Information Packet for
AY2017-18 FLAS Fellowships
For Current & Incoming U-M Graduate/Professional Students

Application Deadline: January 15, 2017
FLAS Website: ii.umich.edu/flas

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Funding for University of Michigan’s Foreign Language and Area Studies (FLAS) Fellowship programs is provided in part by the following grants from the US Department of Education: P015B140090, P015B140091, P015B140092, P015B140093, P015B140095, and P015B140100.
Program Overview: Graduate Academic Year FLAS

Graduate Academic Year Foreign Language and Area Studies (FLAS) Fellowships provide support to graduate and professional students at the master’s and doctoral levels to encourage the study of less commonly taught modern foreign languages in combination with area studies, international studies or international aspects of professional studies. These fellowships are funded with grants from the U. S. Department of Education (US/ED) under Title VI of the Higher Education Act (grant numbers P015B140090, P015B140091, P015B140092, P015B140093, P015B140095, and P015B140100), as well as university funds from the Horace H. Rackham School of Graduate Studies, the International Institute and its Area Studies Centers, and participating graduate/professional schools and departments. FLAS Fellowships are administered by the International Institute’s Area Studies Centers and are awarded competitively on a merit basis through an annual fellowship competition.

There are three different types of FLAS Fellowship awards: Graduate Academic Year FLAS, Undergraduate Academic Year FLAS, and Summer FLAS. Each type of award has its own information. This information focuses specifically on the Graduate Academic Year FLAS. Students interested in other types of FLAS awards MUST consult the details for the appropriate award, all of which are available on the FLAS website (ii.umich.edu/flas).

Academic Year Graduate FLAS Fellowships are awarded to UM-Ann Arbor graduate and professional students at the master’s and doctoral levels to study modern foreign languages and related area studies, international studies, and/or international aspects of professional studies. Academic Year FLAS Fellows receive support for tuition, mandatory fees, and living expenses during the fall and winter terms. US/ED grant provides up $18,000 or full tuition and required fees, whichever is lower, toward the fellow’s tuition and required fees for fall and winter terms of AY2017-18. For students whose tuition and required fees are higher than the US/ED tuition amount, the International Institute will negotiate with the student’s home school/college and home department/program for coverage of the amount above the US/ED amount. For students in Rackham graduate programs, a blanket agreement is already in place; for students in all other schools/colleges, negotiation will take place on case by case basis. All graduate academic year fellows will receive a $15,000 stipend for AY2017-18. The Academic Year Graduate FLAS Fellowship is considered a benefits eligible fellowship.

The number of each type of fellowship to be awarded by each center and the amount of each fellowship are determined annually by US/ED according to federal regulations and budgetary authorization from the US Congress. Applicants should be aware that until final confirmation is received from US/ED, fellowship awards and amounts are contingent and may change at a later date.

Eligible Languages: Graduate Academic Year FLAS

The languages listed below have been pre-approved by US/ED as eligible languages for the Graduate Academic Year FLAS Fellowships for AY2017-18. Language lists differ slightly for the three types of fellowships. For the lists of eligible languages for the other FLAS fellowships, please consult the appropriate information at ii.umich.edu/flas.

If your language has two or more Area Studies Centers listed, you should apply to the Area Studies Center whose regional focus more closely matches your interest. You may apply to only one Area Studies Center. As a general rule, only languages that are widely used in a world region and regularly taught at U-M are approved for that world region. However, if your academic course of study requires a
language listed below but not in your world region, a one-time exception to study the language through your world region may be appropriate. Such exception requires pre-approval from US/ED and are only given in very limited and specific circumstances. Interested applicants must consult with a FLAS Coordinator and receive approval before beginning their application.

Students should check the list of eligible languages carefully to determine if the language and the level they plan to study is eligible. Questions regarding language eligibility should be addressed to the FLAS Coordinators. Because **not all language levels are taught every year**, students should make sure that the language level in which they plan to enroll will be offered during AY2017-18.

FLAS awards are generally given only for the study of modern languages (defined as languages that are currently in use today). Awards in classical or literary forms of the language (e.g., literary Chinese, classical Japanese, Sanskrit, classical Tibetan, etc.) may only be given in the context of the study of modern languages and are only made in very rare, specialized situations. If you are interested in studying a classical language, please consult with the FLAS Coordinators and get approval prior to starting your application.

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<thead>
<tr>
<th>Language</th>
<th>Area Studies Center</th>
<th>Special Conditions for Graduate Academic Year FLAS</th>
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<tbody>
<tr>
<td>Arabic</td>
<td>CMENAS</td>
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<td>Armenian</td>
<td>CMENAS, CREEES</td>
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<tr>
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<td>EANRC</td>
<td>Preference given to 3rd &amp; 4th level; 2nd year and 5th+ year are low priority; No beginning level exceptions</td>
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<td>Filipino</td>
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<td>Yiddish</td>
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## Eligible Language Levels

Applicants for Graduate Academic Year FLAS must have sufficient language proficiency to enroll in intermediate level (2nd year level) or above as taught at the University of Michigan during the fellowship year. Exceptions for beginning level language awards are allowed in very limited and specific circumstances; ultimately, all beginning level language awards are subject to the approval of US/ED Program Officer prior to the beginning of the fellowship period.

In order to qualify for a beginning language level award, applicants must demonstrate that they already possess advanced proficiency in at least one other foreign language of the same world region, either by completion of prior coursework, by living and/or working in-country, by language heritage, or by a language placement or proficiency test. As long as this foreign language is spoken in the same world region as the award language, it need not be taught at the University of Michigan, or designated as a less commonly taught language (LCTL) or a US/ED high priority language. English is not considered a foreign language. Applicants must also explain in their statement of purpose compelling academic and/or career reasons for study of a new language at the beginning level.

Beginning with AY2016-17 awards, this policy on beginning level language awards is very strictly enforced by US/ED. Exceptions to this policy are made on a case-by-case basis and only in extremely limited circumstances. In general, students in PhD and academically oriented master’s programs (MA/MS degrees) will not be granted an exception. Students interested in applying for a beginning level language award must consult with a FLAS Coordinator prior to application.

## Applicant Eligibility Criteria

Applicants must meet all of the following criteria to be eligible to receive a FLAS Fellowship.

- **Citizenship**: Applicant must be a US citizen or US permanent resident at the time of application.
- **Student Status**: Applicants for the Graduate Academic Year FLAS must meet one of the following student status criteria at the time of application. The applicant is:
  - A student currently enrolled in a graduate or professional degree program at the master’s or doctoral level at the University of Michigan on the Ann Arbor campus. Students who are graduating in Winter 2017 or Summer 2017 are not eligible.
  - An applicant for admission to a graduate or professional degree at the University of Michigan, Ann Arbor for the Fall 2017 term, except for students applying to the JD program at the law school (including dual degree students who plan to start with the JD program) or the master’s programs at the Ross School (including dual degree students who plan to start with the MBA program). First year law and business students are not eligible for FLAS because the core curriculum requirements of the first year law and
business graduate programs make it impossible to meet FLAS course enrollment requirements.

- UM-Dearborn and UM-Flint students are not eligible.

- **Language Proficiency:** Native speakers of the language are not eligible to apply for a fellowship in that language but may apply for a fellowship in another language provided that they meet all other eligibility criteria. Students who already possess language fluency at the level of an educated native speaker in the language for which a fellowship is sought are eligible but will be given lowest priority in the selection of fellowship recipients.

- **Commitment to Area Studies:** Applicants must demonstrate interest in and commitment to the study of the world region in which the language is spoken. Study of the world region is broadly defined to include both academic and professional topics but must include subjects other than language and linguistics.

- **Dissertation Research:** FLAS Fellowships are rarely awarded for dissertation research. FLAS Fellowships may be awarded for in-country field research for the dissertation when a strong case can be made that such research results in extensive use of the language, equivalent to a full academic year of language study. Students requesting FLAS for in-country dissertation field research must already be at the advanced language level. FLAS Fellows conducting in-country field research must be affiliated with an appropriate local host institution, such as a university or research institute. Prior approval must be secured from US/ED.

- **Dissertation Writing:** In very rare cases, FLAS Fellowships may be awarded for post-fieldwork dissertation writing when a strong case can be made that such research and writing results in extensive use of the language equivalent to a full academic year of language study. Applicants for dissertation writing must have a clearly defined timetable for completion and endorsement of this timetable from the dissertation committee chair. Priority will be given to students who will be able to complete the oral dissertation defense and receive their degree by the end of the fellowship year.

- **Study Abroad:** FLAS Fellowships may be awarded for coursework in an eligible study abroad program for one or both terms. To be eligible, the study abroad program must meet the following criteria:
  - Program must be at the graduate level.
  - Program must award academic credit potentially transferrable back to U-M.
  - Student must be able to meet all FLAS Fellowship requirements including full time registration, language requirement, area studies requirement, and the instructor proficiency evaluation requirement.
  - Program must offer language and area studies courses that are not normally available at the University of Michigan.
  - Program must offer proficiency-based language instruction by qualified instructors.
  - For language levels offered at the University of Michigan, the quality of instruction must be equivalent or better, and the language course(s) must reach the same level of proficiency or higher by the end of the program.

Study abroad requires prior approval from US/ED at least 30 days prior to departure. US/ED does not approve study abroad in locations under a US State Department Travel Warning. As a general rule, study abroad in an English-speaking country or third party country (outside of the region in which the language of the fellowship award is normally spoken) requires a compelling academic and/or career justification for approval.
Selection Criteria
The most important criterion for selection is academic merit, including the applicant’s overall academic record and how well the applicant’s proposed program of language and area/international studies fits into his/her overall academic and career goals. All applications will be first evaluated on the basis of academic merit. Only those applicants whom the selection committee considers worthy in terms of academic merit will be considered for final selection as a FLAS Fellow or an alternate.

Beginning with the competition for AY2015-16 fellowships, the applicant’s financial need will be considered as a secondary criterion in the selection process. All other things being equal, preference will be given to students with more financial need as determined by the federal need-based financial aid process (for more details see the next section).

Financial Need
As mentioned in the previous section, preference will be given to applicants with demonstrated financial need. Financial need will be determined by using the Expected Family Contribution (EFC) value. Applicants will be grouped into those with “High Need,” “Medium Need,” “Low Need,” or “No Need” based on their EFC. Students who do not have a valid EFC will automatically be assigned to the “No Need” group. (Note: students who do not file a FAFSA and have it sent to UM will not have a valid EFC.)

EFC is calculated by US/ED based on the information you submit on the Free Application for Federal Student Aid (FAFSA). To have a valid EFC include in your FLAS application, you must complete the FAFSA form for 2016-2017 School Year and have it sent to the University of Michigan, Ann Arbor (Federal School Code 002325).

To complete a FAFSA, go to the US/ED FAFSA website at: https://fafsa.ed.gov/index.htm

Application Deadline
January 15, 2017, 11:59pm EST

All application materials must be received by the International Institute by the deadline. Late applications will not be accepted. Any hard copy materials must arrive at the Institute by close of business on the deadline date (or previous Friday if the deadline is on a weekend).

It is the applicant’s responsibility to ensure that all application materials arrive by the deadline. Upon completion of your application and with each submission of relevant documentation (such as transcripts and recommendations) the online portal will send notification by email. You may also confirm the receipt status of application materials and follow the progress of your application through the review process by going to your application page on the online portal. Please check the status of your application on the online portal before contacting the FLAS Coordinators.

Award Announcement
Each Area Studies Center will make its own announcement of fellowship nomination to its applicants. Nominations are generally announced by the end of March, though each Center operates independently
and Centers may differ in their schedules. The three types of FLAS Awards (Undergraduate Academic Year, Graduate Academic Year, and Summer) may also be announced on a separate schedule. Centers will not give out results of the competition over the telephone in response to inquiries.

Fellowship Requirements
Fellowship recipients will be required to meet the following conditions throughout the entire period of the fellowship:

- **Registration**: Graduate Academic Year FLAS Fellowship recipients must be registered full time (at least 8 credit hours for Rackham students) during the fall and winter terms. Students in other graduate/professional programs should check with the registrar of their school/college for minimum credits required for full time registration for their program.

- **Course Selection**: Recipients must be enrolled in an academic program of modern language and related area and/or international studies, or international aspects of professional training for fall and winter terms. Specific instructions will be given by the Area Studies Center with the award letter and at fellows’ orientation. Fellowship recipients in a language with level restrictions who fail to meet enrollment requirements for the minimum level (e.g. successful completion of prerequisite courses or minimum score on a placement test) will have their fellowships cancelled and awarded to another student.

- **Deferral**: A FLAS Fellowship is tenable only for the period for which it is awarded. It cannot be deferred to a future year. All students must reapply each year.

- **Working during the Fellowship Period**: Since the purpose of the Academic Year FLAS Fellowship is to provide students funding to concentrate on language study and international/area studies, fellowship recipients will be limited on the number of hours they are allowed to work during the fellowship period. Generally, students are not allowed to hold concurrent appointments as a GSI/GSRA/GSSA or as a long term temporary student employee. Prior approval from the FLAS Coordinator must be obtained for any work.

- **Proficiency Evaluation**: FLAS Fellowship recipients must complete any language proficiency evaluations at the beginning and end of their fellowship terms as required by US/ED and the Area Studies Center.

- **Reporting**: FLAS Fellowship recipients must comply with all reporting requirements of US/ED and the Area Studies Center.

- **Post-fellowship Surveys**: FLAS Fellowship recipients are required to complete a survey regarding their career paths for a period of time following fellowship completion and graduation from their current degree program in accordance with US/ED requirements.

Application Materials
All applicants for Graduate Academic Year fellowships must complete the FLAS Academic Year Fellowship application on the International Institute Fellowship & Grants online application portal. The link to this portal is located on the FLAS website www.ii.umich.edu/flas. All application materials, with the possible exception of official transcripts that need to be provided in paper form, must be submitted through this application portal.

The application materials requirement depend on your student status. Please read the following descriptions carefully to determine to which category you belong and what application materials are required.
• **Current U-M Students**: Students who are currently enrolled in a graduate or professional degree program at the University of Michigan.

• **Incoming Students to U-M Graduate/Professional Programs**: Students who are applying for admission to graduate/professional degree programs at the University of Michigan for Fall 2017, including current University of Michigan undergraduate students who are applying for admission to graduate programs.

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**Required Materials and Instructions for Current U-M Students**

Please read the following descriptions carefully to determine what application materials are required and how to submit them. With the exception of hard copy official transcripts (if necessary), all application materials should be submitted through the International Institute Fellowships & Grants Portal.

- **Required Materials:**
  - **FLAS Basic Information Form** on the International Institute Fellowships & Grants portal. Includes contact information, academic information, and language self-evaluation. Link to the portal is located on the FLAS website at [www.ii.umich.edu/flas](http://www.ii.umich.edu/flas).
  - **FLAS Academic Year Form** on the International Institute Fellowships & Grants portal. Includes Academic Year FLAS related questions.
  - **FLAS Academic Recommender & Language Instructor Registration** on the International Institute Fellowships & Grants portal. Includes information about people completing your academic recommendations and language instructor recommendation.
  - **Email Recommendation Requests** (on the II Fellowships & Grants portal): Set of three tasks that each sends the actual email request to your recommender and sets up the appropriate recommendation tasks for the recommender.
  - **Two Academic Letters of Recommendation**: Letters of recommendation must be less than 12 months old. The academic letter of recommendation must be completed by instructors who teach content courses in the humanities, social sciences, sciences, or the professions, and may **NOT be completed by a language instructor**. At least one letter should be from a UM faculty member. JD students, including those in dual degree programs, must have at least one letter from a UM Law School faculty member. The same person may **NOT complete both the academic recommendation and the Language Instructor Recommendation**, even if this person is qualified to do both. If you are applying for both the Academic Year AND Summer FLAS Fellowships, you may use the same recommendation for one or both. If you are getting a recommendation from a non-UM instructor (who does not have a uniqname), please see further instructions below in the **Additional Instructions for Non-UM Recommenders** section.
  - **Language Instructor Recommendation**: Please read carefully further instructions about the Language Instructor Recommendation on page 12. The same person may **NOT complete both the academic recommendation and the Language Instructor Recommendation**, even if this person is qualified to do both. If you are applying for both the Academic Year AND Summer FLAS Fellowships, you may use the same Language Instructor Recommendation if appropriate and relevant. If you are getting a language instructor recommendation from a non-UM instructor (who does not have a uniqname), please also see further instructions below in the **Additional Instructions for Non-UM Recommenders** section on page 12.
  - **FLAS Statement of Purpose** (upload to the II Fellowships & Grants portal): Please write an essay and discuss the following: 1) how the study of modern language and area/international studies
fits into your overall academic program and career goals; 2) what you have done so far toward these goals; 3) what specific things you plan to do during the fellowship period; and 4) how these activities contribute toward your academic and career goals. Write no more than 1,000 words (approximately 3 pages using a 12 point font, double-spaced). Use reasonable margins and font size, and put your name and UMID in the header so that it prints on every page. If you are applying for dissertation fieldwork or writing, you must include a timetable of your research/writing plans for the academic year. (This timetable is considered outside of the 1,000 word limit but please prepare it in the same file as the statement of purpose.) If you are applying for both the Academic Year AND Summer FLAS Fellowships, you must write a separate statement of purpose for each fellowship application.

- **Curriculum Vitae (CV)/Résumé** (upload to the II Fellowships & Grants portal): If you need help with your CV/résumé, please visit the U-M Career Center ([www.careercenter.umich.edu](http://www.careercenter.umich.edu)) for a workshop or consultation. If you are applying for both the Academic Year AND Summer FLAS Fellowships, you may use the same CV/résumé for both applications.

- **Current official U-M transcript**: You may grant the FLAS Coordinators permission to access an electronic copy of your U-M transcript by checking the appropriate box on the online application; this is the preferred method. If you use the check box, the transcript upload task will be completed by the FLAS Coordinator. Otherwise, you must provide a hard copy of your current UM official transcript. The hard copy must be prepared by the Office of the Registrar; unofficial transcripts from Wolverine Access are not acceptable. You may have the Office of the Registrar mail the official transcript directly to the FLAS Coordinators. If the official transcript is “issued to the student,” you must bring it in its original envelope with the seal unbroken. If you are applying for both the Academic Year AND Summer FLAS Fellowships, only one set of transcripts are required.

- **Official Transcript from Undergraduate and Previous Graduate Degree Granting Institutions**: Graduate students must provide an official transcript from their undergraduate degree-granting institution and other previous graduate degree-granting institution(s). Rackham students may grant the FLAS Coordinators permission to access an electronic copy of their official transcript(s) submitted at the time of graduate admission by checking the appropriate box on the online application; this is the preferred method. If you use the check box, the transcript upload task will be completed by the FLAS Coordinator. See the [Additional Instructions on Transcripts](#) section below for further instructions on how to send an official transcript.

- **Official transcript of other postsecondary education with relevant coursework**: All students who completed relevant language and area studies courses since graduating from high school at postsecondary institutions other than UM [or for Rackham students, other than degree granting institutions for which you’re already providing transcripts as mentioned in the previous paragraph] must provide an official transcript of such coursework. These may include summer session or study abroad programs. See the [Additional Instructions on Transcripts](#) section below for further instructions on how to send an official transcript.

- **Free Application for Federal Student Aid (FAFSA)**: If you would like your financial need to be considered in the selection process, you must complete the FAFSA for the 2016-2017 School Year and have the results sent to the University of Michigan, Ann Arbor (Federal School Code 002325). To complete a FAFSA, go to the US/ED FAFSA website at: [https://fafsa.ed.gov/index.htm](https://fafsa.ed.gov/index.htm)

**Language/Area Center Specific Instructions:**

- **East Asia NRC (Japanese Studies)**: Students who apply for Graduate AY FLAS will automatically be considered for CJS Academic Year Fellowships without a separate application. Students who
are also applying for the CJS Summer Fellowships and wish to use the same materials for the FLAS and CJS Summer Fellowship application need to submit one only one copy of the following items: Curriculum Vitae, official transcripts (UM and other postsecondary institutions), academic recommendations, and/or Language Instructor Recommendation. Please submit these materials with your FLAS application.

- **East Asia NRC (Chinese Studies):** LRCCS MA students who want to be considered for both the Graduate Academic Year FLAS and LRCCS Endowment Fellowship for 2nd year students should complete the FLAS application and submit any additional required materials by email.

- **South Asian Studies/Southeast Asian Studies:** Applicants who are planning to take an advanced language course beyond fourth year level to fulfill the FLAS language requirement must also include a letter of agreement from the instructor teaching the course. This letter should express the instructor’s commitment to cover the language for no less than three (3) credit hours per term (contact hours per week). Please contact the appropriate Center for more information.

If you applied for funding from the same Area Studies Center in previous years, you may check with the FLAS Coordinators to see if any materials, such as your undergraduate transcripts, may already be on file and can be transferred to your current file. **Statement of purpose, curriculum vitae/résumé, and academic letters of recommendation from previous applications may NOT be reused.** The Language Instructor Recommendation may be reused ONLY IF you were already at an advanced level AND you have NOT enrolled in a language class since your last Language Instructor Recommendation was completed. Students who are currently enrolled in a language class or enrolled in a language class since the last Language Instructor Recommendation was submitted MUST get a new Language Instructor Recommendation.

**Required Materials and Instructions for Incoming Students in All U-M Graduate/Professional Programs**

Applicants must complete the Academic Year FLAS Application, located on the International Institute Fellowships & Grants portal; a link to this portal is located on the FLAS website at [www.ii.umich.edu/flas](http://www.ii.umich.edu/flas). In addition, applicants must provide the supporting materials listed below. Please read the following descriptions carefully to determine what supporting materials are required and how to submit them.

**Before Beginning Application:**

Applicants without a current University of Michigan uniqname and Kerberos password will first need to setup a U-M Friend account to login to the International Institute Fellowships & Grants portal. U-M Friend Account is free of charge to users and requires a valid non-UM email address. If you have already submitted your admission application to a Rackham graduate program, you should have received an email with your UMID and instructions on how to create a U-M Friend Account.

Step by step instructions on how to obtain a U-M Friend Account are posted on the II Fellowships & Grants portal’s landing page. On the portal’s main page, look for the Incoming Students Instructions section with a link to the Create Friend Account page, which will contain detailed instructions and links. Step by step instructions with screen shots on how to setup a U-M Friend Account are apostered on the ITS Documentation website here: [https://documentation.its.umich.edu/node/305](https://documentation.its.umich.edu/node/305)
Once you have the U-M Friend Account Login ID and password, you may login to the International Institute Fellowships & Grants portal using the Sign In or Register button, and enter your U-M Friend Account Login ID and password when requested. The application need not be completed in a single sitting. Be sure to logout of the portal at the end of each session.

Required Materials:

- **FLAS Basic Information Form** on the International Institute Fellowships & Grants portal. Includes contact information, academic information, and language self-evaluation. Link to the portal is located on the FLAS website at [www.ii.umich.edu/flas](http://www.ii.umich.edu/flas).
- **FLAS Academic Year Form** on the International Institute Fellowships & Grants portal. Includes Academic Year FLAS related questions.
- **FLAS Academic Recommender & Language Instructor Registration** on the International Institute Fellowships & Grants portal. Includes information about people completing your academic recommendations and language instructor recommendation. This task is required for all applicants.
- **Email Recommendation Requests** (on the II Fellowships & Grants portal): Set of three tasks that each sends the actual email request to your recommender and sets up the appropriate recommendation tasks for the recommender. **DO NOT complete this task for Academic Recommendations** if you are using recommendations from your graduate admission application. **You MUST complete this task to request a Language Instructor Recommendation.**
- **Language Instructor Recommendation**: Please read carefully further instructions about the Language Instructor Recommendation below. If you are getting a language instructor recommendation from a non-UM instructor (who does not have a uniqname), please also see further instructions below in the Additional Instructions for Non-UM Recommenders section.
- **FLAS Statement of Purpose** (upload to the II Fellowships & Grants portal): Please write an essay and discuss the following: 1) how the study of modern language and area/international studies fits into your overall academic program and career goals; 2) what you have done so far toward these goals; 3) what specific things you plan to do during the fellowship period; and 4) how these activities contribute toward your academic and career goals. Please write no more than 1,000 words (approximately 3 pages using a 12 point font, double-spaced). Use reasonable margins and font size, and put your name and UMID in the header so that it prints on every page. If you are applying for both the Academic Year AND Summer FLAS Fellowships, you must write a separate statement of purpose for each fellowship application.
- **Free Application for Federal Student Aid (FAFSA)**: The FAFSA is not required for incoming graduate students. Financial need will be determined by self-reporting in your graduate school application.
- **Email Request for a copy of your complete admission application to the graduate/professional program**: A complete copy of your graduate admission application, including test scores and recommendations is required. You will need the name and email address of the graduate coordinator or admissions coordinator in your graduate program. Completing this task will send an email to the graduate/admissions coordinator with instructions on how to upload your complete admission application to the II Fellowships & Grants online portal.

Optional Materials:

- **Two academic letters of recommendation**: Incoming students may choose to use letters of recommendation submitted with their admission application or obtain letters of recommendation specifically for the FLAS Fellowship Application. If your admission application requires more than two academic letters, please specify which two you would like to use for
your FLAS application and list their information in the Register Academic Recommenders and Language Instructor Form. If you are getting a separate FLAS Academic Recommendation, you will need to complete the Email Recommendation Request task; if this recommendation is from a non-UM instructor (who does not have a uniqname), please also see further instructions below in the **Additional Instructions for Non-UM Recommenders** section.

**Language/Area Center Specific Instructions:**
- **South Asian Studies/Southeast Asian Studies:** Applicants who are planning to take an advanced language course beyond fourth year level to fulfill the FLAS language requirement must also include a letter of agreement from the instructor teaching the course. This letter should express the instructor’s commitment to cover the language for no less than three (3) credit hours per term (contact hours per week). Please contact the appropriate Center for more information.

**Additional Instructions on Non-UM Recommenders**
Recommenders who have never been affiliated with the University of Michigan (as faculty, staff, or student) and do not have a U-M uniqname must first obtain a U-M Friend Account before accessing the International Institute Fellowships & Grants online portal. A U-M Friend Account is free of charge to users and requires a valid email address. Step by step instructions on how to obtain a U-M Friend Account are sent with the recommendation request email. Instructions are also posted on the II Fellowships & Grants portal’s landing page (look in the upper right of the page for the Create Friend Account link).

**Further Information on the Language Instructor Recommendation**
Applicants for intermediate level and above must make every effort to obtain a Language Instructor Recommendation for the language for which you are applying. If you are currently studying or have previously studied this language, the Language Instructor Recommendation should be completed by your current or most recent language instructor, teaching assistant, or tutor. You should ask an instructor who is familiar with your oral, aural, reading, and writing skills to complete the report.

If you have not formally studied this language with an instructor, you have two options: 1) if you use the language through work, you may have your work supervisor or coworker who is also familiar with the language complete this Recommendation; 2) you may also contact a local language instructor to see if a proficiency evaluation may be conducted in order to complete the Recommendation. If you are a current UM student and need such proficiency evaluation, we strongly recommend that you take a placement/proficiency test scheduled at the beginning of the winter term. Many U-M language departments routinely schedule placement/proficiency tests at the beginning of each term. We will also accept as evidence of language proficiency results of official proficiency tests such as ACTFL OPI (Oral Proficiency Interview), WPT (Writing Proficiency Test) or other widely recognized proficiency tests (e.g., HSK for Chinese, Japan Foundation JLPT for Japanese, TOPIK for Korean). **Immediate family members and close relatives are not appropriate** as a language evaluator even if they are fluent in the language.

If you are applying for a beginning level language award, you have two options: 1) if you have studied other language(s), you may obtain a Language Instructor Recommendation for a language you have studied. This is the preferred option, since it gives the selection committee an evaluation of your ability
to learn a foreign language. 2) As an option of last resort, you may obtain a third Academic Recommendation in lieu of a Language Instructor Recommendation.

If you have any difficulty obtaining a Language Instructor Recommendation, please contact a FLAS Coordinator to discuss your situation.

**Additional Instructions on Transcripts**

We strongly recommend that you check the appropriate box(es) on the online FLAS application form to grant authorization to the FLAS Coordinators for electronic access to your University of Michigan official transcript and, for Rackham students, other transcripts submitted at the time of your graduate admission. If you use these check box(es), the FLAS Coordinators will complete the transcript upload tasks on behalf of the student. Students in non-Rackham graduate/professional programs may provide an authenticated electronic copy or photocopy of these transcripts on file in their school's student services office if the copy is prepared by the student services staff and sent directly to the FLAS Coordinator or handed to the student in a sealed and signed envelope. This is our preferred method for obtaining official transcripts. Otherwise, you must provide an official transcript from your undergraduate and any other previous graduate degree granting institutions.

If you choose NOT to do so, you must provide an original copy of each required official transcript. To be considered official, transcripts must be sent directly from the issuing office in a sealed envelope. Transcripts “issued to the student” are acceptable only if they are submitted in the original envelope of the issuing office and the seal has not been broken. Photocopies are not acceptable.

If the institution issues e-transcripts, they may be sent to ii.flasinfo@umich.edu; otherwise, a printed official transcript is required. If the official transcript is “issued to the student,” you must bring it in its original envelope with the seal unbroken. If you are applying for both the Academic Year AND Summer FLAS Fellowships, only one set of transcripts are required.

**Application Submission**

Any application materials that cannot be submitted through the International Institute Fellowships & Grants online application portal may be delivered in person, by US mail, electronic mail, by fax, or by delivery service to the FLAS Coordinators’ office.

Once you press the Submit Your Application button on the FLAS Academic Year Fellowship application on the II Fellowships & Grants online portal, your application will be locked and no further changes to the application will be allowed. If you need to make changes after submission, you must first ask the FLAS Coordinators to unsubmit your application.

Applicants should keep in mind that the person completing recommendations must be given adequate time to prepare them in addition to the time required for completing the online submission process. All recommendations should be submitted directly by the recommender using the II Fellowships & Grants portal. If you need to send your recommender a reminder, you may complete the Email Recommendation Request task again to resend the recommendation request email message. Contact the FLAS Coordinators if your recommender is unable to submit your recommendation online.
Checking the Status of Your Application after Submission
You may use your application page on the online portal to check the status of your application both before and after application submission. This page will display receipt status of application materials and the progress of your application through the review process. Upon completion of your application and upon receipt of relevant documentation (including transcripts and recommendations) the online portal will also send you automated email notifications. Please check your application page on the II Fellowships & Grants online portal before contacting the FLAS Coordinators regarding the status of your application.

Applying for Both Academic Year and Summer Fellowships
Students who are currently enrolled in a graduate/professional degree program at the University of Michigan and are not scheduled to graduate in Winter or Summer 2017 may apply for both the Graduate Academic Year AND Summer FLAS Fellowships in the same or different languages.

Applicants for Graduate AY and Summer FLAS fellowships complete separate online applications; be sure to complete and submit both applications. Due to the way application material sharing is set up between Academic Year and Summer applications, the overall process will be easier if you complete the Academic Year application first. For language level, assume that you will complete the summer intensive program successfully and put the next level in the Academic Year application (e.g., apply for 3rd Year for Summer FLAS and 4th Year for Academic Year FLAS).

Some, but not all application materials may be shared if appropriate. Applicants must write a separate statement of purpose for Academic Year and Summer. CV/résumé, official transcript(s), and academic recommendations may be shared between the two applications if appropriate. The Language Instructor Recommendation may be shared only if you are applying for the same language for both applications. The Summer FLAS Information Packet gives detailed instructions on how to use common application materials.
FLAS Coordinators Contact Information
Office: 2620 International Institute (School of Social Work Building)

Mailing Address: FLAS Coordinators
International Institute, University of Michigan
1080 South University Ave, Suite 2660
Ann Arbor, MI 48109-1106

Phone: 734-763-4528
Fax: 734-615-9058
Email: ii.flasinfo@umich.edu
Web: ii.umich.edu/flas

FLAS Coordinator Advising Appointments
FLAS Coordinators are available to meet with interested applicants by appointment through December. First come, first served walk-in advising hours will be offered in January.

Current students may request an advising appointment with a FLAS Coordinator by filling out an online request form. Please attend an Information Session (schedule posted on the FLAS website) and read the appropriate Information Packets before requesting an appointment.

Link to the II Graduate Academic & FLAS Advising Appointment Request Form:
https://docs.google.com/a/umich.edu/forms/d/e/1FAIpQLSeVcNEkJNsVJmdQSNKg_kxdS6jVVVDXRwMGULDUZi7MtJYrcQ/viewform