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, 2023**. 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.

INSTRUCTIONS FOR CANDIDATES – ONLINE APPLICATION SYSTEM

The HYI online application portal will open in July 2023. Candidates cannot start their applications online before this time.

To apply online, applicants should go to: https://www.onlineapplicationportal.com/yenching
Click on "Applicant Registration – Start Here".

Q: *What materials will the applicant be asked to provide?*
A: Please see the following page for the list of required materials. At any point during the application process you can save your application, and can come back and work on it at a later time.

Q: *What about my 3 recommendation letters?*
A: Each application requires 3 recommendation letters, in English. However, these letters cannot be uploaded directly by the applicant. Letters should be sent **directly** from the letter writer to your international/foreign affairs office (or the staff office responsible for your nomination). The international office staff will also have an online account, and will upload your 3 recommendation letters. The letters will be attached to your application, although you will not be able to view them.

Q: *If I can't view the letters, how do I know if they have been uploaded and attached to my application?*
A: On the application portal home page, by clicking on "Track Reference," you will be able to see if your 3 letters (and the Institutional Approval Form) have been uploaded. You can submit your application even if the files haven't been uploaded by your university yet. After you submit your application, you can continue to check the status of your letters.

Q: *What is the application deadline?*
A: Candidates must submit their application online by **September 15, 2023.**

Q: *How do I know that my application has been received by HYI and is complete?*
A: Once you have submitted your application materials, you will receive an email (from yenching@onlineapplicationportal.com) confirming receipt of the application. If there are any concerns, we will follow up with you directly.

Q: *I am having trouble with the online system and need to speak with someone.*
A: If you have a question about the application process, email hyiprog@fas.harvard.edu. For technical questions about the website, please email yenching@onlineapplicationportal.com. Inquiries are received during regular business hours (Monday through Friday, 9:00 am – 5:00 pm EDT). Inquiries sent outside of regular business hours will be responded to on the next business day.

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.
- **Foreign travel** (only for long-term stays, do not list vacations or short trips for conferences)
- **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 about 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.