Information for
AY2017-18 Undergraduate Fellowships
For Current UM-Ann Arbor Undergraduate Students

Application Deadline: January 15, 2017

FLAS Website: ii.umich.edu/flas

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Program Overview: Undergraduate Academic Year FLAS

Undergraduate Foreign Language and Area Studies (FLAS) Fellowships provide funding to undergraduate students to encourage the study of less commonly taught modern foreign languages at the intermediate and advanced levels 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). 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 Undergraduate Academic Year FLAS. Students interested in other types of FLAS awards MUST consult the information for the appropriate award, which is available on the FLAS website (www.ii.umich.edu/flas).

Undergraduate Academic Year FLAS Fellowships are awarded to students enrolled in an undergraduate degree program at the University of Michigan’s Ann Arbor campus to study modern foreign languages at the intermediate (2nd year) or advanced (3rd year or above) levels and related area studies, international studies, and/or international aspects of professional studies. For Academic Year 2017-18, Undergraduate FLAS Fellows receive up to $10,000 for tuition and mandatory fees, and a $5,000 stipend for the academic year (fall and winter terms).

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 and Levels

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

All undergraduate FLAS fellows must enroll in intermediate (2nd year level, or 3rd & 4th term) or advanced (3rd year or above) language courses during the fellowship year; beginning (1st year level, or 1st and 2nd term) level is not eligible for undergraduate FLAS. Students must be able to meet the enrollment prerequisites for 2nd year level or above at the beginning of the fellowship period, either through completion of the appropriate lower level course(s) with a minimum grade or by passing a placement test given prior to the beginning of the term. A student awarded a FLAS fellowship who is subsequently unable to enroll in the required language class will have the fellowship cancelled. Some languages have additional language level restrictions. If your language is listed at two or more Area Studies Centers, you should apply to the Center whose regional focus more closely matches your overall academic and career interest.

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 Coordinator. **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 Academic Year 2017-18.

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<td>Chinese</td>
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<td>Advanced level (3rd year and above) only; preference given to students participating in approved study abroad programs to China, Hong Kong, or Taiwan</td>
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<td>Advanced level (3rd year and above) only; preference given to students participating in approved study abroad programs to Japan</td>
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<td><strong>EANRC Only:</strong> Advanced level (3rd year and above) only</td>
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<td>Yiddish</td>
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**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:** Students who are currently enrolled in an undergraduate degree program at the University of Michigan on the Ann Arbor campus may apply for FLAS Fellowships. Students who are graduating in Fall 2016, Winter 2017, or Summer 2017 are not eligible. Students planning to graduate in Fall 2017 are eligible to apply but will be given lower priority than students who plan to enroll for a full year. [Note: graduating seniors who intend to continue in a graduate program at UM-Ann Arbor beginning in Winter 2017 or Fall 2017 may apply for a Graduate Academic Year FLAS award if they meet all eligibility criteria for that fellowship program. See the Graduate Academic Year FLAS Information Packet for more information.] Incoming undergraduate students who will be beginning their studies at U-M in Spring, Summer, or Fall 2017 as freshmen or transfer student are not eligible. UM-Dearborn and UM-Flint students are not eligible.

• **Language Proficiency:** Native speakers of the language are not eligible to apply for a FLAS in that language, but 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 (listening, speaking, reading, and writing). 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. Students who have completed most available language courses at the advanced level should consult with the FLAS Coordinators prior to application.

• **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.

• **Study Abroad:** Students who plan to use an Undergraduate Academic Year FLAS Fellowship for study abroad for one or both terms must enroll in an eligible study abroad program. Only study abroad destinations in regions in which the language of the award is widely spoken are allowed; study abroad in English-speaking countries or third party countries (where the language in daily use is different from language of the fellowship award) is not eligible. To be eligible, study abroad programs must meet the following criteria:
  - Program must be offered through a University of Michigan study abroad office (e.g., Center for Global and Intercultural Study, International Programs in Engineering, Ross Global Initiatives, Art & Design Study Abroad).
  - Program must provide University of Michigan academic credit.
  - Students 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 provide proficiency-based language instruction by qualified instructors.
  - Language curriculum must be at least equivalent to the University of Michigan.

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 the US State Department Travel Warning. Students should be aware that study abroad plans may be cancelled or modified at any time when the location is placed under U-M international travel restriction or warning.

**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. 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 included 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 separate schedules. Area Studies Centers and FLAS Coordinators will not give out results of the competition over the telephone in
response to inquiries. Please do not call to ask whether you will receive the fellowship.

**Fellowship Requirements**

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

- **Registration:** Undergraduate Academic Year FLAS Fellowship recipients must be registered full time (at least 12 credit hours) during the fall and winter terms.
- **Course Selection:** Undergraduate Academic Year FLAS Fellowship 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 both the fall and winter terms. FLAS Fellows must enroll in the required language course and the required area studies course in both fall and winter terms. Specific instructions will be given by the Area Studies Center with the award letter. Fellowship recipients who fail to meet the enrollment requirements for the minimum language level (e.g. successful completion of prerequisite courses or minimum score on a placement test) will have their fellowships cancelled.
- **Deferral:** A FLAS Fellowship is tenable only for the year 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 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. Federal Work/Study awarded through the Office of Financial Aid is generally allowed. Prior approval from the Area Studies Center must be obtained for any work, including Work/Study.
- **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 the completion of their fellowship and graduation in accordance with US/ED requirements.

**Application Materials and Instructions**

All applicants 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 [ii.umich.edu/flas](http://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.

**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 International Institute Fellowships & Grants portal. This task sends email requests 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. If you applied for an Academic Year or Summer FLAS Fellowship in previous years, letters submitted with previous applications may NOT be reused. 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 (professor, lecturer, or GSI). **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**: A recommendation from your current language instructor, or a person who can evaluate your language proficiency is required. Please read carefully further instructions about the Language Instructor Recommendation on page 8. **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.

• **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 Vitæ/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 (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 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 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 U-M transcript by checking the appropriate box on the online application; this is the preferred method. If you use the check box, the FLAS Coordinators will complete the transcript upload tasks on behalf of the student. Otherwise, you must provide a hard copy of your current U-M 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 of relevant coursework at other postsecondary institutions:** All students who completed relevant language and/or area studies courses since graduating from high school at postsecondary institutions other than U-M must provide one 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.

• **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

**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.

If you applied for FLAS in previous years, check with the FLAS Coordinators to see if any materials, such as your transcripts from non-UM postsecondary institutions, can be transferred to your current file. **Statement of purpose, curriculum vitae/résumé, and letters of recommendation from previous applications may NOT be reused.**

**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
If you are currently studying or have previously studied the language for which you are applying, 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 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 the 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 U-M 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 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 on the online FLAS application form to grant authorization to the FLAS Coordinators for electronic access to your University of Michigan official transcript. If you use the check box, the FLAS Coordinators will complete the transcript upload task on behalf of the student. 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 an undergraduate degree program at the University of Michigan and are not scheduled to graduate in Winter or Summer 2017 may apply for both the Academic Year AND Summer FLAS Fellowships in the same or different languages.

Applicants for Undergraduate 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. 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 Fellowships and Financial Aid
Academic Year FLAS Awards may affect University of Michigan need-based financial aid packages and/or the disbursement of Michigan Educational Trust (MET) funds. FLAS nominees are strongly encouraged to contact the Office of Financial Aid at 734.763.6600 or financial.aid@umich.edu to discuss your unique situation.
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/flash

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/1FAIpQLSeVcNEkJNsjmdQSNKg_xxdS6jVVDXrMWGUUZ7JtYrcQ/viewform