

APPLICATION INSTRUCTIONS

SECTION 1: AWARD INFORMATION

The Fulbright-Creative New Zealand Pacific Writer's Residency at the University of Hawai'i was set up in 2004 by the Arts Board of Creative New Zealand in partnership with Fulbright New Zealand to provide an opportunity for a mid-career to senior level NZ writer of Pacific heritage to work on a project exploring Pacific identity, culture or history.

The residency will run for three months between August and November 2026 (US Fall Semester) or February and May 2027 (US Spring Semester). Selected artists will receive:

- Basic health insurance coverage
- NZ\$18,000 stipend
- NZ\$3,000 for return airfare (and travel insurance) to Hawai'i
- NZ\$11,000 for accommodation
- NZ\$1,300 expenses for Manaakitanga and Tauutuutu
-

Applications close 11.59pm Wednesday 11 March 2026 (NZDT).

The application link is provided below, on page 5.

KEY CONTACT

Enquiries should be addressed to:

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Programme Manager 04 494 1504

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www.fulbright.org.nz

WHY HAWAII?

Hawai'i has been identified as a strategic location for artists and for Pacific writing, with numerous universities, library resources, networks, writers' forums and publishers. It is also an important link to mainland United States and has a flourishing indigenous culture. The resident is hosted by the Center for Pacific Islands Studies at the University of Hawai'i, Mānoa campus.

AIMS OF THE AWARD

The primary aim is for the writer to work on an approved project at the University of Hawai'i. The writer is also actively encouraged to make use of the strategic benefits of the residency, which may include any of the following:

- the impact of a new physical environment on the writer's work;
- the cross-fertilisation of ideas resulting from mixing with residents of another culture;
- professional development opportunities: e.g. invitations to give lectures and interviews; making contacts with suitable agents and publishers;
- contributing to the development of New Zealand Pacific literature; or
- creating links with Hawai'ian writers, academics and local communities.

OBJECTIVES

By the end of the residency, the writer will be expected to have completed a significant amount of writing, as described in the application, and should be able to demonstrate tangible benefits to New Zealand Pacific literature.

A final report following the residency must be provided within one month of return to New Zealand. This report will serve as an important resource for Creative New Zealand and Fulbright New Zealand, and will help build a picture of what this residency is achieving.

ELIGIBILITY

Candidates must meet the eligibility criteria below and must:

- Be a New Zealand writer of Pacific Islands heritage whose work explores Pasifika identity, culture or history
- Be a New Zealand citizen or permanent resident
- Have a specific project on which you propose to work on during the residency. The project may be in any area of literary arts, including (but not limited to) fiction, poetry, drama, non-fiction (including biography, memoir, essays, history writing and literary criticism), playwriting and graphic novels.
- Be able to present and engage professionally and with mana to overseas contacts and representatives;
- Be an established writer who:
 - has achieved successful public presentations or publications of at least three high-quality artworks, productions, or programmes in an area of writing including in Theatre, Literature and Screen;
 - has endorsement and support for their work from at least two recognised peers or experts in their area of arts practice or critically acclaimed;
 - is acknowledged or recognised as being established as a NZ writer;
 - must have had their work presented or published nationally or internationally;
 - has been invited to major writer events or arts festivals in NZ and internationally.

- Meet the citizenship requirements for this award and:
 - are a New Zealand citizen;
 - are not a permanent resident or citizen of the US;
 - are not currently living in the US
- Not be in default of any current Creative New Zealand funding; and
- The applicant agrees to uphold the Mana Pasifika and cultural values and reputation of Creative New Zealand, Fulbright New Zealand and the University of Hawai'i, if they are selected for this opportunity.

Preference for Fulbright awards is given to candidates who have not previously received a Fulbright grant or had extensive recent experience in the US (i.e. have not studied, taught, researched or worked in the US for a period aggregating more than nine months/one academic year during the past five years).

SELECTION CRITERIA

The successful candidate will be chosen by an independent selection panel appointed by Creative New Zealand and Fulbright New Zealand. The panel's decision will be final. In selecting the grantee the panel will consider:

- **Track record:** the achievements and publishing record of the writer
- **Project:** the nature and purpose of the project the writer proposes to undertake during the Residency
- **Development:** how the residency will expand and develop the writer's creative and professional horizons and contribute to the development of new work
- **Future Plans:** plans the writer has to publish, perform or present work that will arise from the Residency
- **The Fulbright goal of educational and cultural exchange** to increase mutual understanding between the peoples of New Zealand and the United States, and the ambassadorial qualities of applicant
- **Alignment with the Creative New Zealand strategic priority:** "High Quality Pacific art is developed by New Zealand Pacific artists" and "high quality New Zealand artists are supported".

TIME FRAME

- **Applications close 11.59pm Wednesday 11 March 2026.**
- Shortlisted applicants will be interviewed in early April.
- The successful applicant will be notified shortly thereafter and asked to ensure confidentiality until further notice, and informed that the award offer is conditional on Foreign Scholarship Board (FSB) approval in the US.
- The residency will run for a 3-month period between August and November 2026 (US Fall Semester) or February and May 2027.

ACCOMODATION

The resident writer shall liaise with the Center for Pacific Islands Studies to identify and secure appropriate accommodation in close proximity to the Center. The resident writer will decide what accommodation they will reside in, and will have responsibility for paying for that accommodation. Fulbright New Zealand shall provide NZ\$11,000 to the resident writer towards accommodation costs.

EVALUATION

On the completion of the residency, Creative New Zealand and Fulbright New Zealand will conduct an

evaluation and will take into account the following:

- the quality of the project delivered by the recipient (based on the information given in the original application with outcomes achieved and variances noted)*
- the quality of experience enjoyed by the recipient
- the added strategic benefits that have accrued to the recipient
- the added value that has been obtained for New Zealand literature
- reports from the University of Hawai'i and other agencies or facilitators based in Hawai'i
- outcomes achieved for Fulbright New Zealand
- outcomes achieved for Creative New Zealand's Strategic Plan: "High Quality Pacific art is developed by New Zealand Pacific artists".

* The writer will not be expected to have achieved publication of their project during the residency.

HOW TO APPLY

The next part of this document is a guide on how to use the Fulbright application system. The online application system is used by all Fulbright offices worldwide. As such, some of the questions and instructions in the application do not pertain to applicants of all specific Fulbright awards therefore it is important that you read the guide carefully.

Before you begin your online application, it is advised you prepare all of your necessary documents to be uploaded. To apply for this award you will need:

- A literary CV (must cite published or performed works).
- A detailed project plan (2 pages max)
- A personal statement (1 page max)
- Two letters of reference (these will be submitted directly by your referees via the online application portal – further details in the guide below)
- A sample of work currently in progress (10 pages max)
- A scan of your photo ID (e.g your New Zealand passport)
- A completed 'Supplementary Form' (which you can download from the Fulbright-Creative New Zealand Pacific Writer's Residency [webpage](#) under the APPLICATION PROCESS section).

Fulbright Contact

Programme Manager
Fulbright New Zealand

kate@fulbright.org.nz

04 494 1504

Level 5, 26 The Terrace, Wellington, 6011

www.fulbright.org.nz

Important to note

All applicants must follow the steps outlined in these instructions to ensure applications are accurate and complete before submitting by the 11 March deadline. Read all the instructions carefully before completing the application.

Application link: <https://apply.iie.org/fvsp2026/>

The online application system is used by all Fulbright offices worldwide. As such, some of the questions and instructions in the application do not pertain to New Zealand applicants. Please ensure you read the following instructions carefully to ensure you meet all country-specific requirements.

- Applications that are submitted late or that are incomplete after the **11 March application deadline** will not be considered for these awards under any circumstances.
- Note, this includes submission of the two required recommendations

Notifications

You may receive emails from Fulbright NZ and/or the application system throughout the application and selection process. It is important to read these messages and follow any instructions within the timeframes required.

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General Information

The application is supported by all modern browsers. We highly recommend that you use a current version of [Google Chrome](#), which supports Windows, Mac, and Linex platforms.

Step 1: Record username and password in a safe place

Your email address is your username. When you create an account for this online application, record your password in a secure place. You can log in and out of the application as frequently as you like using your username and password. If necessary, you can reset your password by clicking the “Forgot Your Password” link on the log-in page.

Step 2: Complete the application

You do not need to complete this application at one time. You can re-enter at any time to edit your application. However, once you SUBMIT your application, you CANNOT make changes to it.

To complete your application correctly, please answer all questions completely and carefully.

Review these additional tips:

- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents and save them in PDF format. It is highly recommended that to preserve any formatting and special characters in your documents, you upload them in PDF format.
- Some questions are “required.” They are marked with an asterisk (*). You will not be able to submit your application until all required items are complete.

Step 3: Submit the application

Once you have entered all required information, including details for your recommenders, review your application for errors. If all information is correct, submit your application. Once you submit you CANNOT make changes to your application.

Creating Your Online Account

1. To start, follow [this application link](#) and click *Create an account*.
2. Enter your email address, first name, last name, and select your date of birth (Month-Date-Year) from the drop-down menus. **Your name must be entered exactly the way it appears (or will appear) on your passport.**

Register

To register for an account, please enter the information requested below.

Email Address	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Birthdate	<input type="text"/> <input type="text"/> <input type="text"/>

Continue

Note: Use an email address that you will be able to access for at least two years after submitting your application. This is the email address you will use to log in to your application account. We recommend you do NOT use a work email address if you will not have access to it during your grant in the U.S.

3. Click *Continue*. You will receive an email from apply@iie.org confirming that you have started the application. The email will include a temporary PIN. Follow the instructions in the email to activate your account using the temporary PIN.
4. You will be prompted to enter your pin and then create a password to complete login.

Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email

Account

Temporary PIN

Birthdate

Login

Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

New Password (again)

At least one letter
 At least one capital letter
 At least one number
 Be at least 12 characters
 New passwords must match

Set Password

5. Returning users: Click *Log in* and enter your email address and password. If you do not remember your password, click *Forgot your password?* and follow the instructions.

Managing Your Application

Editing your application prior to submission

1. You may log in at any time to review and edit your application form, upload documents, and enter recommender information.
2. Remember to save your application after completing each page by pressing the *Continue* button at the bottom of each page.

Note: The application will automatically log you out after 60 minutes of inactivity, so it is best to save your application frequently.

Reviewing your application after submission

1. After you **SUBMIT** your application, you **CANNOT** make any changes.
2. You may continue to log in to your account to view the information you have submitted, save a PDF of your application form, and manage your recommenders.
3. You can manage your recommenders by clicking on the *Recommendations* section of the application.

Letters of recommendation

1. Letters of recommendation will be submitted directly by the recommenders you register in your application.
2. Letters of recommendation can be submitted before or after you submit the application. They must be completed by the deadline.
3. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative, even after you submit the application. There is further information on this later in the document.

Preliminary Questions

These questions address essential program eligibility. All questions are required.

[Home](#)
[Welcome](#)
Preliminary Questions

Preliminary Questions

Questions marked with an asterisk (*) are required of all applicants for submission.

Through which program country are you applying?*

To which academic year are you applying?*

Do you hold or are you applying for:*

a) U.S. citizenship;
c) Dual citizenship with the U.S.; or
b) U.S. permanent residency?

Yes
 No

Have you reviewed and do you meet all program eligibility requirements for the country through which you are applying?*

Yes
 No
 Unsure

Continue

1. Select **New Zealand** from the dropdown menu indicating which country you are applying from.
2. Select **2026 – 2027** as the academic year from the dropdown menu.
3. U.S. Citizenship, Dual Citizenship with the U.S. or Permanent Residency: select 'yes' or 'no' to indicate your response. Note that applicants **cannot** be U.S. citizens or permanent residents of the U.S. to participate in the Fulbright Programme.
4. Select 'yes', 'no', or 'unsure' to indicate if you are aware and meet all program eligibility requirements. Please review the program eligibility requirements provided at the beginning of this document.
5. Confirm that you have read the privacy statement.
6. Click *Continue* to save your responses and advance to the next section.

Country Information

1. Please review all information in this section carefully.
2. When prompted you will need to select 'Fulbright Visiting Scholar Program Academic Year 2026-2027.'
3. Then select 'Fulbright-Creative New Zealand Pacific Writer's Residency'.

Supplemental Forms

4. Download and complete the '**Supplementary form**' (download from the Fulbright-Creative New Zealand Pacific Writer's Residency [webpage](#) under the 'Application Process' section). You must upload a PDF of the completed form next to the heading 'Country-Specific Materials' in the 'Additional Information' section of the application.

Data Privacy

1. Carefully review the Data Privacy information. If prompted, indicate your acceptance of data privacy terms by selecting 'yes' or 'no'. Click *Continue* to proceed to the next section.

Personal Information

Enter all required biographical information.

1. Enter your name exactly as it appears on your passport. Only enter a preferred name if it is DIFFERENT than your legal name (e.g. Alex instead of Alexander).
2. If your name is recorded differently on any previous records, list it in the Name on Previous

Records section (e.g. maiden name).

3. The birthdate that you used to create your account will automatically appear. If you entered this date incorrectly during your account creation, you may correct it now.
4. Enter your city of birth and select country of birth, sex (as it appears or will appear on your passport or travel document), preferred gender identity, and marital status from the dropdown menus provided.
5. Select your country of citizenship and country of residence from the dropdown menus provided.
6. If applicable, enter any additional countries in which you hold citizenship. To select multiple countries, hold down the CTRL (PC) or Command (Mac) button when selecting options.
7. It is **not required** for New Zealand applicants to enter a National Identification Number.
8. Click *Continue* to save your responses and advance to the next section.

Contact Information

Enter all required contact information.

1. Select the country where you live from the dropdown list first when entering your permanent address (i.e. physical address where you live).
 - a. Based on your country selection, the subsequent fields will change to match the address format of that country.
 - b. Complete the remaining address fields. Do not use accents or special characters.
2. Select 'yes' or 'no' to indicate if your current mailing address (i.e. the address where you receive mail) is the same as the permanent address you entered above. *They do not have to be the same.*
 - a. If you answer 'yes' to this question, proceed immediately to the next question.
 - b. If you answer 'no,' then a second address section will appear where you may enter your mailing address information.
3. Enter your contact numbers as appropriate. Include the country code (+64 for NZ). If the field turns red, please review the numbers that you have entered to look for any errors.
4. The email address used to create your account will appear in the primary email address field and will not be editable. You may provide an Alternate/Secondary Email that can be used to contact you if Fulbright Program Officers cannot reach you via your primary email address.
Note: All system-generated emails will continue to go to your primary email address.
5. Providing an emergency contact for your home country, New Zealand, **is required**. If you would like to provide an emergency contact in the US, please also enter the appropriate information (this is optional). The individuals you list may be contacted in the event of an emergency while you are participating in grant activities, including any required travel for interviews in New Zealand.
 - a. When entering the address, choose the country that corresponds to your emergency contact's address first and the following fields will update to match the address format of the selected country.
6. Click *Continue* to save your responses and advance to the next section.

Academic & Professional Information

This section collects information about your academic and professional background, including your curriculum vitae/resumé, academic degrees, professional experience, organizational memberships, experience abroad, and previous Fulbright grants, if applicable.

Prepare and upload documents in PDF format as required (*). Note any page limits and ensure your documents do not exceed page limits.

Curriculum Vitae/Resumé

1. Upload your literary CV in PDF format that does not exceed six pages.
Note: If your file exceeds 6 pages, an error message will appear on the Review page and will

prevent submission of your application.

- a. Click *Choose File*
- b. Locate and select the file that you previously saved to your computer
- c. Click *Open*
- d. Click *Upload* to complete the file upload

Curriculum Vitae/Resume	<p>Please upload a PDF document that does not exceed six (6) pages.</p>	<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>
		<input type="button" value="Upload"/>

Academic Background

2. List all post-secondary tertiary educational institutions from which you have received a degree or academic credential. You MUST include any education institutions you are currently attending (even if you have not yet completed your educational program) and estimated date of graduation/completion.
 - a. Click *Add Institution*
 - b. Type in the name of the institution
 - c. Choose the level of study (graduate or undergraduate) from the dropdown menu. Note; in the U.S. the term 'graduate' means the same as 'post graduate' in NZ
 - d. Select the country where the institution is located from the dropdown menu
 - e. Enter the appropriate city and region/state
 - f. Provide the website of the institution (this is optional)
 - g. Select the U.S. equivalent of the degree or diploma earned. Degree codes provided reflect the U.S. university system. Select the U.S. equivalent of the degree or diploma earned (e.g., BA – Bachelor of Arts, BS – Bachelor of Science). A quick google search will help you find the U.S. equivalent code for your degrees.
 - h. Provide the actual name of the degree or diploma in full
 - i. Enter the discipline in which this degree or diploma was earned
 - j. Select the month and year of the date this degree was received (Month – Year format) from the drop down menu. If a degree is in progress, list expected date of conferral for Date Degree Received.
 - k. Click *Save*

Educational Institution

Institution*	<input type="text"/>
Level of Study*	<input type="button" value="▼"/>
Institution Location (all address fields are required)*	
Country	<input type="button" value="United States"/>
City	<input type="text"/>
State	<input type="button" value="Select State"/>
Website	<input type="text"/>
Name of Diploma or Degree Equivalent*	<input type="button" value="▼"/>
Actual Name of Degree or Diploma	<input type="text"/>
Discipline*	<input type="text"/>
Date Degree Received*	<input type="button" value="▼"/> <input type="button" value="▼"/>
If a degree is in progress, list expected date of conferral for Date Degree Received.	

3. To add additional entries for post-secondary tertiary educational institutions, click *Add Institution* and follow the bulleted instructions above for every degree you have earned, or are currently undertaking.

Current Professional Profile

4. List your current professional affiliation or employer by clicking *Add Experience* under Institution.
 - a. Choose the role which most closely corresponds to your current role from the dropdown menu
 - b. If you are an independent/unaffiliated artist, check the box underneath the Current Role field. The Institution Name and Department Name fields will disappear after the box is checked
 - c. Enter your current position title
 - d. Enter the name of the institution and, if relevant, the department where you are currently employed
 - e. Select the start and end dates for the position you entered (Month-Year format). If you are currently employed in this role, leave the End Date fields blank.
 - f. Select the country where your current place of employment is located from the dropdown menu. Enter in the street address, city, state/region, and post code as applicable
 - g. Click **Save**

Professional Experience

Current Role*

I am an independent/unaffiliated scholar.

Position Title

Institution Name*

Department Name

If you are currently employed, please leave the End Date field blank.

Start Date

End Date

Institution Address

Country*

Street Address*

City*

State/Region*

Postal Code*

Save **Cancel**

5. If you have more than one current position, click *Add Experience* and follow the instructions above.
6. List your most significant professional accomplishments, honors and awards, and up to three significant publications in the text box.
 - a. List no more than five accomplishments, honors, or awards
 - b. Separate each entry with a semicolon (;)
 - c. 700-character limit

Organizational Memberships

7. List up to four professional memberships in cultural, educational, and professional organizations.
 - a. Click *Add Organization*
 - b. Enter the name of the organization
 - c. If you held an elective office in the organization, enter the name of your role (e.g., Treasurer)
 - d. Enter the start and end dates (Month-Year format) that correspond with your membership in this organization. If you are still an active member, leave the End Date blank.
 - e. Click **Save**

Organizational Membership

Organization	<input type="text"/>
If you held an elective office, list this in your Role.	
Role	<input type="text"/>
Start Date	<input type="text"/> <input type="text"/>
If you are still an active member, leave the End Date blank.	
End Date	<input type="text"/> <input type="text"/>

Letter of Support from Home Institution

8. Not required for Fulbright-Creative New Zealand Pacific Writer's Residency

Experience Abroad

9. List any professional travel and/or residence abroad exceeding three (3) months during the last six years:
 - a. Click *Add New*
 - b. Select the country in which you spent your professional travel and/or residence abroad from the dropdown menu provided
 - c. Select the start and end dates (Month-Year format) of your travel/residency
 - d. Enter the purpose of your travel abroad
 - e. Click *Save*

Experience Abroad

Country*	<input type="text"/>
Start date:*	<input type="text"/> <input type="text"/>
End date:*	<input type="text"/> <input type="text"/>
Purpose of Travel Abroad:*	<input type="text"/>

10. If you have more than one trip abroad to enter, click *Add New* again, and follow the bulleted instructions until all entries have been saved.
11. Select 'yes' or 'no' to indicate if you have previously entered the United States on a J-1 or J-2 visa
 - a. If 'yes', you are required to select the J category of sponsorship from the list and upload a copy of your previous DS-2019
 - b. **If you have participated in a J-1 or J-2 visa exchange program in the Professor or Research Scholar categories, please check with Fulbright New Zealand to confirm you are eligible to apply for the program at this time.*
12. Select 'yes' or 'no' to indicate if you have previously been awarded a Fulbright grant.
 - a. If 'yes', you are required to list the grant(s) and provide details.
13. If you are applying for another Fulbright Scholar Opportunity, please provide justification as to why you should be considered for another award in the text box.
14. Click *Continue* to save your responses and advance to the next section.

Language Skills

This section collects information about your native language, English language skills, and any additional languages that are relevant to your project proposal.

- a. Select your native language from the dropdown menu provided.

English Language Proficiency

If your native language is not English, a section collecting your English language proficiency will appear.

- b. Rate your English language proficiency in *Reading, Writing, and Speaking*. Select *Native, Advanced, Intermediate, Beginner* or *No Ability* from the dropdown menus as appropriate.

Additional Language Skills

- c. Select the number of additional languages that you would like to include that may be of use for your project or study plans. **Note:** Te Reo is listed as 'Maori' in this list.
- d. Select the language you are reporting on from the dropdown menu and rate your proficiency in *Reading, Writing, and Speaking*. Select *Native, Advanced, Intermediate, Beginner* or *No Ability* from the dropdown menus as appropriate.
- e. Click *Continue* to save your responses and advance to the next section.

Project Proposal

1. Select the category of grant as **Research**
 - NOTE: The application system requires all 'Research' proposals to upload a bibliography. Ensure you do this listing any references from your proposal.
2. Enter your Project Title
3. Enter a summary of your Project Proposal in the text box (maximum of 700 characters, 2 -3 sentences are fine)
4. **Upload your full project plan and personal statement as one document** (further notes in the box below)
 1. Click *Choose File*
 2. Locate and select the file that you previously saved to your computer
 3. Click *Open*
 4. Click *Upload* to complete the file upload

GUIDANCE FOR PROJECT PLAN AND PERSONAL STATEMENT

Please upload your project plan and personal statement as a single document.

Project plan

This is for you to provide a detailed plan of the project you intend to undertake in Hawai'i. You should separate your project plan into the following headings:

- Purpose
- Goals/objectives
- Timeline
- Outcomes

Your project plan should not exceed two A4 pages of size 12 font.

Personal statement

The purpose of the Fulbright New Zealand programme is to encourage the exchange of ideas between New Zealand and the US in order to increase understanding between people of the two countries. Provide a statement outlining how you intend to engage with both your immediate colleagues and the wider community in Hawai'i, in addition to completing your creative writing project. Indicate what you expect to achieve personally as a result of participating in this highly prestigious exchange programme and outline how you will use what you have learned on your return.

Your personal statement should not exceed one A4 page of size 12 font.

5. Upload your Bibliography of one (1) to three (3) pages of references in PDF format.
6. Select 'literature' for the academic discipline for your project from the dropdown menu.
7. Select the most appropriate primary specialization from the dropdown menu (e.g. Creative Writing).
8. Enter a brief description of the area of the field of specialisation (e.g. poetry/creative fiction writing/ play writing etc).
9. Select '3 months' in the grant length drop down menu.
10. Enter your proposed grant start and end dates (Month-Day-Year format). You can pick from the following two time frames:
 - 1 August 2026 – 31 October 2026
 - 1 February 2027 – 30 April 2027
2. Please answer 'no' to 'have you made arrangements with a U.S host institution?' Fulbright NZ will make *Click Save*

Click *Continue* to save your responses and advance to the next section

Grant and Travel Plans

This section gathers financial information from your employing institution, passport, and accompanying dependents. Not all sections are required – please read through the following sections carefully.

Financial Information – **this is not a required section**

This section is not required for New Zealand applicants. You will complete this information in the 'New Zealand Scholar Supplementary Form'.

Therefore, select *No* to the question "Do you expect to receive sabbatical pay, paid leave of absence, or other sources of financial support during your Fulbright grant?"

Additional Grants – **this is not a required field**

This field is not required for New Zealand applicants.

Passport/Travel Document and Dependents - **required**

3. Upload a copy of the photo ID page of your current New Zealand passport. If you do not currently have a passport, we advise you look into getting one soon.
 - *Click Choose File*
 - Locate and select the file that you previously saved to your computer
 - *Click Open*
 - *Click Upload* to complete the file upload
4. Select the number of dependents you intend to have accompany you to the U.S. (select 0 if you do not have dependents or your dependents will not accompany you to the U.S.). **This question is required.**
- Enter required information for each dependent, including relationship to you, name (as per passport/birth certificate), date of birth, sex, country of citizenship, previously held U.S. J-1 or J-2 visa, and intended length of stay in the U.S
5. Click *Continue* to save your responses and advance to the next section.

Additional Information

Country Specific Materials - **required**

- All New Zealand applicants must complete and upload the '**Supplementary Form**' (download from the Fulbright-Creative New Zealand Pacific Writer's Residency [webpage](#) under the 'Application Process' section).

Additional Documentation - **required**

- Please upload your **sample of current writing work** (10 pages maximum).

Complete the Outreach Survey.

Click *Continue* to save your responses and advance to the next section.

Recommendations

Use this section to register your recommenders. Your application must include **2 recommendations**. Your recommendations **MUST** be submitted by your referees before the **11 March** deadline.

Once you click "Send to Recommender," an email with instructions on completing the online recommendation will be sent to your recommender. You can track the status of recommendations, send reminders, and add/delete recommenders through this system before **and** after submission of your application.

1. Click *Add Recommender*.
2. Complete all fields in the pop-up form:

The screenshot shows a 'Add Recommender' dialog box. It contains fields for Prefix, First Name, Last Name, Institution, Position/Title, Relationship, Telephone, and Email. A note below the fields says: 'Note: Applicants are encouraged to provide a professional email address for their recommenders (i.e. institutional email address for a professor, a corporate email address for a supervisor) when possible.' There is a 'Personal message to recommender' text area with the instruction: 'You may include a personal message for your recommender here. If your program has a recommend deadline, please use this message to communicate this deadline to your recommender.' At the bottom are 'Send To Recommender' and 'Cancel' buttons.

3. Click *Send to Recommender* to generate automatic email to recommender.
4. Click *Continue* to save your responses and advance to the next section.
5. Once sent, you will have the option to Edit Recommender information if they have not yet started progress on their response and Save, Send Reminders, and Exclude if you wish to remove the recommender and replace with another individual.

Signature

Certify that the information you provided in the application is true and complete by typing your full legal name in the Signature Box:

The screenshot shows a text input field with the placeholder text: 'In place of your signature, please type your full legal name:'. Below the input field is a 'Confirm' button.

Click *Confirm* to continue to the next page.