

Instructions for Recommenders: IEA Awards

Thank you for providing a Letter of Recommendation.

An applicant for a [Fulbright U.S. International Education Administrators \(IEA\) Award](#) has requested that you provide a Letter of Recommendation (LOR) for their application.

Deadline varies by award:

Taiwan IEA and France/Senegal HBCU IEA: September 15, 2025 at 5:00 PM Eastern (UTC -4:00)

Japan IEA and South Korea IEA: November 3, 2025 at 5:00 PM Eastern (UTC -5:00)

France IEA and Germany IEA: February 2, 2026 at 5:00 PM Eastern (UTC -5:00)

All recommendation letters must be submitted electronically by this deadline.

The recommendation/evaluation system will close on this deadline. *This means you will not be able to upload your letter after this date and time.* Exceptions will not be granted.

The submission of your Letter of Recommendation is required for their application to be considered.

Letters must be submitted via the Fulbright online application system, where there is a certification that you are required to complete as the recommender/evaluator.

Recommendations are confidential. Applicants do not have access to the content of them. Applicants cannot upload recommendation letters on behalf of their recommenders

Invitation

Applicants are responsible for registering (listing) their recommenders in the online application system. When the applicant registers their recommender, an email is sent to you (the recommender) immediately; this email contains a unique link to a secure webpage where you will upload your letter.

We encourage applicants to do this well ahead of the application deadline to give you sufficient time to provide your letter.

It is only when the applicant registers you in their application that this invitation is emailed to you:

From: Fulbright U.S. Scholar Program (scholars@iie.org)

Subject: Fulbright Recommendation Requested for (Applicant Name)

The invitation email will also indicate which type of evaluation they have requested: It should specify Letter of Recommendation. (It should not specify Language Evaluation.)

If you do not receive this email: Please check your email spam/folder. The applicant can resend the invitation email if needed. If the email is still not received, email Scholars@iie.org for assistance and indicate the applicant's name. Again, please note that deadline exceptions will not be granted.

Overview

The Fulbright Program is the U.S. government's flagship program of international educational and cultural exchange. Fulbright Scholars -- college and university faculty, administrators, and

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researchers, as well as artists and professionals -- build their skills and connections, gain valuable international insights, and return home to share their experiences with their students and colleagues.

[Fulbright IEA Awards](#) are two-week funded seminars for U.S. higher education administrators to learn about participating countries' higher education systems, exchange information on best practices, explore the potential for partnerships with institutions of higher education in the host country, and raise the profile of their home institution within the host country and the U.S. participant cohort.

The following cannot serve as recommenders: Relatives of the applicant; Representatives of the U.S. Embassy post and Fulbright Commission in the proposed host country (country of application); Representatives of the Bureau of Educational and Cultural Affairs (ECA) at the U.S. Department of State; and Representatives of the Institute of International Education, including current IIE staff, IIE Board of Trustees, and Fulbright Scholar Advisory Board (CIES) Members.

Instructions

Recommendation Letter Guidelines

Your letter should address the following points as they relate to the award or program to which the individual has applied.

The program, host country, and activity are listed in the webpage where you will upload your letter.

1. Briefly state how you know the applicant and for how long.
2. Discuss the applicant's professional qualifications relative to the proposed activity.
3. For the IEA Award, the "Type of Activity" is Seminar:
 - Seminar: Discuss how the applicant's participation in the [International Education Administrator Seminar](#) will contribute to their home institution's international education goals and their career. If you are the applicant's supervisor, discuss the institutional commitment regarding international education activities and programs.
4. Discuss the potential for impact, including any outcomes and benefits to the applicant's field and home institution.
5. Discuss the applicant's communication skills and their ability to function as a cultural ambassador for the United States, including the applicant's collegiality, cultural adaptability, flexibility, and sensitivity.
6. Discuss your overall assessment of the candidate.

Format Requirements

- Up to 3 pages
- On letterhead and signed (recommended)
- File type: Adobe PDF (recommended) or Word document
- All recommendations must be written in English. If the original recommendation letter is

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written in a language other than English, you must provide an English translation. Because the recommendation letter is confidential, the applicant cannot provide the translation. Both the original recommendation letter and the English-language translation must be uploaded here as a single document.

Prepare your letter offline and save it as a PDF (recommended) or Word document to upload.

Letters should be on institution/organization letterhead if possible. Wet and electronic signatures on the document are both accepted.

Completing and Uploading the Letter of Recommendation

Open the link in the invitation email to access the recommendation page.

If you see the Foreign Language Evaluation form instead, contact the applicant to have them re-register you for the Letter of Recommendation. The language evaluation is not applicable for IEA Awards..

Please use one of the supported browsers: Google Chrome, Mozilla Firefox, Safari, or Microsoft Edge. Please note that Microsoft Internet Explorer (IE) is not supported. (Tablets/Phones may have compatibility issues.)

Please have the recommendation/evaluation form open in only one tab/window in your browser.

Recommendation Form

Applicant Information

This section includes information about the applicant and the award to which they are applying.

Recommender Information

This section is pre-filled by the applicant but is editable if any corrections are needed.

Upload your letter

Further down the recommendation form page, click *Browse*, and locate the file on your computer.

Recommendation Letter
Upload your letter of recommendation here.
 No file selected.

Select the file, click *Open*, and the file will attach to the recommendation form automatically.

Preview your letter

Before you submit, review your letter. After submitting the Letter of Recommendation, you will not have access to edit, or change it.

Below the *Submission* section, click **Preview** to ensure this is the letter you wish to upload and that it appears correctly. You can use this to save a copy for your reference: click the *Print* icon to save the letter as a PDF.

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When you are done reviewing the letter, click the *Back* button on your browser window to return to the recommendation form. Your recommendation letter should appear in the upload section.

Example:

Recommendation Letter

Upload your letter of recommendation here.

The following files have been uploaded:

- 02/13/2025 - Test Recommendation letter.pdf - 2 page(s) [Preview](#) [Delete](#)

Submission

To certify your recommendation, type your name into the text box.

If needed: click *Save for Later* to save your work. This does not submit your letter. Be sure to submit it before the deadline.

Click **Submit** when you are ready to submit your letter.

Once submitted, this message will appear: *We have successfully received your letter of recommendation for (Applicant Name) to IIE.* You can also display a copy of your letter and print or save it for your records.

Once submitted, close the browser tab/window.

Confirmation Email

You will also receive an email confirming your submission.

From: Fulbright U.S. Scholar Program (scholars@iie.org)

Subject: Recommendation Successfully Submitted for *Applicant Name*

After the recommendation is submitted, it cannot be edited. However, if there is a significant error and it is necessary to submit a revised recommendation, the recommender should contact scholars@iie.org by the submission deadline above.

Questions?

If you encounter issues completing or submitting your letter, please email Scholars@iie.org for assistance. Please include the applicant's name in your email.