Online Application Instructions

THE AMERICAN ACADEMY IN BERLIN
HANS ARNHOLD CENTER

HOW DO I ACCESS THE APPLICATION SYSTEM?

Click on "Apply Online" in the menu of the American Academy in Berlin's website to get to the login page.

NEW USER:

If you are a new applicant, please click on the tab "Create new account." You will be asked to fill out your name, email, and enter a CAPTCHA code. You will then receive an email with a link to confirm your account (if you do not see this email, check your spam folder). The link in the email will bring you back to the online application site, where you can set your password and continue with your application.

RETURNING USER:

If you applied online previously, you may use the same username and password. If you forgot your password, you can retrieve it by clicking the "Request new password" tab on the login page. The first part of your earlier application (name and home address) will be displayed so that you may edit it; however, you will need to fill out the required fields again.

HOW DOES THE ONLINE APPLICATION WORK?

The online application form consists of six steps (see screenshots below). You do not need to complete the form in one session. It is possible to log out of your application; your information will be saved and you can login again later to complete your application. Required fields are marked with a red asterisk. Once you have gathered the necessary information and prepared your supporting materials, the application should take about 20 minutes to complete.

Before submitting, you have the opportunity to review and revise all fields. Once submitted, however, you can no longer edit your application, except for the account data and home contact address. If you need to change something in your application after submitting it, you can email us in the Berlin office at jg@americanacademy.de

WHOM DO I LIST AS REFERENCES?

You will need to provide the names and contact information of three references in the online application form. For the Academy's independent review process, please **ask the individuals you list as references to email us their letters on your behalf by September 29, 2017** to references@americanacademy.de.

References should be familiar with your work, particularly your proposal, and be able to comment on your abilities, as well as career to date. Statements by references to the Academy will be read by the peer reviewers and Selection Committee, but are not released to the applicant.

WHICH MATERIALS WILL I NEED TO UPLOAD?

TITLED PROJECT PROPOSAL

Professors, scholars, journalists, professionals, non-fiction writers, applicants in film: five to seven double-space pages with a description of your scholarly or professional project, a work plan, the form of your project (i.e. book, set of critical essays, professional study).

Fiction writers: a writing sample (15 to 20 pages) from your proposed project.

Note: We welcome projects at all stages of development. Candidates should explain how their projects will benefit from a residency in Berlin, but they do not need to be working on German topics.

Maximum file size: *150 MB*. Allowed extensions: *txt, doc, docx, pdf, png, jpg, tiff.*

CURRICULUM VITAE

Abbreviated version of 10-12 pages, including list of major publications and projects.

Maximum file size: 150 MB. Allowed extensions: *txt, doc, docx, pdf, png, jpg, tiff.*

TWO WRITING SAMPLES

Scholars, professionals, writers: recent and representative chapters or articles from published or forthcoming work; suggested limit 60 pages combined.

Filmmakers: You may upload your films to YouTube or Vimeo or any other online service and include the link in the documents you upload as Writing Sample 1 and Writing Sample 2. Alternatively, you can mail two copies in "Region 1" DVD format and two copies in "Region 2" DVD format, labeled with your name and format, to the Berlin Office, address below.

Maximum file size: 150 MB. Allowed extensions: *txt, doc, docx, pdf, png, jpg, tiff.*

CAN I APPLY BY REGULAR MAIL?

Yes, but we strongly encourage applicants to use the online application system. You may download a pdf of the application form, complete the form, and mail it, along with all supporting materials, to:

THE AMERICAN ACADEMY IN BERLIN
ATTN: FELLOWS SELECTION
AM SANDWERDER 17–19
14109 BERLIN, GERMANY

Please take into consideration possible postal delays in delivery from the United States, sometimes upwards of three weeks.

WHO CAN I CONTACT IF I NEED HELP WITH THE ONLINE APPLICATION?

Johana Gallup, Fellows Selection Coordinator, +49-30-80483-107, jg@americanacademy.de

Apply online

2. Institutional affiliation, if applicable, including official title and department

Institution / company:

Current position (official title, if applicable):

Department:

Business street address: City:

State: ZIP: Country:

Please select   ▾   USA   ▾

Business phone: Business fax:

Please use the format +1-xxx-xxx xxxx   Please use the format +1-xxx-xxx xxxx

Business email: Business website:

For correspondence, use: *

Home address   ▾

* Required fields   **Save**

3. Please list three individuals who know your work well

For the Academy's independent review process, please ask the individuals you list as references to submit their letters on your behalf by Monday, October 10, 2016 to references@americanacademy.de. References should be familiar with your work, particularly your proposal, and be able to comment on your abilities, as well as career to date. Statements by references to the Academy will be read by the peer reviewers and Selection Committee, but are not released to the applicant. Please request permission from each person you list as a reference.

Reference 1

Academic title:

First name: *

Last name: *

Department:

Institution:

Email: *

Phone:

Please use the format +1-xxx-xxx xxxx

Reference 2

Academic title:

First name: *

Last name: *

Department:

Institution:

Email: *

Phone:

Please use the format +1-xxx-xxx xxxx

Reference 3

Academic title:

First name: *

Last name: *

Department:

Institution:

4. Proposed project

Title: *

(Please do not exceed 250 characters)

Please write a brief summary of your proposal (one paragraph): *

Please explain how your project would benefit from a residency in Berlin (one paragraph): *

Please select your primary research field: *

Please select ▾

Please list your main research areas:

* Required fields

Save

5. Fellowship

Please indicate the fellowship for which you wish to be considered and your preferred period of residency: *

Please select ▼

Berlin Prize (semester) or Bosch Berlin Prize in Public Policy (generally awarded for terms of six to eight weeks, occasionally for a full semester)

6. If the preferred term is not available, would you be able to accept a fellowship during the other semester? *

◉ Yes

○ No

7. If a full-year fellowship becomes available, would you like to be considered? *

◉ Yes

○ No

8. Is this your first time applying for a fellowship at the American Academy in Berlin?
◉ Yes

○ No

9. If in the last five years you have resided outside of the United States for one year or less, please specify:

We can only consider your application if you are a US citizen or permanent resident. Candidates should be based in the US for five years prior to the proposed date of fellowship, with the exception of temporary residence abroad for a year or less, such as a sabbatical, short-term teaching appointment, fellowship, or residency. American expatriates are not eligible to apply.

* Required fields

Save

10. If awarded a fellowship, would you be accompanied by a partner and/or children?

Fellows must reside at the Academy for the entire term of the award. Accommodations are suitable for fellows with spouses or partners. The Academy also offers accommodations for families with children at the Hans Arnhold Center and at the apartments nearby. If the Selection Committee awards you a fellowship, and appropriate familiy housing is not available during your preferred semester, the Academy will try to accommodate you during a future semester.

Are you planning to come with a partner? *

Yes ▼

First name of spouse/partner:

Middle name:

Last name:

Are you planning to come with your child/children? *

Yes ▼

How many?

Please list the name and age of your child/children:

11. Additional information:

Are there any special considerations to your residency, such as physical disabilities or dietary restrictions, that the American Academy should know about in order to make appropriate accommodations?

12. Although no knowledge of German is required, please indicate the level of your German language skills: *

Please select ▼

* Required fields

Save

13. Please attach the following files supporting your application:

Current CV (abbreviated version of 10-12 pages, including list of major publications and projects, etc.): *

| Datei auswählen | Keine ausgewählt | **Upload** |

Maximum file size: *150 MB*
Allowed extensions: *txt doc pdf docx png jpg tiff*

max. 10 pages, including list of all publications, lectures, filmography etc.

Project proposal: *

| Datei auswählen | Keine ausgewählt | **Upload** |

Maximum file size: *150 MB*
Allowed extensions: *txt doc pdf docx png jpg tiff*

Professors, scholars, journalists, professionals, non-fiction writers: Five to seven double-space pages with a description of your scholarly or professional project, a work plan, the form of your project (i.e. book, set of critical essays, professional study) and an explanation of how a residency at the American Academy might be significant for your work.

Fiction writers and poets: a writing sample (15 to 20 pages) from your proposed project.

Two writing samples

Recent and representative chapters or articles from published or forthcoming work; suggested limit 60 pages combined.

| Datei auswählen | Keine ausgewählt | **Upload** |

Maximum file size: *150 MB*
Allowed extensions: *txt doc pdf docx png jpg tiff jpeg*

| Datei auswählen | Keine ausgewählt | **Upload** |

Maximum file size: *150 MB*
Allowed extensions: *txt doc pdf docx png jpg tiff jpeg*

14. Please list other awards and fellowships during the same period of residence for which you are applying:

[ ]

15. How did you learn about the American Academy in Berlin?

| Please select ▼ |

Please specify:

[ ]

16. Ethnic background and citizenship (your response is voluntary):

The Academy is committed to the goal of representing the diversity of the United States in its classes of fellows. To this end it would help if you would answer the following questions. You may check more than one box.

☐ African descent ☐ Caucasian ☐ Indian Subcontinent ☐ Native American or Pacific Islander

☐ Asian American ☐ Hispanic ☐ Middle Eastern

Other additional information about your ethnic background:

[ ]

Citizenship at birth:

[ ]

Citizenship now:

[ ]

17. Notifications (optional)

☐ I would like to receive the monthly newsletter of the American Academy in Berlin.

18. Privacy policy *

☑ I declare that, to my knowledge, the information reported on this form is complete and correct. I agree to the terms of the privacy policy of the American Academy in Berlin and consent to the collection, storage, and use of the data, including any sensitive data, as set out in the privacy policy.

* Required fields

[Save]