### Information Packet for Summer 2017 FLAS Fellowships

For U-M Undergraduate and Graduate/Professional Students

**Application Deadline: January 15, 2017**

FLAS Website: [ii.umich.edu/flas](http://ii.umich.edu/flas)

<table>
<thead>
<tr>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Overview: Summer FLAS</td>
<td>2</td>
</tr>
<tr>
<td>Summer FLAS Award</td>
<td>2</td>
</tr>
<tr>
<td>Eligible Languages: Summer</td>
<td>3</td>
</tr>
<tr>
<td>Eligible Language Levels</td>
<td>4</td>
</tr>
<tr>
<td>Applicant Eligibility Criteria</td>
<td>5</td>
</tr>
<tr>
<td>Summer Program Eligibility Criteria</td>
<td>6</td>
</tr>
<tr>
<td>Summer Program Admission</td>
<td>7</td>
</tr>
<tr>
<td>Fellowship Requirements</td>
<td>7</td>
</tr>
<tr>
<td>Fellowship Selection Criteria</td>
<td>8</td>
</tr>
<tr>
<td>Application Deadline</td>
<td>8</td>
</tr>
<tr>
<td>Award Announcement</td>
<td>8</td>
</tr>
<tr>
<td>Applying for Both Summer and Academic Year Fellowships</td>
<td>8</td>
</tr>
<tr>
<td>Required Application Materials and Instructions</td>
<td>9</td>
</tr>
<tr>
<td>Additional Instructions on Non-UM Recommenders</td>
<td>12</td>
</tr>
<tr>
<td>Further Information on the Language Instructor Recommendation</td>
<td>12</td>
</tr>
<tr>
<td>Additional Instructions on Transcripts</td>
<td>12</td>
</tr>
<tr>
<td>Application Submission</td>
<td>13</td>
</tr>
<tr>
<td>Checking the Status of Your Application after Submission</td>
<td>13</td>
</tr>
<tr>
<td>FLAS Coordinator Contact Information</td>
<td>14</td>
</tr>
<tr>
<td>FLAS Coordinator Advising Appointments</td>
<td>14</td>
</tr>
</tbody>
</table>

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: Summer FLAS

Summer Foreign Language and Area Studies (FLAS) Fellowships provide funding to current UM undergraduate and graduate students to encourage the study of less commonly taught modern foreign languages in an intensive summer program in a context of an overall academic program of area studies, international studies or international aspects of professional studies. These fellowships are funded with grants from the US Department of Education (US/ED) under Title VI of the Higher Education Act (grant numbers P015B140090, P015B140091, P015B140092, P015B140093, P015B140095, and P015B140100) and supplemented with university funds when required by grant guidelines. 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 Fellowships: Graduate Academic Year FLAS, Undergraduate Academic Year FLAS, and Summer FLAS. Each type of award has its own Information Packet and slightly different sets of rules and application procedures. This Information Packet focuses specifically on the Summer FLAS. Students interested in other types of FLAS awards MUST consult the Information Packet for the appropriate award, all of which are available on the FLAS website (ii.umich.edu/flas).

Summer FLAS Fellowships enable current UM undergraduate and graduate students to participate in the study of a less commonly taught modern language in a summer intensive language program. These intensive language programs must teach the equivalent of a full academic year (fall and winter terms) of language classes at the University of Michigan. Students may attend the University of Michigan Summer Language Institute (SLI) or another eligible summer intensive language program in the United States or overseas.

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.

Summer FLAS Award

Summer FLAS Fellowships provide up to US$5,000 for tuition and required fees at the summer intensive language programs and a stipend of $2,500 to cover living and travel expenses. The stipend may be used to cover tuition above $5,000 at the fellow’s discretion.

For summer programs that charge a comprehensive program fee that includes tuition, housing, meals, travel, textbooks, and/or cultural activities, the amount of the program fee for housing, meals, travel, textbooks, and/or cultural activities will be subtracted from the program fee to arrive at the tuition amount. Only tuition in this strict sense may be covered with the tuition portion of the Summer FLAS award. The portion of the program fee for housing, meals, travel and/or textbooks must be covered with the stipend and/or personal funds.

In very rare cases, a travel award of up to $1,000 may be made to cover the actual cost of traveling to/from the intensive summer language program location.
Eligible Languages: Summer

Languages listed below have been pre-approved as eligible for Summer FLAS Fellowships. Language lists **differ significantly** among the three types of fellowships; **this list applies to Summer FLAS Fellowships only**. For lists of eligible languages for undergraduate and graduate academic year FLAS fellowships, please consult the appropriate Information Packet.

For languages for which two or more Area Studies Centers are listed, you should generally apply to the Area Studies Center whose regional focus more closely matches your overall academic and career interest.

Other less commonly taught languages (LCTLs), which are used in the six world regions for which U-M has a FLAS grant, but not taught regularly at the University of Michigan may be eligible for the Summer FLAS fellowship. The six world regions are:

- East Asia
- Latin America and the Caribbean
- Middle East and North Africa
- Russia, East Europe and Eurasia
- South Asia
- Southeast Asia

Pre-approval from US/ED is necessary for Summer FLAS awards in languages not listed in the table below. Please contact the FLAS Coordinators for more information. Note: French, German, and Spanish are considered commonly taught and are NOT eligible for FLAS in any world region.

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.

<table>
<thead>
<tr>
<th>Language</th>
<th>Area Studies Center</th>
<th>Special Conditions for Undergraduate Students</th>
<th>Special Conditions for Graduate Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arabic</td>
<td>CMENAS</td>
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<td></td>
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<tr>
<td>Armenian</td>
<td>CMENAS, CREES</td>
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<tr>
<td>Bengali</td>
<td>CSAS</td>
<td></td>
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<td>Bosnian</td>
<td>CREES</td>
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<td>Preference given to 3rd &amp; 4th year level students; No beginning level exceptions</td>
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<td>CREES</td>
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<td>Filipino</td>
<td>CSEAS</td>
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<td>Hebrew</td>
<td>CMENAS</td>
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<td>Hindi</td>
<td>CSAS</td>
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<td>Polish</td>
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<td>CSAS</td>
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<td>CSAS, EANRC</td>
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<td>CSAS</td>
<td></td>
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<td>CMENAS, CREES</td>
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<td>Vietnamese</td>
<td>CSEAS</td>
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**Eligible Language Levels**

All students must enroll in a program that is equivalent to the intermediate level (2nd year) or above as taught at the University of Michigan for all languages. Note that some languages have additional level restrictions for undergraduate and/or graduate students. Details are given in the Eligible Languages table in the previous section.

For undergraduate students, no exceptions to this language level requirement is allowed. If an undergraduate student accepts a Summer FLAS Fellowship and subsequently fails to pass the placement test for intermediate level at the beginning of the summer program, the fellowship award will be cancelled.

Graduate students may be eligible for a beginning level language award in very limited and specific circumstances. In order to qualify for a beginning language level award, applicants must be graduate students and 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. Beginning language awards for applicants who do not meet the criteria outlined in the previous paragraph require approval of the US/ED Program Officer. Such requests are reviewed on a case-by-case basis and granted 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 Summer FLAS Fellowship.

- **Citizenship:** Applicants must be a US citizen or US permanent resident at the time of application.
- **Student Status:**
  - **Current UM-Ann Arbor Students:** Students who are currently enrolled in an undergraduate or graduate degree program at the University of Michigan may apply for the Summer FLAS Fellowship. However, students graduating in May 2017 are not eligible. Students graduating in August 2017 are eligible to apply but should be aware that priority will be given to students returning to UM in the fall.
  - **Incoming UM-Ann Arbor Students:** Incoming graduate students (students applying for admission to a graduate degree program beginning in Fall 2017 at the University of Michigan, Ann Arbor) may apply for the Summer FLAS Fellowship. Summer FLAS awards to incoming graduate students are contingent on admission to a graduate program and matriculation at the University of Michigan in Fall 2017; awards will not be made until matriculation is confirmed. Priority will be given students who will enroll in the University of Michigan Summer Language Institute. Incoming graduate students should also be aware that summer awards are rarely made to incoming students. Incoming undergraduate students (students matriculating in Spring, Summer or Fall 2017 at the University of Michigan as freshman or transfer student) are not eligible to apply.
  - **Graduating Students:** Students who are graduating in May 2017 are not eligible. Students graduating in August 2017 are eligible to apply but they should be aware that priority will be given to continuing students enrolling at U-M in the fall.
  - **Current UM-Dearborn and UM-Flint Students:** Current UM-Dearborn and UM-Flint graduate and undergraduate students who enroll in the U-M Summer Language Institute on the Ann Arbor campus are eligible to apply. Dearborn and Flint students may not attend other domestic or overseas programs. Dearborn and Flint students graduating in May or August 2017 are not eligible.
  - **Non-UM Students:** Students who are NOT enrolled in a degree program at the University of Michigan who plan to enroll in the U-M Summer Language Institute may
apply for the Summer FLAS. Non-UM students must be currently enrolled in an undergraduate or graduate degree program at another postsecondary institution in the US and be in good academic standing. Summer FLAS awards to non-UM Students may only be used at the U-M Summer Language Institute. Priority will be given to University of Michigan students.

- **Language Proficiency:**
  - Native speakers of the language are not eligible for a FLAS award in that language. They may apply for a FLAS in another language provided they meet all other eligibility criteria.
  - Heritage speakers of a language are eligible to apply in that language unless they have native-level proficiency in all four language skills.
  - Native-level proficiency: 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.

### Summer Program Eligibility Criteria

Students awarded a Summer FLAS must enroll in an eligible summer intensive language program. Summer programs must meet the following criteria to be eligible for enrollment by a Summer FLAS Fellow:

- **Program Dates:** The summer program must be held during U-M’s spring-summer term, and generally begin on or after May 1 and conclude on or before August 31.
- **Academic Year Equivalency:** The summer program must teach the equivalent of a full academic year (fall and winter terms) of language instruction as taught at the University of Michigan.
- **Program Length:** Summer programs must be at least six weeks in length.
- **Contact Hours of Language Instruction:** Summer programs must have at least 140 contact hours for the beginning (1st year) and intermediate (2nd year) levels and at least 120 contact hours for advanced level (3rd year and above) in language instruction. Contact hour is defined as actual time in the classroom (not including breaks and meal times) with a qualified instructor and may include lectures, recitations, drill sessions, and regularly scheduled tutoring sessions, but may not include office hours or language meal tables. Class sessions focused on culture and/or area studies and field trips may not be counted toward the contact hours even if they are taught in the target language.
- **Independent Study:** Independent study, individualized study, and/or tutoring as a form of instruction is allowed in only very rare specialized circumstances and requires US/ED approval. As a general rule, independent study will be approved only in cases where an established intensive language program/class is not available. Students interested in this option should consult their FLAS Coordinator early in the application process to determine whether this option is appropriate.
- **Program Location:**
  - All students are eligible to attend the University of Michigan Summer Language Institute (SLI) if the eligible language/level is offered through SLI. Students should be aware that the Summer FLAS award normally covers the SLI Program Fee option only.
  - Beginning level students MUST attend a US-based program unless the language is not taught anywhere in the US during the summer.
  - Intermediate and advanced level students may attend a US-based program or an approved overseas program.
- **Students attending an overseas program** must have their program approved by US/ED 30 days prior to departure. Please note that US/ED will not approve an overseas program located in an area under a US State Department Travel Warning.

- **Program Content**: Study abroad programs that include a combination of language instruction and area studies courses (taught in English or target language) are NOT eligible for Summer FLAS unless the language instruction portion of the program meets the Academic Year Equivalency and Contact Hours of Language Instruction criteria outlined above. Summer FLAS funds may not be used to cover tuition and fees for the area studies portion of the program even if the overall program is deemed eligible.

### Summer Program Admission

It is the responsibility of the student to apply for and secure admission to the desired eligible summer program(s) in a timely manner. Please note that admission application needs to be done in parallel with, or in some cases earlier than, the Summer FLAS application. DO NOT wait until you have been awarded the Summer FLAS. For some summer programs, admission is competitive and not all applicants are admitted. We strongly recommend that you have a backup plan in case you are not admitted to your first choice program.

If you have any concern whether your proposed program meets the US/ED summer program eligibility guidelines, please check with the FLAS Coordinators. Please be aware that non-UM students may only enroll at the University of Michigan Summer Language Institute.

### Fellowship Requirements

Summer FLAS recipients are required to meet the following conditions during and after the term of the fellowship:

- **Registration**: Summer FLAS Fellowship recipients must be registered for academic credit and receive a letter grade for the summer language program. However, students attending the University of Michigan Summer Language Institute (SLI) are encouraged to use the Program Fee option. Credits need not be transferred to U-M.

- **Course Selection**: Summer FLAS Fellowship recipients must be enrolled in an approved intensive language program. 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. Summer FLAS funds may not be used to enroll in culture and/or area studies activities/courses that are not included as a part of the intensive language program and for which separate tuition is charged.

- **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 Summer FLAS Fellowship is to provide students funding to concentrate on language study, students may not work while the summer program is in session. This includes part time work and paid or unpaid internships. Most students will find that the intensity and pace of the summer language program require their time, attention and energy full time. Students are free to work prior to the beginning of the summer program and after the end of the summer program.
• **Proficiency Evaluation:** FLAS Fellowship recipients must complete any language proficiency evaluation 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 graduation from their currently enrolled degree program in accordance with US/ED requirements.

**Fellowship Selection Criteria**

FLAS fellows are selected on the basis of academic merit, need and readiness for summer intensive language study, and how well their proposed program of language and area/international studies fits into their overall academic and career goals and to priorities defined by the US Department of Education.

**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 awards to its applicants. Summer FLAS awards 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. Please do not call the Center to ask whether you will receive the fellowship.

**Applying for Both Summer and Academic Year 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 Academic Year 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: prepare each statement in a separate file and upload each file to the appropriate application. The Language Instructor Recommendation may be shared only if you are applying for the same language for both applications. The default setup on the II Fellowships & Grants portal is that all application materials that can be shared between Academic Year and Summer application will be shared. Moreover, some, but not all, shared application materials are synched between the two applications, so that when you make changes to the item on one application, the same changes will appear in the other application. Please read the instructions in the next section carefully to determine which application items are shared, which shared items are synched, and how to change the default setup so that they are not shared and/or synched.

Required Application Materials and Instructions
All applicants must complete the Summer FLAS Fellowship application on the International Institute Fellowships & Grants online portal. All application materials with the exception of items that must be submitted in hard copy, must be submitted through this online portal. A link to this portal is located on the FLAS website at http://www.ii.umich.edu/flas.

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. A 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 posted on the ITS Documentation website here: 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 II Fellowships & Grants portal. Includes contact information, academic information, and language self-evaluation. This item is SHARED AND SYNCHED between Academic Year and Summer applications; if you completed this form on the
Summer Academic Year application, this form should already be marked as complete on the Summer application. A link to the portal is located on the FLAS website at www.ii.umich.edu/flas.

- **FLAS Summer Form** on the International Institute Fellowships & Grants portal. Includes Summer FLAS related questions. This item is NOT shared between applications.

- **FLAS Academic Recommender & Language Instructor Registration** on the II Fellowships & Grants portal. Includes information about people completing your academic recommendations and language instructor recommendation. This task is required for all applicants. This item is SHARED BUT NOT SYNCHED between Academic Year and Summer applications. If you need different recommendation(s) for Summer, edit this form in your Summer application; once the change(s) are saved, the form will NO LONGER BE SYNCHED.

- **Email Recommendation Requests** on the II Fellowships & Grants portal. This task sends email requests to your recommender and sets up the appropriate recommendation tasks for the recommender. By default, all recommendations are SHARED and SYNCHED. Therefore, complete this task only if you need a different recommendation for Summer and only for part(s) that are different. Once a new request is sent, that recommendation will NO LONGER BE SYNCHED. If you are getting a 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.

- **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 instructor (faculty or GSI). JD students, including those in dual degree programs, who are applying for both Summer AND Academic Year fellowships 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. You will find a link to a downloadable recommendation form on the Online FLAS application and the FLAS website.

- **Language Instructor Recommendation**: Please read carefully further instructions about the Language Instructor Recommendation in the next section. 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; please be sure to check the correct fellowship boxes on the form.

- **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. In addition, please explain why you need to study language intensively during the summer, and why the summer language program you have chosen best meet your needs. 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.

- **Curriculum Vitae/Résumé** (upload to the II Fellowships & Grants portal): Please list your educational experience beginning with high school, any work experience during the summer or part time during the school year, including Work/Study positions, any significant extracurricular activities, and any other information relevant to your application. Remember to edit and proofread your application carefully before submitting.
activities (e.g. clubs, volunteer activities), and any study abroad or travel experience in the
region in which your language is spoken. If you need help with your CV/résumé, please visit
the UM Career Center (www.careercenter.umich.edu) for a workshop or consultation. This item is
SHARED AND SYNCHED between Academic Year and Summer applications.

- **Current official UM transcript or authorization for the FLAS Coordinators to electronically
  access University of Michigan transcripts:** You may grant the Area Studies Center staff
  permission to access an electronic copy of your UM transcript by checking the appropriate box
  on the online application; this is the preferred method. 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. This item is SHARED AND SYNCHED between Academic
  Year and Summer applications.

- **[Graduate Students Only] 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 your transcript(s) submitted at the time of graduate admission by checking
  the appropriate box on the online application. 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. Otherwise, you must provide an official transcript from your undergraduate and any
  other previous graduate degree granting institutions. If the official transcript is “issued to the
  student,” you must bring it in its original envelope with the seal unbroken. This item is SHARED
  AND SYNCHED between Academic Year and Summer applications.

- **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 graduate 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 from each institution, **even if
  the credits have been transferred to U-M**. These may include summer session or study abroad
  programs. If the official transcript is “issued to the student,” you must bring it in its original
  envelope with the seal unbroken. This item is SHARED AND SYNCHED between Academic Year
  and Summer applications.

**Language/Area Center Specific Instructions:**

- **East Asia NRC (Chinese Studies):** Current UM students who are applying for Summer FLAS will
  automatically be considered for the CCS Summer Fellowship for language study without any
  additional application.

- **East Asia NRC (Japanese Studies):** Current UM students who are applying for Summer FLAS will
  automatically be considered for the CJS Summer Fellowship for language study without any
  additional application.

If you applied for FLAS in previous years, check with the FLAS Coordinators to see if any materials, such
as your undergraduate transcripts, 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.

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 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 Summer 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.

**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
Ann Arbor, MI 48109-1106

Phone: 734-763-4528

Fax: 734-615-9058

Email: ii.flasinfo@umich.edu

**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_kxdS6jVVDXRwMGULDUZi7MtYrcQ/viewform