Information for
AY2016-17 Undergraduate Fellowships
For Current UM-Ann Arbor Undergraduate 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: Undergraduate Academic Year FLAS

Undergraduate Foreign Language and Area Studies (FLAS) Fellowships provide funding to undergraduate students to encourage the study of less commonly taught modern foreign languages at the intermediate and advanced levels in combination with area studies, international studies or international aspects of professional studies. These fellowships are funded with grants from the U.S. Department of Education (US/ED) under Title VI of the Higher Education Act (grant numbers P015B140090, P015B140091, P015B140092, P015B140093, P015B140095, and P015B140100). FLAS Fellowships are administered by the International Institute’s Area Studies Centers and are awarded competitively on a merit basis through an annual fellowship competition.

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

Undergraduate Academic Year FLAS Fellowships are awarded to students enrolled in an undergraduate degree program at the University of Michigan’s Ann Arbor campus to study modern foreign languages at the intermediate (2nd year) or advanced (3rd year or above) levels and related area studies, international studies, and/or international aspects of professional studies. For Academic Year 2016-17, Undergraduate FLAS Fellows receive up to $10,000 for tuition and mandatory fees, and a $5,000 stipend for the academic year (fall and winter terms).

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

Eligible Languages

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

All undergraduate FLAS fellows must enroll in intermediate (2nd year) or advanced (3rd year or above) language courses; introductory (1st year level) courses are not eligible for undergraduate FLAS. Some languages have additional language level or academic program restrictions. 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 10.

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 pertinent Area Studies Center. Not all language levels are taught every year. Students should make sure that the language level in which they plan to enroll will be offered during Academic Year 2016-17.
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<td>Advanced level (3rd year and above) only; preference given to students participating in approved study abroad programs to Japan</td>
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<td><strong>EANRC Only</strong>: Advanced level (3rd year and above) only</td>
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<td>Yiddish</td>
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**Eligibility Criteria**
Applicants must meet all of the following criteria to be eligible to receive a FLAS Fellowship.

- **Citizenship**: Applicant must be a US citizen or US permanent resident at the time of application.
- **Student Status**: Students who are currently enrolled in an undergraduate degree program at the University of Michigan on the Ann Arbor campus may apply for FLAS Fellowships. Students who are graduating in Fall 2015, Winter 2016, or Summer 2016 are not eligible. Students planning to
graduate in Fall 2016 are eligible to apply but will be given lower priority than students who plan to enroll for a full year. [Note: graduating seniors who intend to continue in a graduate program at UM-Ann Arbor beginning in Winter 2016 or Fall 2016 may apply for a Graduate Academic Year FLAS award if they meet all eligibility criteria for that fellowship program. See the Graduate Academic Year FLAS Information Packet for more information.] Incoming undergraduate students who will be beginning their studies at UM in Spring, Summer, or Fall 2016 as freshmen or transfer student are not eligible. UM Dearborn and UM Flint students are not eligible.

- **Language Level and Fluency:** Previous study of the language is an eligibility requirement. Students must be able to meet the enrollment criteria for 2nd year level (i.e., have 2nd term proficiency) or above at the beginning of the fellowship period, either through completion of the appropriate lower level course(s) with a minimum grade or by passing a placement examination given prior to the beginning of the term. A student awarded a FLAS fellowship who is subsequently unable to enroll in the required language class will have the fellowship cancelled and given to another student. Native speakers of the language are not eligible to apply for a FLAS in that language, but may apply for a FLAS in another language provided they meet all other eligibility criteria. Heritage speakers of a language are eligible to apply in that language unless they have native-level proficiency in all four language skills. 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.

- **Study Abroad:** Students who plan to use an Undergraduate Academic Year FLAS Fellowship for study abroad for one or both terms must enroll in an eligible study abroad program. Only study abroad destinations in regions in which the language of the award is widely spoken are allowed; study abroad in English-speaking countries or third party countries (where the language in daily use is different from language of the fellowship award) is not eligible. To be eligible, study abroad programs must meet the following criteria:
  - program must be offered through a University of Michigan study abroad office (e.g., Center for Global and Intercultural Study, International Programs in Engineering, Ross Global Initiatives, Art & Design Study Abroad)
  - program must provide University of Michigan academic credit
  - students must be able to meet all FLAS Fellowship requirements, including full time registration, language requirement and area studies requirement
  - program must provide proficiency-based language instruction by qualified instructors
  - the language curriculum must be at least equivalent to the University of Michigan. Study abroad requires prior approval from US/ED at least 30 days prior to departure.

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

Beginning with the competition for AY2015-16 fellowships, the applicant’s financial need will be considered as a secondary criterion in the selection process. Preference will be given to students with more financial need as determined by the federal need-based financial aid process (for more details see the next section).
Financial Need
As mentioned in the previous section, preference will be given to applicants with demonstrated financial need. Financial need will be determined by using the Expected Family Contribution (EFC) value. Applicants will be grouped into those with “High Need,” “Medium Need,” “Low Need,” or “No Need” based on their EFC. Students who do not have a valid EFC will automatically be assigned to the “No Need” group. (Note: students who do not file a FAFSA and have it sent to UM will not have a valid EFC.)

EFC is calculated by US/ED based on the information you submit on the Free Application for Federal Student Aid (FAFSA). To have a valid EFC included in your FLAS application, you must complete the FAFSA form for 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 separate schedules. 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**: Undergraduate Academic Year FLAS Fellowship recipients must be registered full time (at least 12 credit hours) during the fall and winter terms.
- **Course Selection**: Undergraduate Academic Year FLAS Fellowship recipients must be enrolled in an academic program of modern language and related area and/or international studies, or international aspects of professional training for both the fall and winter terms. Specific instructions will be given by the Area Studies Center with the award letter. Fellowship recipients who fail to meet the enrollment requirements for the minimum language level (e.g. successful completion of prerequisite courses or minimum score on a placement test) will have their fellowships cancelled and awarded to another student.
• **Deferral**: A FLAS Fellowship is tenable only for the year which it is awarded. It cannot be deferred to a future year. All students must reapply each year.

• **Working during the Fellowship Period**: Since the purpose of the FLAS Fellowship is to provide students funding to concentrate on language study and international/area studies, fellowship recipients will be limited on the number of hours they are allowed to work during the fellowship period. Federal Work/Study awarded through the Office of Financial Aid is generally allowed. Prior approval from the Area Studies Center must be obtained for any work, including Work/Study.

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

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

• **Post-fellowship Surveys**: FLAS Fellowship recipients are required to complete a survey regarding their career paths for a period of time following the completion of their fellowship and graduation in accordance with US/ED requirements.

**Application Materials and Instructions**

All applicants must complete the Online FLAS Application, located at [www.ii.umich.edu/flas](http://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.

**Required Materials**:

- **Online FLAS Application**, located at [www.ii.umich.edu/flas](http://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/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.

• **Official transcript of relevant coursework at other postsecondary institutions**: All students who completed relevant language and area studies courses since graduating from high school at postsecondary institutions other than UM must provide one 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. If you applied for an Academic Year or Summer FLAS Fellowship in previous years, letters submitted with previous applications may NOT be reused. The academic letter of recommendation must be completed by instructors who teach content courses in the humanities, social sciences, sciences, or the professions, and may NOT be completed by a language instructor. At least one letter should be from a UM instructor (professor, lecturers, or GSI). **The same person may NOT complete both the academic recommendation and the Language Instructor Recommendation, even if this person is qualified to do both.** If you are applying for both the Academic Year AND Summer FLAS Fellowships, you may use the same recommendation for one or both.

• **Language Instructor Recommendation**: Please read carefully further instructions about the Language Instructor Recommendation on page 8. **The same person may NOT complete both the academic recommendation and the Language Instructor Recommendation, even if this person is qualified to do both.** If you are applying for both the Academic Year AND Summer FLAS Fellowships, you may use the same Language Instructor Recommendation if appropriate and relevant; please be sure to check the correct fellowship boxes on the form.

• **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](https://fafsa.ed.gov/index.htm) and have the results sent to the University of Michigan, Ann Arbor (Federal School Code 002325). To complete a FAFSA, go to the US/ED FAFSA website at: https://fafsa.ed.gov/index.htm

**Language/Area Center Specific Instructions:**

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

If you applied for funding from the same Area Studies Center in previous years, check with the Center staff to see if any materials, such as your transcripts from non-UM postsecondary institutions, can be transferred to your current file. **Statement of purpose, curriculum vitae/résumé, and 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.

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.

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 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 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.

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 Both Academic Year and Summer Fellowships
Students who are currently enrolled in an undergraduate degree program at the University of Michigan and are not scheduled to graduate in Winter or Summer 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.

**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.

**Instructions for Accessing the Online FLAS Application**

The Online FLAS Application is located at [www.ii.umich.edu/flas](http://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.

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 and no further changes will be allowed. If you need to have your application unlocked, please contact the 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**

Students use their uniqname and Kerberos password to access the Online FLAS Application.

**FLAS Fellowships and Financial Aid**

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

Office: 2620 International Institute (School of Social Work Building)

Mailing Address: FLAS Coordinators
                International Institute, University of Michigan
                1080 South University Ave
                Ann Arbor, MI 48109-1106

Phone: 734-763-4528

Fax: 734-615-9058

Email: ii.flasinfo@umich.edu