximum of 4 applicants at your institution can use the online system** to submit their applications.

If you have more than 4 applicants interested in the programs, your institution should first conduct its own **internal review** to determine which candidates will be nominated.

Once your 4 candidates have been determined, your office should send them the instructions on the next two pages. The nominated candidates should create an account and apply online. Your office will also be able to access the online system. Please note that the online system opens in July.

The **HYI application deadline is September 15, 2024**. Please be sure to give your nominated candidates adequate time to complete their online application.

REQUIRED APPLICATION MATERIALS

The required application materials for the Visiting Scholars Program are listed on page 3 of this document.

The international or foreign affairs office is **responsible for receiving the applicant's 3 recommendation letters**, and then uploading them to the candidate's online account (the applicant will not be able to see the letters). Please inform applicants that recommendation letter writers can send the letters to your office via email (as a Word doc or PDF), or as a hard copy (in which case your office can open and scan the letters).

After your school's candidates have started applying online, HYI will email the international office staff person with login credentials so you can upload the applicants' recommendation letters. There is no need for partner university staff to create an account. Please wait to be contacted by HYI once your candidates have started applying (specifically, once the applicants have listed their university affiliation on the application form – this is what matches their application with your account.)

As in previous years, we also ask for an **Institutional Approval Form**, signed by the President, Vice-Chancellor, Rector, Dean of Faculty or other appropriate administrative officer of the applicant's sponsoring university. Your office will also be able to upload this Form in the online system.

VISITING SCHOLARS PROGRAM – REQUIRED MATERIALS:

1. **Application Information:** Applicants will be asked to enter the following information:

- **Basic identity information** (name, date of birth, citizenship, addresses etc.)
- **Current position** (job title, university, field, sub-field)
- **Education** (degrees, subject, year awarded)
- **Miscellaneous questions** (are you applying for funding from other organizations; have you applied for a HYI scholarship before; have you been issued a Harvard ID before; have you been a visiting scholar in the US in the past 2 years)
- Title of **proposed research project**
- The name(s) of 1-2 **Faculty members** at Harvard University and/or any other major university in the United States with whom you wish to consult during the stay of the fellowship. It is not necessary to contact faculty during the application process.
- **Objectives for the fellowship year** (max 200 words): What attracts you to joining a residential academic Institute like HYI? How do you envision yourself contributing to an interdisciplinary institute and to the intellectual community, as you carry out your proposed research project?
- **Languages** (list native language, indicate level of English and any other languages spoken)

2. **CV and Research Plan:**

Applicants will be asked to **upload** the following documents (in English):

- A **CV (curriculum vitae)**, in English, which must include:
    - Honors (previous fellowships, scholarships, grants and other honors)
    - Employment (All positions held, academic or other, in chronological order, with dates. Include the date from which you have held your present faculty position)
    - Publications (please list titles in the original language as well as English)
- **Research Plan** (3-5 pages, in English)
    - What is the subject of your research plan? Scholarships are intended for original, publishable research (It is not necessary that the research be completed during the year at Harvard). The scholarship is not intended for the compilation of textbooks or the writing of general surveys of your field. Give a description in English in 3-5 pages, explaining your research plans at Harvard University and/or another major university.

3. **Recommendation letters:**

Three recommendation letters (in English) are required, one of which must be from the applicant's adviser or the person most familiar with his/her scholarly work. **Applicants cannot upload their recommendation letters**. Rather, letters should be sent directly from the writer to the candidate's international or foreign affairs office. The office staff will attach the 3 recommendation letters to the candidate's online account. Applicants cannot view the letters in the online system.

4. **Institutional Approval Form:**

Signed by the President, Vice-Chancellor, Rector, Dean of Faculty or other appropriate administrative officer of the applicant's sponsoring university. Must be uploaded by the foreign affairs/international office.