Information Packet for
Summer 2016 FLAS Fellowships
For UM Undergraduate and Graduate/Professional Students

Application Deadline: January 25, 2016

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

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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: Summer FLAS

Summer Foreign Language and Area Studies (FLAS) Fellowships provide funding to current UM undergraduate and graduate students to encourage the study of less commonly taught modern foreign languages in an intensive summer program in a context of an overall academic program of area studies, international studies or international aspects of professional studies. These fellowships are funded with grants from the US Department of Education (US/ED) under Title VI of the Higher Education Act (grant numbers P015B140090, P015B140091, P015B140092, P015B140093, P015B140095, and P015B140100) and supplemented with university funds when required by grant guidelines. FLAS Fellowships are administered by the International Institute’s Area Studies Centers and are awarded competitively on a merit basis through an annual fellowship competition.

There are three different types of FLAS Fellowships: Graduate Academic Year FLAS, Undergraduate Academic Year FLAS, and Summer FLAS. Each type of award has its own Information Packet and slightly different sets of rules and application procedures. This Information Packet focuses specifically on the Summer FLAS. Students interested in other types of FLAS awards MUST consult the Information Packet for the appropriate award, all of which are available on the FLAS website (www.ii.umich.edu/flas).

Summer FLAS Fellowships enable current UM undergraduate and graduate students to participate in the study of a less commonly taught modern language in a summer intensive language program. These intensive language programs must teach the equivalent of a full academic year (fall and winter terms) of language classes at the University of Michigan. Students may attend the University of Michigan Summer Language Institute (SLI), an approved intensive language program located in the US, or an approved intensive language program located outside of the US for intermediate and advanced levels of all approved languages and beginning levels of languages not taught anywhere in the US in the summer.

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

Summer FLAS Award

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

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

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

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

Undergraduate students must be studying at the intermediate level (2nd year) or above for all eligible languages. Graduate students may study at all language levels including the beginning level as long as the language does not have a specific level restriction. However, graduate students should keep in mind that all other things being equal, beginning level language is not a priority and students studying beginning level language are expected to have already attained advanced proficiency in another language. Students applying for beginning level language must demonstrate a compelling academic and/or career need to begin study of a new language. Please note that some languages have additional language level and/or academic program restrictions for undergraduate and/or graduate students.

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

Other less commonly taught languages used in world regions represented by the East Asia National Resource Center (EANRC); Center for Latin American and Caribbean Studies (LACS); Center for Middle Eastern and North African Studies (CMENAS); Center for Russian, East European, and Eurasian Studies (CREES); Center for South Asian Studies (CSAS); or Center for Southeast Asian Studies (CSEAS) but not taught regularly at the University of Michigan may be eligible for the Summer FLAS fellowship. Pre-approval from US/ED is necessary for Summer FLAS awards in languages not listed in the table below. Please contact the FLAS Coordinators for more information. (Note: French, German, and Spanish are considered commonly taught and FLAS awards are not allowed in these languages.)

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

<table>
<thead>
<tr>
<th>Language</th>
<th>Area Studies Center</th>
<th>Special Conditions for Undergraduate Students</th>
<th>Special Conditions for Graduate Students</th>
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<tbody>
<tr>
<td>Arabic</td>
<td>CMENAS</td>
<td>1st Year is NOT eligible</td>
<td></td>
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<tr>
<td>Armenian</td>
<td>CMENAS, CREES</td>
<td>1st Year is NOT eligible</td>
<td></td>
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<tr>
<td>Bengali</td>
<td>CSAS</td>
<td>1st Year is NOT eligible</td>
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<tr>
<td>Bosnian</td>
<td>CREES</td>
<td>1st Year is NOT eligible</td>
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<tr>
<td>Chinese</td>
<td>EANRC</td>
<td>1st Year is NOT eligible; preference given to advanced level students; 2nd year students must complete both terms of 3rd year in AY15-16</td>
<td>1st Year is NOT eligible; preference given to advanced level students</td>
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<tr>
<td>Croatian</td>
<td>CREES</td>
<td>1st Year is NOT eligible</td>
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<tr>
<td>Language</td>
<td>Area Studies Center</td>
<td>Special Conditions for Undergraduate Students</td>
<td>Special Conditions for Graduate Students</td>
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<tr>
<td>Filipino</td>
<td>CSEAS</td>
<td>1st Year is NOT eligible</td>
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<tr>
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<td>CMENAS</td>
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<tr>
<td>Hindi</td>
<td>CSAS</td>
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<td>CSEAS</td>
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<td>1st Year is NOT eligible; preference given to advanced level students</td>
</tr>
<tr>
<td>Japanese</td>
<td>EANRC</td>
<td>1st Year is NOT eligible; preference given to advanced level students; 2nd year students must complete both terms of 3rd year in AY16-17</td>
<td>Preference given to advanced level students</td>
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<tr>
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<td>EANRC</td>
<td>1st Year is NOT eligible; preference given to advanced level students; 2nd year students must complete both terms of 3rd year in AY16-17</td>
<td>Preference given to advanced level students</td>
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<tr>
<td>Nahuatl</td>
<td>LACS</td>
<td>1st Year is NOT eligible</td>
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<td>CMENAS</td>
<td>1st Year is NOT eligible</td>
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<td>CREEES</td>
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<td>Russian</td>
<td>CREEES</td>
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<td>CREEES</td>
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<tr>
<td>Thai</td>
<td>CSEAS</td>
<td>1st Year is NOT eligible</td>
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<tr>
<td>Tibetan</td>
<td>CSAS, EANRC</td>
<td>All Centers: 1st Year is NOT eligible; EANRC only: preference given to advanced level students; 2nd year students must complete both terms of 3rd year in AY15-16</td>
<td>EANRC only: Preference given to advanced level students</td>
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<td>Ukrainian</td>
<td>CREEES</td>
<td>1st Year is NOT eligible</td>
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<tr>
<td>Yiddish</td>
<td>CREEES</td>
<td>1st Year is NOT eligible</td>
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**Applicant Eligibility Criteria**

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

- **Citizenship**: Applicants must be a US citizen or US permanent resident at the time of application.
- **Student Status**:
  - **Current UM (Ann Arbor) Students**: Students who are currently enrolled in an undergraduate or graduate degree program at the University of Michigan may apply for the Summer FLAS Fellowship. However, students graduating in May 2016 are not
eligible. Students graduating in August 2016 are eligible to apply but should be aware that priority will be given to students returning to UM in the fall.

- **Incoming UM (Ann Arbor) Students**: Incoming graduate students (students entering a graduate degree program beginning in Fall 2016 at the University of Michigan) may apply for the Summer FLAS Fellowship to enroll in the University of Michigan Summer Language Institute only, and they should be aware that summer awards are rarely made to incoming students. If admission to a graduate program is not confirmed by the deadline, we will accept an application provided that the admission application for Fall 2016 has been completed. Student must be offered admission and commit to matriculation before an award is made. Incoming undergraduate students (students matriculating in Spring, Summer or Fall 2016 at the University of Michigan as freshman or transfer student) are not eligible to apply.

- **Graduating Students**: Students who are graduating in May 2016 are not eligible. Students graduating in August 2016 are eligible to apply but they should be aware that priority will be given to continuing students enrolling at UM in the fall.

- **Current UM Dearborn and UM Flint Students**: Current UM Dearborn and UM Flint graduate and undergraduate students who enroll in the UM Summer Language Institute on the Ann Arbor campus are eligible to apply. Dearborn and Flint students may not attend other domestic or overseas programs. Dearborn and Flint students graduating in May or August 2016 are not eligible.

- **Non-UM Students**: Students who are NOT enrolled in a degree program at the University of Michigan who plan to enroll in the UM Summer Language Institute may apply for the Summer FLAS. Non-UM students must be currently enrolled in an undergraduate or graduate degree program at another postsecondary institution in the US and be in good academic standing. Summer FLAS awards to non-UM Students may only be used at the UM Summer Language Institute. Priority will be given to University of Michigan students.

- **Language Level and Fluency**:
  - **Undergraduate Students**: Must be able to place in the intermediate level (2nd year) or above. If an undergraduate student accepts a Summer FLAS Fellowship and subsequently fails to pass the placement test for intermediate level at the beginning of the summer program, the fellowship award will be cancelled.
  - **Graduate Students**: Previous study of the language is not an eligibility requirement, except for those languages that have a level restriction (see the section on eligible languages on the previous pages for more information). However, graduate students should keep in mind that as a general rule, students studying beginning level language are expected to have already attained advanced proficiency in another language. Students studying beginning level language must demonstrate a compelling academic and/or career need to begin study of a new language. If a graduate student accepts a Summer FLAS Fellowship for a language with a level restriction and fails to pass the placement test for the minimum level at the summer program, the fellowship award will be cancelled.
  - **Native speakers** of the language are not eligible for a FLAS award in that language. They may apply for a FLAS in another language provided they meet all other eligibility criteria.
  - **Heritage speakers** of a language are eligible to apply in that language unless they have native-level proficiency in all four language skills.
Native-level fluency: Students who already possess language fluency at the level of an educated native speaker in the language for which a fellowship is sought are eligible but will be given lowest priority in the selection of fellowship recipients.

• Summer Program: Students must enroll in an eligible summer program, as explained in the next section.

Summer Program Eligibility Criteria

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

• Academic Year Equivalency: The summer program must teach the equivalent of a full academic year (fall and winter terms) of language instruction as taught at the University of Michigan.

• Program Length: Summer programs must be at least six weeks in length.

• Contact Hours in Language Instruction: Summer programs must have at least 140 contact hours for the beginning (1st year) and intermediate (2nd year) levels and at least 120 contact hours for advanced level (3rd year and above) in language instruction. Contact hour is defined as actual time in the classroom (not including breaks and meal times) with an instructor and may include lectures, recitations, drill sessions, and regularly scheduled tutoring sessions, but may not include office hours or language meal tables. Class sessions focused on culture and/or area studies and field trips may not be counted toward the contact hours even if they are taught in the target language.

• Independent Study: Independent study, individualized study, and/or tutoring as a form of instruction is allowed in only very rare specialized circumstances and requires US/ED approval. As a general rule, independent study will be approved only in cases where an established intensive language program/class is not available. Students interested in this option should consult their FLAS Coordinator early in the application process to determine whether this option is appropriate.

• Program Location:
  - All students are eligible to attend the University of Michigan Summer Language Institute (SLI) if the eligible language/level is offered through SLI. Students should be aware that the Summer FLAS award normally covers the SLI Program Fee option only.
  - Beginning level students MUST attend a US-based program unless the language is not taught anywhere in the US during the summer.
  - Intermediate and advanced level students may attend a US-based program or an approved overseas program.
  - Students attending an overseas program must have their program approved by US/ED 30 days prior to departure.

• Program Admission: It is the responsibility of the student to apply for and secure admission to the desired eligible summer program(s) in a timely manner. For some summer programs, admission is competitive and not all applicants are admitted. We strongly recommend that you have a backup plan in case you are not admitted to your first choice program.

Study abroad programs that include a combination of language instruction and area studies courses (taught in English or target language) are NOT eligible for Summer FLAS unless the language instruction portion of the program meets the summer program eligibility criteria outlined above. Summer FLAS funds may not be used to cover tuition and fees for the area studies portion of the program even if the
overall program is deemed eligible. For a list of recommended FLAS-eligible summer programs, please consult the FLAS Coordinator for your world area.

**Fellowship Requirements**

Fellowship recipients are required to meet the following conditions during the term of the fellowship:

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

- **Course Selection**: Summer FLAS Fellowship recipients must be enrolled in an approved intensive language program. Fellowship recipients in a language with level restrictions who fail to meet enrollment requirements for the minimum level (e.g. successful completion of prerequisite courses or minimum score on a placement test) will have their fellowships cancelled. Summer FLAS funds may not be used to enroll in culture and/or area studies activities/courses that are not included as a part of the intensive language program and for which separate tuition is charged.

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

- **Working During the Fellowship Period**: Since the purpose of the Summer FLAS Fellowship is to provide students funding to concentrate on language study, students may not work while the summer program is in session. This includes part time work and paid or unpaid internships. Most students will find that the intensity and pace of the summer language program require their time, attention and energy full time. Students are free to work prior to the beginning of the summer program and after the end of the summer program.

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

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

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

**Fellowship Selection Criteria**

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

**Application Deadline**

**January 25, 2016, 11:59pm EST**

All application materials must be received by the deadline. Materials submitted in hard copy should arrive at the Center by the close of business on the deadline date. Late applications will not be accepted.
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 awards to its applicants. Summer FLAS awards are generally announced by the end of March, though each Center operates independently and Centers may differ in their schedules. The three types of FLAS Awards (Undergraduate Academic Year, Graduate Academic Year, and Summer) may also be announced on a separate schedule. Centers will not give out results of the competition over the telephone in response to inquiries. Please do not call the Center to ask whether you will receive the fellowship.

Application Procedure
Your application procedure depends on whether you are only applying for the Summer FLAS Fellowship, or if you are applying for both Summer and Academic Year FLAS Fellowship.

- **Summer FLAS Only**: You will follow the instructions given in this Information Packet.
- **Summer AND Academic Year**: You will apply for Summer FLAS and Academic Year FLAS separately. Please also read the appropriate Information Packet for Academic Year FLAS (undergraduate or graduate), and follow the instructions in the Academic Year Information Packet.

Required Application Materials and Instructions for Summer Only Applicants
All applicants must complete the Online FLAS Application, located on the International Institute website at [http://www.ii.umich.edu/flas](http://www.ii.umich.edu/flas) and submit the following supporting materials.

Required Materials:
- **Online FLAS Application**, located at [http://www.ii.umich.edu/flas](http://www.ii.umich.edu/flas). Please refer to further instructions on page 12 for accessing the Online FLAS Application. If you are applying for both Academic Year and Summer FLAS, be sure to check off the appropriate boxes and complete sections for both fellowships.
- **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/Résumé** (upload to the online application site): 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 UM 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 UM transcript or authorization for the FLAS Coordinators to electronically access University of Michigan transcripts**: You may grant the Area Studies Center staff permission to access an electronic copy of your UM transcript by checking the appropriate box on the online application; this is the preferred method. Otherwise, you must provide a hard copy of your current UM official transcript. The hard copy must be prepared by the Office of the Registrar; unofficial transcripts from Wolverine Access are not acceptable. You may have the Office of the Registrar mail the official transcript directly to the FLAS Coordinators. If the official transcript is “issued to the student,” you must bring it in its original envelope with the seal unbroken. If you are applying for both the Academic Year AND Summer FLAS Fellowships, only one set of transcripts are required.

- **[Graduate Students Only] Official Transcript from Undergraduate and Previous Graduate Degree Granting Institutions**: Graduate students must provide an official transcript from their undergraduate degree-granting institution and other previous graduate degree-granting institution(s). Rackham students may grant the FLAS Coordinators permission to access an electronic copy of your transcript(s) submitted at the time of graduate admission by checking the appropriate box on the online application. Students in non-Rackham graduate/professional programs may provide an authenticated electronic copy or photocopy of these transcripts on file in their school’s student services office if the copy is prepared by the student services staff and sent directly to the FLAS Coordinator or handed to the student in a sealed and signed envelope. Otherwise, you must provide an official transcript from your undergraduate and any other previous graduate degree granting institutions. If the official transcript is “issued to the student,” you must bring it in its original envelope with the seal unbroken.

- **Official transcript of other postsecondary education with relevant coursework**: All students who completed relevant language and area studies courses since graduating from high school at postsecondary institutions other than UM [or for graduate students, other than degree granting institutions for which you’re already providing transcripts as mentioned in the previous paragraph] must provide an official transcript of such coursework from each institution, even if the credits have been transferred to UM. 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.

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

- **Language Instructor Recommendation**: Please read carefully further instructions about the Language Instructor Recommendation in the next section. The same person may NOT complete both the academic recommendation and the Language Instructor Recommendation, even if this person is qualified to do both. If you are applying for both the Academic Year AND Summer FLAS Fellowships, you may use the same Language Instructor Recommendation if appropriate and relevant; please be sure to check the correct fellowship boxes on the form.

**Language/Area Center Specific Instructions**:

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

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

If you applied for funding from the same Area Studies Center in previous years, check with the Center staff to see if it has 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.** 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.

If you plan to use the Summer FLAS Fellowship at a non-University of Michigan intensive summer language program, it is your responsibility to complete the admission application for the program in a timely manner. Please read the section on Summer Program Eligibility Criteria beginning on page 6 carefully to make sure that your program meets the minimum requirements. If you have any concern whether your proposed program meets these US/ED guidelines, please check with the FLAS Coordinators. Please be aware that incoming graduate students and non-UM students may only enroll at the University of Michigan Summer Language Institute.

**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.

**Instructions for Accessing the Online FLAS Application**

The Online FLAS Application is located on at www.ii.umich.edu/flas. The Online FLAS Application site is a secure site that will require a login. This login process protects your information and ensures that only you and the FLAS Coordinators have access to your application materials. Once you submit your online application, it is transmitted securely to the FLAS Coordinators.

The Online FLAS Application need not be completed in a single session. Students may complete a part of the application, logout, and return later to complete the application. Any information you enter will be saved and displayed when you return to the application.

Students should be aware that once they click on the Submit button on the review and submit screen, the application will be locked. If you need to have your application unlocked, please contact FLAS Coordinators by email for assistance. Please include your name and UM ID number in your request so that we can correctly identify your application.

**Login and Password**

Current University of Michigan students use their *uniqname* and *Kerberos password* to access the Online FLAS Application. Incoming students who are/were students or staff at UM and have a valid uniqname may also use it to access the Online FLAS Application.

Students without a current University of Michigan uniqname 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).

**Electronic Transmission of Recommendation and Language Instructor Forms**

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
recommendrs 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 on how to complete the form:
1. Download the form from the FLAS website or Online FLAS Application site. Click on the appropriate link, and save the form to the desired local location.
2. Open the form in Microsoft Word (or another word processing program that works with Word files).
3. Complete the top section of the form, "Section to be Completed by Applicant".
4. Save the form.
5. Send the form as an email attachment to the person completing the recommendation, and request this person to complete the remainder of the form, write a letter of recommendation, and send both back to the FLAS Coordinators by email.

Application Submission
Any application materials that cannot be submitted through the Online FLAS Application site may be delivered in person, by US mail, electronic mail, by fax, or by delivery service to the FLAS Coordinators. Please consult the Contact Information on the last page of this Information Packet for the appropriate address.

We strongly recommend that you check the appropriate box on the online FLAS Application to grant authorization to the FLAS Coordinators for electronic access to your University of Michigan official transcript. This is our preferred method for obtaining an official UM transcript. If you choose NOT to do so, you must provide one original of each required official transcript in hard copy. 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 institution and the seal has not been broken. Photocopies are not acceptable. For more information on ordering University of Michigan transcripts, please refer to the Registrar’s Office webpage at ro.umich.edu/.

Applicants should keep in mind that the letters of recommendation and the Language Instructor Recommendation must arrive by the deadline, and the person completing these letters must be given adequate time to prepare them in addition to the time required for delivery. Letters of recommendation and Language Instructor Recommendation should be given to the applicant only in a sealed envelope with the signature of the recommender across the seal. Any letters of recommendation or Language Instructor Recommendation sent by fax or electronic mail must be sent directly to the FLAS Coordinators by the recommender.

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 2016 may apply for both the 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.

Checking the Status of Your Application after Submission
Once you submit the online FLAS application, your application will be locked. You may return to this page (using the same link as the online FLAS application) to check the status of your application, including the receipt status of official transcripts, academic letters of recommendation, and the Language Instructor Recommendation. 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.

Instructions for Applicants to Multiple Area Studies Centers
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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