

## **SUMMARY OF THE ONLINE APPLICATION SYSTEM**

Applications for the HYI Indian Studies fellowship (to spend the 2023-24 academic year at Harvard) must be submitted online.

**Eligibility:** Applicants must be based at and affiliated with one of our partner universities for this program in China. PhD student applicants must be citizens of an Asian country (there is no citizenship restriction for candidates who are junior faculty). Applicants must be officially nominated for the program by their home institution.

**The HYI application deadline is September 30, 2022. Your application must be submitted online by this date.**

**The HYI online application portal will be open by early July.**

Please follow the instructions below to create an account and start your application:

Applicants should go to: <https://www.onlineapplicationportal.com/yenching>

Click on “Applicant Registration – Start Here”.

Once you are registered, log in and select “Harvard-Yenching Institute - ‘Indian Studies Program’” to begin your application.

## **REQUIRED APPLICATION MATERIALS**

### **1. Application Information:**

Applicants will be asked to enter:

- **Basic identity information** (name, date of birth, citizenship, addresses etc.)
- **Current position and affiliation**
- **Education** (degrees, subject, year awarded)
- **Misc. questions** (have you applied for a HYI scholarship or training program before; have you been a visiting scholar in the US in the past 2 years)
- Title of **dissertation or proposed research project**
- Graduate students only – list **adviser name and contact info**
- The name of **1 faculty member** at Harvard University and/or any other major university in the area with whom you wish to consult during the stay of the fellowship. It is not necessary to contact faculty during the application process.
- **Foreign travel** (only for long-term stays, do not list vacations or short trips for conferences)
- **Languages** (list native language, indicate level of English and any other languages spoken)

### **2. Documents:**

Applicants must **upload** the following two (2) documents (in English):

- **Research Plan:** Please provide a statement of your research interests.
  - If you are a **doctoral student**, the statement of research interests should be a description of your dissertation topic (up to 6 pages, double-spaced)
  - If you are a **faculty member**, please provide a research proposal including your previous teaching and research experience that is related to Indian Studies (up to 10 pages, double-spaced)
- **CV (curriculum vitae)**, in English, which must include:
  - Honors (previous fellowships, scholarships, grants and other honors)
  - Employment (All positions held, academic or other, in chronological order, with dates. For faculty, include the date from which you have held your present faculty position)
  - Publications (please list titles in the original language as well as English)

**3. Recommendation letters:**

**Three (3) recommendation letters (in English) are required.** If the letter writer prefers to write in his or her native language, please arrange for a translation (please do not translate the letter yourself). Both the original and translated letter (combined as one file) should be uploaded.

The letter writers must upload their recommendation letter directly in the online system. Once you have started applying online, you should invite your letter writers to submit their recommendations:

Instructions for Requesting a Letter of Reference

1. Log in to your account in the online application portal.
2. Once you have started your application, on the left-side menu select “Recommendation Letters”
3. Click the green "Request a Recommendation" button and complete the required information in the window that opens.
4. After you have entered the necessary information, select the blue "Send E-mail" button.
5. An e-mail request will be sent to the letter writer with instructions on how to complete the online letter. After sending the requests, the names will appear in the Recommendation Letters box below.
6. PLEASE NOTE: You MUST ENTER YOUR REFERENCE REQUEST into the system from this page BEFORE the letter writer can log into the Online Reference Portal. Please do not ask them to access the system until you have done this.
7. After the email is sent, you may want to check with the letter writer to confirm that they have received the email and instructions on how to submit the letter online (it occasionally gets stuck in spam/junk mailboxes). The email will come from [yching@onlineapplicationportal.com](mailto:yching@onlineapplicationportal.com).
8. You will be able to tell when the letter has been uploaded by checking the “Status” column.

**The application (and recommendation letters) must be submitted by September 30, 2022.**

**If you have any questions, please email: [hyiprogram@fas.harvard.edu](mailto:hyiprogram@fas.harvard.edu)**