Information Packet for
AY2016-17 FLAS Fellowships
For Current & Incoming UM Graduate/Professional Students

Application Deadline: January 25, 2016

FLAS Website: www.ii.umich.edu/flas

Contents

Program Overview: Graduate Academic Year FLAS ......................................................... 2
Eligible Languages: Graduate Academic Year FLAS .......................................................... 2
Eligibility Criteria .................................................................................................................. 4
Selection Criteria ................................................................................................................ 5
Financial Need ...................................................................................................................... 5
Application Deadline .......................................................................................................... 5
Award Announcement .......................................................................................................... 6
Fellowship Requirements .................................................................................................... 6
Application Materials ......................................................................................................... 7
  Required Materials and Instructions for Current UM Students ........................................ 7
  Required Materials and Instructions for Incoming East Asia NRC MA Students ............ 9
Required Materials and Instructions for Incoming Students in Other UM
  Graduate/Professional Programs, Including non-East Asia Area Studies MA Students .... 10
Additional Instructions on Transcripts .................................................................................. 12
Further Information on the Language Instructor Recommendation .................................... 11
Application Submission ...................................................................................................... 12
Instructions for Applicants for Both Academic Year and Summer Fellowships ................ 13
Instructions for Applicants to Multiple Area Studies Centers ........................................... 13
FLAS Coordinators Contact Information .......................................................................... 13

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

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

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

Academic Year Graduate FLAS Fellowships are awarded to UM-Ann Arbor graduate and professional students at the master’s and doctoral levels to study modern foreign languages and related area studies, international studies, and/or international aspects of professional studies. Academic Year FLAS Fellows receive support for tuition, mandatory fees, and living expenses during the fall and winter terms. US/ED grant provides up $18,000 or full tuition and required fees, whichever is lower, toward the fellow’s tuition and required fees for fall and winter terms of AY2016-17. For students whose tuition and required fees are higher than the US/ED tuition amount, the International Institute will negotiate with the student’s home school/college and home department/program to cover the amount above the US/ED amount. For students in Rackham graduate programs, a blanket agreement is already in place; for students in all other schools/colleges, negotiation will take place on case by case basis. All graduate academic year fellows will receive a $15,000 in stipend for AY2016-17. The Academic Year Graduate FLAS Fellowship is considered a benefits eligible fellowship.

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

Eligible Languages: Graduate Academic Year FLAS

The languages listed below have been pre-approved by US/ED as eligible languages for the Graduate Academic Year FLAS Fellowships for AY2016-17. Language lists differ slightly for the three types of fellowships. For the lists of eligible languages for the other FLAS fellowships, please consult the appropriate information at ii.umich.edu/flas.

For Graduate Academic Year FLAS, previous study of language is not required except for those languages that have a level restriction. However, applicants should be aware that as a general rule, applicants for beginning level language need to demonstrate that they already possess advanced proficiency in at least one other foreign language. Please note that some languages also have an academic program.
restriction. 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 interest; however, you may apply to up to two Centers. If you plan to apply to more than one, please see special instructions for applying to multiple Centers on page 13.

Students should check the list of eligible languages carefully to determine if the language and the level they plan to study is eligible. Questions regarding language eligibility should be addressed to the FLAS Coordinators. Because not all language levels are taught every year, students should make sure that the language level in which they plan to enroll will be offered during AY2016-17.

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<thead>
<tr>
<th>Language</th>
<th>Area Studies Center</th>
<th>Special Conditions for Graduate Academic Year FLAS</th>
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<tbody>
<tr>
<td>Arabic</td>
<td>CMENAS</td>
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<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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<tr>
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<tr>
<td>Chinese</td>
<td>EANRC</td>
<td>1st Year Chinese is NOT eligible; preference given to 3rd &amp; 4th level; 2nd year and 5th+ year are low priority</td>
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<tr>
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<td>Filipino</td>
<td>CSEAS</td>
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<td>CMENAS</td>
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<td>Hindi</td>
<td>CSAS</td>
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<tr>
<td>Indonesian</td>
<td>CSEAS</td>
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<tr>
<td>Japanese</td>
<td>EANRC</td>
<td>1st Year Japanese is NOT eligible; preference given to 3rd &amp; 4th level; 2nd year and 5th+ year are low priority</td>
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<tr>
<td>Korean</td>
<td>EANRC</td>
<td>Preference given to 3rd &amp; 4th level; 2nd year and 5th+ year are low priority; applicants for 1st year should have advanced proficiency in another language</td>
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<tr>
<td>Nahuatl</td>
<td>LACS</td>
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<td>Persian</td>
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<td>Polish</td>
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<td>Portuguese</td>
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<td>Thai</td>
<td>CSEAS</td>
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<tr>
<td>Tibetan</td>
<td>CSAS, EANRC</td>
<td>For EANRC only: Preference given to 3rd &amp; 4th level; 2nd year and 5th+ year are low priority; applicants for 1st year should have advanced proficiency in another language</td>
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<td>Turkish</td>
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<td>Yiddish</td>
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Eligibility Criteria
Applicants must meet all of the following criteria to be eligible to receive a FLAS Fellowship.

- **Citizenship**: Applicant must be a US citizen or US permanent resident at the time of application.
- **Student Status**: Applicants for the Graduate Academic Year FLAS must meet one of the following student status criteria at the time of application. The applicant is:
  - a student currently enrolled in a graduate or professional degree program at the master’s or doctoral level at the University of Michigan on the Ann Arbor campus. Students who are graduating in Winter 2016 or Summer 2016 are not eligible.
  - an applicant for admission to a graduate or professional degree at the University of Michigan, Ann Arbor for the Fall 2016 term, except for students applying to the JD program at the law school (including dual degree students who plan to start with the JD program) or the MBA programs at the Ross School (including dual degree students who plan to start with the MBA program). First year law and business students are not eligible for FLAS because the core curriculum requirements of the first year JD and MBA programs make it impossible to meet FLAS course enrollment requirements.
  - UM-Dearborn and UM-Flint students are not eligible.
- **Language Level and Fluency**: Previous study of the language is not an eligibility requirement, except for those languages for which the fellowship cannot be used at the beginning level (see the list of eligible languages for more information). Applicants for beginning level languages are expected to demonstrate advanced proficiency in at least one other foreign language and clearly define academic and/or career needs to begin the study of a less commonly taught language. Native speakers of the language are not eligible to apply for a fellowship in that language but may apply for a fellowship in another language provided that they meet all other eligibility criteria. Students who already possess language fluency at the level of an educated native speaker in the language for which a fellowship is sought are eligible but will be given lowest priority in the selection of fellowship recipients.
- **Dissertation Research**: FLAS Fellowships are rarely awarded for dissertation research. FLAS Fellowships may be awarded for in-country field research for the dissertation when a strong case can be made that such research results in extensive use of the language equivalent, to a full academic year of language study. FLAS Fellows conducting in-country field research must be affiliated with an appropriate local host institution, such as a university or research institute. Prior approval must be secured from US/ED.
- **Dissertation Writing**: In very rare cases, FLAS Fellowships may be awarded for post-fieldwork dissertation writing when a strong case can be made that such research and writing results in extensive use of the language equivalent to a full academic year of language study. Applicants for dissertation writing must have a clearly defined timetable for completion and endorsement of this timetable from the dissertation committee chair. Priority will be given to students who will be able to complete the oral dissertation defense and receive their degree by the end of the fellowship year.
- **Study Abroad**: FLAS Fellowships may be awarded for coursework in an eligible study abroad program for one or both terms. To be eligible, the study abroad program must meet the following criteria:
  - program must be at the graduate level
  - program must award academic credit potentially transferrable back to UM
  - student must be able to meet all FLAS Fellowship requirements including full time registration, language requirement, and area studies requirement
- program must offer language and area studies courses that are not normally available at the University of Michigan
- program must offer proficiency-based language instruction by qualified instructors
- for language levels offered at the University of Michigan, the quality of instruction must be equivalent or better.

Study abroad requires prior approval from US/ED at least 30 days prior to departure. As a general rule, study abroad in an English-speaking country or third party country (outside of the region in which the language of the fellowship award is normally spoken) requires a compelling academic and/or career justification for approval.

**Selection Criteria**

The most important criterion for selection is academic merit, including the applicant’s overall academic record and how well the applicant’s proposed program of language and area/international studies fits into his/her overall academic and career goals. All applications will be first evaluated on the basis of academic merit. Only those applicants whom the selection committee considers worthy in terms of academic merit will be considered for final selection as a FLAS Fellow or an alternate.

Beginning with the competition for AY2015-16 fellowships, the applicant’s financial need will be considered as a secondary criterion in the selection process. 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](https://fafsa.ed.gov/index.htm) (FAFSA). To have a valid EFC included in your FLAS application, you must complete the FAFSA form for **2015-2016 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 25, 2016, 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.
It is the applicant’s responsibility to ensure that all application materials arrive by the deadline. Upon completion of your application and relevant documentation (including transcripts and recommendations) the application system will send notifications when submissions are made. Please do not contact the FLAS Coordinators to request the status of your application.

Award Announcement
Each Area Studies Center will make its own announcement of fellowship nomination to its applicants. Nominations are generally announced by the end of March, though each Center operates independently and Centers may differ in their schedules. The three types of FLAS Awards (Undergraduate Academic Year, Graduate Academic Year, and Summer) may also be announced on a separate schedule. Centers will not give out results of the competition over the telephone in response to inquiries. Please do not call the Center 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**: Graduate Academic Year FLAS Fellowship recipients must be registered full time (at least 8 credit hours for Rackham students) during the fall and winter terms. Students in other graduate/professional programs should check with the registrar of their school/college for minimum credits required for full time registration for their program.

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

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

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

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

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

- **Post-fellowship Surveys**: FLAS Fellowship recipients are required to complete a survey regarding their career paths for a period of time following fellowship completion and graduation from their current degree program in accordance with US/ED requirements.
Application Materials
All applicants for Graduate Academic Year fellowships must complete the Online FLAS Application, located at www.ii.umich.edu/flas. All application materials, with the possible exception of official transcripts that need to be provided in paper form, must be submitted through the application system.

The supporting materials that are required with the application depend on your student status. Please read the following descriptions carefully to determine to which category you belong and what supporting materials are required.

- **Current UM Students**: Students who are currently enrolled in a graduate or professional degree program at the University of Michigan.
- **Incoming East Asia Center MA Students**: Students who are applying for admission to the following Master of Arts programs for Fall 2016: Asian Studies: China (Chinese Studies) and Asian Studies: Japan (Japanese Studies), including dual/joint degree applicants. Students applying to all other Area Studies MA programs (Modern Middle Eastern and North African Studies; Russian, East European, and Eurasian Studies; South Asian Studies; and Southeast Asian Studies) and all incoming Area Studies MA students who deferred admission and intend to matriculate in Fall 2016 should follow instructions for incoming students to other UM graduate/professional programs.
- **Incoming Students to Other UM Graduate/Professional Programs**: Students who are currently applying for admission to all other graduate/professional degree programs at the University of Michigan for Fall 2016, including applicants to the Area Studies MA programs in Modern Middle Eastern and North African Studies; Russian, East European, and Eurasian Studies; South Asian Studies; and Southeast Asian Studies.

**Required Materials and Instructions for Current UM Students**
Please read the following descriptions carefully to determine what application materials are required and how to submit them. With the exception of hard copy official transcripts (if necessary), all application materials should be submitted through the Online Application Portal.

**Required Materials**:
- **Online FLAS Application**, located at www.ii.umich.edu/flas.
- **Language Self Evaluation** (part of the online application)
- **FLAS Statement of Purpose** (upload to the online application): Please write an essay and discuss the following: 1) how the study of modern language and area/international studies fits into your overall academic program and career goals; 2) what you have done so far toward these goals; 3) what specific things you plan to do during the fellowship period; and 4) how these activities contribute toward your academic and career goals. Write no more than 1,000 words (approximately 3 pages using a 12 point font, double-spaced). Use reasonable margins and font size, and put your name and UMID in the header so that it prints on every page. If you are applying for dissertation fieldwork or writing, you must include a timetable of your research/writing plans for the academic year. (This timetable is considered outside of the 1,000 word limit but please prepare it in the same file as the statement of purpose.) If you are applying for both the Academic Year AND Summer FLAS Fellowships, you must write a separate statement of purpose for each fellowship application.
- **Curriculum Vitae (CV)/Résumé** (upload to the online application site): If you need help with your CV/résumé, please visit the UM Career Center (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 UM transcript:** You may grant the FLAS Coordinators 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.

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

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

- **Two Academic Letters of Recommendation:** Letters of recommendation must be less than 12 months old. The academic letter of recommendation must be completed by instructors who teach content courses in the humanities, social sciences, sciences, or the professions, and may NOT be completed by a language instructor. At least one letter should be from a UM faculty member. JD students, including those in dual degree programs, must have at least one letter from a UM Law School faculty member. The same person may NOT complete both the academic recommendation and the Language Instructor Recommendation, even if this person is qualified to do both. If you are applying for both the Academic Year AND Summer FLAS Fellowships, you may use the same recommendation for one or both.

- **Language Instructor Recommendation:** Please read carefully further instructions about the Language Instructor Recommendation on page 11. 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.

- **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 **2015-2016 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:

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

- **East Asia NRC (Chinese Studies):** Students who want to be considered for both the Graduate Academic Year FLAS and CCS fellowships should complete both application forms and submit all supporting materials (e.g., transcripts, recommendations, Language Instructor Recommendation) with the FLAS application.

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

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

### Required Materials and Instructions for Incoming East Asia NRC MA Students

Applicants to the East Asia NRC MA Programs [Asian Studies: China (Chinese Studies); Asian Studies: Japan (Japanese Studies);] apply for the Graduate Academic Year FLAS on their admission application. Please be sure to check the appropriate box on the online Rackham Graduate Student Application on Page 9, Program-Specific Information.

Applicants to the MA programs in Modern Middle Eastern and North African Studies; Russian, East European, and Eurasian Studies; South Asian Studies; and Southeast Asian Studies must follow the instructions in the section for incoming students in other UM graduate/professional programs.

Students who have been previously accepted for admission to an Area Studies Center MA program and deferred admission to Fall 2016 must submit a new application for FLAS for AY2016-17. Please follow the required materials and instructions information in the section for incoming students in other UM graduate/professional programs.
Required Materials and Instructions for Incoming Students in Other UM Graduate/Professional Programs, Including non-East Asia Area Studies MA Students

Applicants must complete the Online FLAS Application, located on the International Institute website at www.ii.umich.edu/flas. In addition, applicants must provide the supporting materials listed below. Please read the following descriptions carefully to determine what supporting materials are required and how to submit them.

Before Beginning Application:
Students without a current University of Michigan uniquename and Kerberos password will need to request a sponsored account, available at www.ii.umich.edu/flas. You will be contacted when your request is processed. Please allow up to 24 hours for processing (excluding weekends or holidays).

Required Materials:
• Online FLAS Application, located at www.ii.umich.edu/flas.
• Language Self Evaluation (part of the online application)
• FLAS Statement of Purpose (upload to the online application): Please write an essay and discuss the following: 1) how the study of modern language and area/international studies fits into your overall academic program and career goals; 2) what you have done so far toward these goals; 3) what specific things you plan to do during the fellowship period; and 4) how these activities contribute toward your academic and career goals. Please write no more than 1,000 words (approximately 3 pages using a 12 point font, double-spaced). Use reasonable margins and font size, and put your name and UMID in the header so that it prints on every page. If you are applying for both the Academic Year AND Summer FLAS Fellowships, you must write a separate statement of purpose for each fellowship application. Be sure to discuss specifically and separately what you plan to do for the summer (including your choice(s) of summer intensive language program(s) and the reasons for your choice) and the academic year and how each part fits into your overall academic and career goals. Incoming students should be aware that the Summer FLAS for incoming students may only be used at the University of Michigan Summer Language Institute and that priority will be given to current students.
• Language Instructor Recommendation: Please read carefully further instructions about the Language Instructor Recommendation below.
• Free Application for Federal Student Aid (FAFSA): The FAFSA is not required for incoming graduate students. Financial need will be determined by self-reporting in your graduate school application.
• For non-area studies MA students only: A copy of your complete admission application to the graduate/professional program: You may check the appropriate checkbox on the Online FLAS application to give Area Studies Center staff permission to access an electronic copy of your admission application; this is the preferred method. If you choose not to do so, please ask your graduate/professional program office to forward a copy of your complete admission application (including all statements, test scores, transcripts, and recommendations) to the Area Studies Center. An electronic copy is preferred.

Optional Materials:
• Two academic letters of recommendation: Incoming students may choose to use letters of recommendation submitted with their admission application or obtain letters of
recommendation specifically for the FLAS Fellowship Application. If your admission application requires more than two academic letters, please specify which two you would like to use for your FLAS application and list their information in the “Register Academic Recommenders and Language Instructor” section of the Online FLAS application.

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

Additional Instructions on Transcripts
We strongly recommend that you check the appropriate box(es) on the online FLAS Application 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. 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.

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 previously studied the language for which you are applying but have studied other language(s), you should obtain at least one Language Instructor Recommendation for language(s) you have studied. The purpose of the Language Instructor Recommendation is to assess your ability to master a foreign language, so an evaluation of your ability to learn another language is helpful.
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 Report; 2) you may also contact a local language instructor to see if a proficiency evaluation may be conducted in order to complete the Report. 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 UM 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.

**Application Submission**

Any application materials that cannot be submitted through the FLAS Application may be delivered in person, by US mail, electronic mail, by fax, or by delivery service to the FLAS Coordinators’ office.

Applicants should keep in mind that the letters of recommendation and the Language Instructor Recommendation must arrive at the International Institute by the deadline, and the person completing these letters must be given adequate time to prepare them. Academic recommendations and Language Instructor Recommendations from University of Michigan instructors should be submitted directly by the recommender using the Online Application. Contact the FLAS Coordinators if your recommender is unable to submit your recommendation online. For recommenders outside the University of Michigan, you must download the recommendation form, complete the top section and email the form directly to the recommender for completion. The recommender should refer to the submission instructions on the form to submit the competed recommendation.

**Instructions for Applicants to Both Academic Year and Summer Fellowships**

Students who are currently enrolled in a graduate/professional degree program at the University of Michigan and are not scheduled to graduate in Winter or Summer 2016 may apply for both the Graduate Academic Year AND Summer FLAS Fellowships in the same or different languages.

Applicants for Graduate AY and Summer FLAS fellowships complete separate online applications; be sure to complete both applications. 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. Please read the information for each fellowship carefully and follow the instructions given in each Information Packet. CV/résumé, official transcript(s), academic recommendations and Language Instructor Recommendation may be shared between the two applications if appropriate.
Instructions for Applicants to Multiple Area Studies Centers for the Same Grant Period

Students who are applying to multiple Area Studies Centers for the same language offered by multiple centers for either the academic year or summer grant must identify a first choice language/Area Studies Center and a second choice language/Center. Applicants will complete the FLAS Application process for the first choice language/Area Studies Center. After completing the online application, the student should email the FLAS Coordinators to notify of the intent to apply to a second center. The second Area Studies Center may require additional materials. As a general rule, students may NOT apply for multiple languages for the same fellowship period, nor apply to more than two Centers.

FLAS Coordinators Contact Information

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