Address to: “Dear Members of the Fulbright Selection Committee”

* Paragraph one: statement of enthusiasm for having student come to university for graduate study and potential research, introduction of affiliate (position/role at institution, background of expertise/research)
* Possible language to use: Based on my conversations with X and our discussion of their academic preparation and research experience, it is (highly, very, extremely) likely that they will be admitted to the Y program. If they are admitted, I would be willing to work with them as their thesis advisor....”
* Paragraph two:  Strengths of the program, specifics of the faculty’s research and match between program/faculty and applicant’s academic background/research interests/professional goals
* Paragraph three:  specifics of what support they will provide
* Conclusion:  Reiteration of enthusiasm for having student in program and assurances of their willingness to support applicant

Sample letter of affiliation

This letter must be provided on letterhead (either in hard copy or a PDF version)

Dear Members of the Fulbright Selection Committee,

I write in support of Sophie Wulfing, an excellent candidate for a Fulbright fellowship in Indonesia. I am Dr. Rohani Ambo-Rappe, professor at hasanuuden (title, organizational role, etc.) and look forward to working with Sophie in the coming year.

Sophie and I have been in contact since find first email and find (name)’s proposed project both interesting and feasible. (This paragraph usually includes some information about the connection between the applicant’s proposed work and that of the writer, and can include information about whether the applicant will be working closely with the writer/have access to institutional resources at the writer’s location and/or the opportunity to make contacts, network, or otherwise benefit from access to the writer/the institution or organization/etc.)

The next paragraph usually indicates, if it is the case, that the applicant may have access to courses at a university or other academic opportunities.

Finally, the letter generally closes with something like “Thank you for your consideration of (name). I look forward to working with (name) during (name)’s Fulbright and collaborating into the future.” If the relationship isn’t quite as close as that, the letter may close simply with the thank you and a reiteration of support for the proposal/project/applicant.

Closing,

Signature, name, title

(With thanks to Carleton College, MN for the template)

To affiliates:

Please note that Fulbright requires that letters be composed on institutional letterhead, signed, and sent as a pdf to the applicant. The applicant will upload the letter to the Fulbright application. Feel free to copy and paste this text into your own document and modify the language to reflect your style.

**INSTITUTIONAL LETTERHEAD**  
**Name of Organization [University/Research Facility/Non-Profit/Foundation/NGO**  
**Town/City, State/Province, Country, postal code**  
**Phone number**

[Date of Letter]

Dear Fulbright Selection Committee,

I am writing to enthusiastically affirm my interest in serving as a host country affiliate for [name of applicant] who is applying for a Fulbright grant. As the/a [position/role/title of letter writer] of [your organization], I [describe work at organization; may take 2-3 sentences].

In recent months, I have [corresponded/talked via Zoom or phone] with [applicant], and have learned with great interest of his/her/their plan to pursue research on [describe applicant’s research in 3-4 sentences, based on what they relayed to you or written in the Statement of Grant Purpose, which applicant should provide].

This research dovetails nicely/complements/fits well with the work I am/we are doing at [organization], and I am [keen/excited/eager/willing] to provide [applicant] the following support. [Here you should describe in 2-3 sentences the specific support that will be available, which might include library or archive access, bench space and equipment, mentorship, introductions to constituents, access to members of the organization’s client base for interviews, collaboration with an ongoing project; plans to involve the applicant in your institution’s activities, or anything else that you are willing to provide that the candidate needs.]

In addition to my enthusiasm about [the applicant’s] research, I am thrilled to be able to support the Fulbright mission of cultural exchange. [Here you might mention any past association with the Fulbright program, whether it is your own participation as a grantee or that you have hosted former grantees. You might also reiterate enthusiasm about this particular applicant, based on your conversations.]

Sincerely,

[Signature of Letter Writer]  
[Name of Letter Writer]

(another template, courtesy of Amherst College)

**Fulbright Graduate Study Affiliation Letter - template**

**To affiliates:** Please note that Fulbright requires that letters be composed on institutional letterhead, signed, and sent as a pdf to the applicant. The applicant will upload the letter to the Fulbright application. Feel free to copy and paste this text into your own document and modify the language to reflect your style.

INSTITUTIONAL LETTERHEAD

Name of University & Department

Street Address of Organization

Town/City, State/Province, Country, postal code

Phone number

[Date of Letter]

Dear Fulbright Selection Committee,

I am writing to affirm my [interest, or whatever expression of enthusiasm you deem appropriate] in [name of applicant] as a candidate for the [name of degree program] at [name of university]. As the [title of writer, usually professor of a department or course manager] at [university], I am in a [good/excellent/appropriate] position to see that [applicant’s] qualifications are a [good/excellent/appropriate] match for this program, although this is not a letter of acceptance. *(If, however, you have the authority to predict that the applicant will be accepted, you may certainly say so!)*

This [name of degree program] combines [brief description of structure of course and anything in particular that distinguishes it]. In speaking/corresponding with [name of applicant] recently, I learned that he/she/they has [describes academic background of applicant and pertinent research experience based on the resume and transcript of the applicant, plus information in the Statement of Grant Purpose, which the applicant should provide]. I can further see that [name of candidate] [make additional observations about the applicant’s suitability for the program, if anything has occurred as a result of your conversations].

*(If there is a research component to the degree program)* The applicant’s desire to pursue research on [topic of proposed thesis or dissertation] dovetails nicely/complements/fits in with the work I am/we are doing at [university or research center], and I am [keen/excited/eager/willing] to mentor/supervise [applicant’s] research. [Applicant] will have access to [here you might describe additional facilities/resources on offer through research centers/public or private sector partnerships with the university or department, etc.]

In addition to my enthusiasm about [the applicant’s] research/academic qualifications, I am thrilled to be able to support the Fulbright mission of cultural exchange. [Here you might mention any past association with the Fulbright program, whether it is your own experience as a participant or that you have hosted former grantees. You might also reiterate enthusiasm about this particular applicant, based on your conversations.]

Sincerely,

[Signature of Letter Writer]

[Name of Letter Writer]

(template courtesy of Amherst College)