



# Founders Fellowship Application Guide

## FOUNDERS FELLOWSHIP APPLICATION CHECKLIST

Use this checklist as a guide when completing the ISEP Founders Fellowship online application. Applications must be submitted online.

### Founders Fellowship Application

To be considered for the ISEP Founders Fellowship:

- Your ISEP study abroad application must be received on or before **February 15, 2020**.
- Your application for the ISEP Founders Fellowship must be submitted on or by **February 29, 2020**.
- Your ISEP Coordinator must complete the form endorsing your fellowship application by **March 6, 2020**.

You are encouraged to apply if you identify with a group that is traditionally underrepresented in study abroad, including any of the following:

- You're the first person in your family to attend college or university
- You are LGBTQ
- You currently serve in your country's military or you are a veteran
- You're an ethnic, racial or religious minority in your home country
- You have a disability
- You study science, technology, engineering, mathematics or education
- You are studying abroad to learn a second language

## YOUR INFORMATION

To begin your application, please provide:

- Your name
- Your email
- Your home university
- Did you submit your ISEP application to study abroad by **February 15, 2020**?

## YOUR ISEP COORDINATOR

Your coordinator will be notified of your application to this fellowship and will be asked to endorse your application. Please provide:

- Your ISEP Coordinator's name
- Your ISEP Coordinator's email

## STATEMENT OF NEED

To qualify for the ISEP Founders Fellowship, you should have a demonstrated financial need which this award would help you overcome. Once you have submitted your application, your statement of demonstrated financial need will be shared with your coordinator so that they may complete the coordinator endorsement form. It is your responsibility to connect with your coordinator to ensure that they completed the endorsement form by the deadline.

- Each student's financial situation is different.** To determine your qualifications for this fellowship, we need to better understand your financial need. In 250-300 words, tell us about your financial circumstances by responding to these questions:
  - Are you receiving financial assistance from another source in the form of a grant, scholarship or loan from your home institution, government or other sources outside of your family?
  - How are you funding your study abroad?
  - What is the difference between your estimated costs and available funding to study abroad?
  - Are you or have you been working to pay for your education and/or your study abroad?

Your responses will be reviewed by the ISEP Scholarship Administrator as part of a screening process to qualify for the scholarship. This information will not be shared with your ISEP Coordinator. If you would like the scholarship selection committee to be informed of your financial circumstances, include it as part of your personal story in your application essay.

## ISEP FOUNDERS FELLOWSHIP

The ISEP Founders Fellowship is awarded to an outstanding ISEP student based on a creative project on language learning. Recipients are awarded \$2,500 for study abroad expenses. The first half (\$1,250) will be awarded based on a proposal and prototype for a creative project. The second half will be awarded upon completing the program and/or the creative project. Founders Fellows are dedicated to learning languages. In addition to their interest in living in another country and culture they are dedicated to learning and improving their ability to speak, read and understand another language. Founders Fellows believe living, studying and engaging in another culture will inform and broaden their perspectives, which will allow them to have an even greater understanding of the language they are learning.

Applicants will be selected based on a proposal and prototype for a creative project that exhibits their interest in learning a language in a host culture. Projects and project proposals should express your passion for learning another language, focusing on the connection of culture and the language learning experience.

- Applicants must submit a working link to your creative project or project prototype, hosted on a publicly accessible website.

Your ISEP Founders Fellowship application includes the following: 1) statement of financial need, 2) creative project or working prototype project that must be submitted digitally 3) a proposal for how the

project will be completed or continued while abroad and 4) personal statement that provides context for the creative project. This means your project should be hosted online and accessible to the public.

Examples of projects may include, but are not limited to:

- Handmade creative expression that is photographed to document the project digitally then hosted online
- Hand drawn comic
- Lesson plan for how you taught yourself a language
- Language and cooking video series
- Art project documented on Instagram
- Photo essay on Flickr
- Video posted on YouTube

- Creative Projects must fit the following qualifications:** (please note that projects that do not meet the criteria, will not be reviews by the committee.)
- Content must be clearly related to the topic and feature your passion for language learning in a host culture
  - The creative project that must be submitted digitally in the form of a URL and accessible to the public without a password
  - Video submissions must not exceed 3 minutes
  - Any video submissions using music in any way must credit the artist while the music plays in the video
  - Projects that have been recorded over time (a blog or photo series for example) must relate directly to the topic and demonstrate that they have been updated to ensure relevance to the fellowship
  - Any project that appears to violate Intellectual Property as defined by the U.S. Patent and Trademark Office will not be considered by the review panel
- Applicants must submit a project proposal, for both completed and prototype projects. Project proposal requirements:**
- The statement must be between maximum 400 words.
  - It must be written in English
  - It must clarify the following six aspects of your project.
    - 1) How your project is innovative or original
    - 2) How your project expresses your dedication to learning a new language and culture
    - 3) How the choice of your project's medium will be successful in expressing language learning
    - 4) How your project's detail(s) will contribute to success in your chosen medium
    - 5) How your project relates to language learning in general
    - 6) How your personal statement provides personal context for your project

**Personal Statement requirements:**

- The statement must be maximum 200 words
- It must be written in English
- Your statement provides the context to help understand how your identity as the creator relate to the project and the topic of language learning in a host culture
- This component of the ISEP Founders Fellowship application is an "about me" statement that provides background information on you as a student and language learner
- Include the following information in your biography: your native (first) language and the language you will learn abroad, whether you are learning the language before you go abroad, your home university and the host country you intend to study in. Your main subject of study at home and subject(s) when you go abroad. You can also include information on any other languages you know or are learning.
- *If you choose, include if you identify with a group that is traditionally underrepresented in study abroad, including (but not limited to) any of the following:*
  - You're the first person in your family to attend college or university
  - You are LGBTQ
  - You currently serve in your country's military or you are a veteran
  - You're an ethnic, racial or religious minority in your home country
  - You have a disability
  - You study science, technology, engineering, mathematics or education
  - You are studying abroad to learn a second language

## ISEP FOUNDERS FELLOWSHIP FREQUENTLY ASKED QUESTIONS

### ELIGIBILITY CRITERIA AND ENCOURAGED APPLICANTS

What does *demonstrated financial need* mean?

You will be asked to describe your current financial circumstances. If chosen as a recipient, you may be asked to provide documentation indicating your financial situation.

How do I demonstrate financial need?

In the application, you will be asked to describe your financial situation as it relates to the need for financial assistance to study abroad. Examples may include government grants, loans and scholarships as well as working part-time or full- time to finance your own education and living expenses.

Someone in my family previously or currently attends college or university, but did not graduate, am I eligible?  
Yes

I am majoring in science, technology, engineering, math or education, but do not plan to take classes in my major while studying abroad, am I eligible to apply?

Yes

What does LGBTQ stand for?

LGBTQ is an acronym for Lesbian, Gay, Bisexual, Transgender, Queer according to [Human Rights Campaign](#).

I was chosen to serve in my country's military but I did not complete my full term of service, am I eligible?

Yes

If I already know another language than my native first language, and I'm working on my third (or more) language am I still eligible to apply?

Yes, and you are encouraged to make that part of your project, personal statement and biography.

## ISEP FOUNDERS FELLOWSHIP

What are the requirements for the ISEP Founders Fellowship?

You must meet eligibility requirements, complete the full application for the ISEP Founders Fellowship and have your ISEP Coordinator submit their endorsement by the deadline.

Can I apply for the ISEP Community Scholarship as well? Yes, you are encouraged to apply for both. If you are awarded the ISEP Founders Fellowship you will not be awarded the ISEP Community Scholarship.

How do I host or post my project online?

You can use one of the recommended sites listed as an example or comparable sites that are equally accessible. If you have questions, contact [scholarships@isep.org](mailto:scholarships@isep.org).

## APPLICATION QUESTIONS

**Can I submit my application after February 29, 2020?**

Applications must be submitted by 11:59 p.m. Eastern Daylight Time on **February 29, 2020**.

**Who reviews the applications and makes the selections?**

Members of the ISEP community read, score and make selections for ISEP Community Scholars and ISEP Founders Fellows. The ISEP community includes ISEP Alumni, ISEP Coordinators, members of the ISEP Council of Advisors, ISEP Board of Directors members, members of the international education community and Friends of ISEP.

**What is the coordinator endorsement form? How do I send it to my coordinator? Will they see my application?** When you submit your application your ISEP Coordinator will receive an email with a link to fill out the endorsement form. When your coordinator is asked about your eligibility regarding financial need, they will not have access to your biography, personal statement and creative project. As soon as your coordinator has completed the coordinator approval form, you will receive a message confirming ISEP has received their form.

**If my coordinator submits the coordinator endorsement form late or does not complete it, will I still be eligible?** No. It is your responsibility to follow-up with your coordinator regarding their endorsement form. Please contact your coordinator before the deadline to make sure they have completed the form.

**Can I send my coordinator the coordinator endorsement form before submitting my application?**

No. The coordinator endorsement form will be sent to your coordinator once ISEP has received your completed fellowship application.

## OTHER CONSIDERATIONS

**If I am chosen as a scholarship or fellowship recipient, am I guaranteed a placement at my top choice of host university?**

No. Your scholarship or fellowship application has no bearing on your ISEP placement.

**What happens if I return early from my program or do not accept your placement?**

If you return early from your program or do not accept your placement you will be asked to return any scholarship or fellowship funds you have received.

**Do I have to apply for an exchange placement or a direct placement?**

The scholarships and fellowships are available to students from ISEP member institutions participating in any ISEP semester or full year program.

**If I receive other scholarships or financial aid, am I still eligible for the ISEP scholarship or fellowship?**

Yes. As one way to demonstrate financial need you can include information regarding other need based scholarships, grants or loans.