

Foreign Language and Area Studies (FLAS) Fellowship

**administered by
The University of Michigan Area Studies Centers**

**For University of Michigan
Graduate and Professional School Students**

Information Packet 2010-11

Application Deadline: February 1, 2010

Program Overview

Eligible Languages: Academic Year FLAS

Eligible Languages: Summer FLAS

Eligibility Criteria

Selection Criteria

Application Deadline

Award Announcement

Fellowship Requirements

Application Materials and Instructions

 Instructions for Current UM Students

 Instructions for Applicants to the Area Studies Center MA Programs

 Instructions for Applicants to Other UM Graduate/Professional
 Programs

Further Information on the Language Instructor Report

Application Material Submission

Instructions for Applicants for Multiple Languages and/or Area Studies
Centers

Instructions for Accessing the Online FLAS Application

Area Studies Center Contact Information

Program Overview

Graduate Foreign Language and Area Studies (FLAS) Fellowships provide full funding to graduate and professional students at the master's and doctoral level to encourage the study of less commonly taught 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, 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/departments. At the University of Michigan, 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.

Two types of awards are available: **Academic Year FLAS** and **Summer FLAS**. Since not all languages qualify for both types of awards, students should check the list of eligible languages carefully to determine if the language they plan to study is eligible. Questions regarding language eligibility should be addressed to the pertinent Area Studies Center.

Academic Year Graduate FLAS Fellowships are awarded to graduate and professional students at the master's and doctoral level to study modern foreign languages and related area and/or international studies. Academic Year FLAS fellows receive full tuition, mandatory fees, and a stipend during the fall and winter terms. For Academic Year 2010-11, the stipend is expected to be \$15,000. For fellowship recipients in Rackham graduate degree programs, the recipient's home department will provide GradCare health plan and dental insurance. Fellowship recipients are also eligible for other benefits for fellowship holders, such as vision insurance and legal plan, but the students will be responsible for the plan premiums.

Summer Graduate FLAS Fellowships enable graduate and professional students to participate in modern language study in a summer intensive language program. These intensive language programs must teach the equivalent of an academic year language class at the University of Michigan. Students may attend the University of Michigan Summer Language Institute, an approved intensive language program in the US, or an approved intensive language program outside of US for intermediate and advanced levels of all approved languages and beginning levels of languages not taught in the US in the summer. Summer FLAS Fellowships provide full tuition for the summer intensive language program and a stipend of \$2,500. In some 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.

The number of each type of fellowships 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. Students should be aware **that all Area Studies Centers at the University of Michigan** (as well as similar centers nationally) **are currently applying to US/ED for grants to fund the FLAS fellowships for the next four years.** Final determination of the number of fellowships

and the languages for which fellowships may be used will be made after the results of the grant competition are announced in late spring.

Eligible Languages: Academic Year FLAS

Languages listed below are expected to be eligible for **Academic Year FLAS Fellowships** for Academic Year 2010-11, pending final authorization from US/ED. Please note that some languages have level and academic program restrictions. For languages for which two Area Studies Centers are listed, you may apply to one or both. If you plan to apply to both, please see special instructions for applying to two Centers. Not all language levels are taught every year. Students should check with the appropriate Area Studies Center to make sure that the language level in which they plan to enroll will be offered during Academic Year 2010-11.

Students applying to the Center for International and Comparative Studies must be focused on one of the following themes of the Center in their studies: 1) human rights; 2) international development; 3) international security and cooperation.

Language	Area Studies Center	Special Conditions
Akan/Twi	ASC	Taught through a CIC distance learning course
Arabic	CMENAS, CICS	
Armenian	CMENAS, CREES	
Bambara	ASC	Taught through a CIC distance learning course
Bosnian/Croatian/ Serbian	CREES, CICS	
Chinese	CCS, CICS	1 st Year Chinese is NOT eligible
Czech	CREES	
Filipino	CSEAS, CICS	
French	CICS	1 st and 2 nd year French is NOT eligible
Greek, Modern	CICS	
Hebrew	CMENAS, CICS	
Hindi	CSAS, CICS	
Indonesian	CSEAS, CICS	
Japanese	CJS, CICS	1 st Year Japanese is NOT eligible
Korean	CKS, CICS	
Persian	CMENAS, CICS	
Polish	CREES, CICS	
Portuguese	LACS, CICS	
Punjabi	CSAS, CICS	
Quechua	LACS	
Russian	CREES, CICS	1 st and 2 nd year Russian is NOT eligible except possibly for professional school students

More languages on the next page....

Language	Area Studies Center	Special Conditions
Spanish	LACS, CICS	1 st and 2 nd year Spanish is NOT eligible; for LACS, only students in professional schools studying at an advanced level are eligible
Swahili	ASC	
Tamil	CSAS	
Thai	CSEAS, CICS	
Tibetan	CCS, CSAS	
Turkish	CMENAS, CICS	
Ukrainian	CREES	
Urdu	CSAS	
Uzbek	CMENAS, CREES	Uzbek through CREES requires approval by US/ED
Wolof	ASC	Taught through a CIC distance learning course
Vietnamese	CSEAS	
Yiddish	CREES	
Zulu	ASC	Taught through a CIC distance learning course

Eligible Languages: Summer FLAS

Note: The following Area Studies Centers do NOT have Summer FLAS Fellowships for summer 2010: African Studies (ASC), Chinese Studies (CCS), International and Comparative Studies (CICS), Japanese Studies (CJS), and Korean Studies (CKS).

Languages listed below are currently approved by US/ED for **Summer FLAS Fellowships** for Summer 2010. (Note: this list is NOT the same as the list for Academic Year FLAS on the previous pages.) Please note that some languages have level and academic program restrictions. Students may attend the University of Michigan Summer Language Institute or another approved program. **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.** All language levels, except as noted below, are eligible for Summer FLAS at an approved US-based institution. At a non-US based institution, only programs at the intermediate or advanced level are eligible for Summer FLAS unless the language is not taught in the US in the summer. In order to be approved by US/ED, summer intensive programs must have a minimum of six weeks of instruction and 140 contact hours for beginning and intermediate levels or 120 contact hours for advanced levels.

Other languages used in world regions represented by Area Studies Centers for Latin American and Caribbean Studies (LACS), Middle Eastern and North African Studies (CMENAS), Russian and East European Studies (CREES), South Asian Studies (CSAS), and Southeast Asian Studies (CSEAS) but not taught regularly at the University of Michigan may be eligible for the Summer FLAS fellowship. Please contact the appropriate Area Studies Center for more information.

Language	Area Studies Center	Special Conditions
Arabic	CMENAS	
Armenian	CMENAS, CREES	
Bosnian/Croatian/Serbian	CREES	
Czech	CREES	
Filipino	CSEAS	
Hebrew	CMENAS	
Hindi	CSAS	
Indonesian	CSEAS	
Persian	CMENAS	
Polish	CREES	
Portuguese	LACS	
Punjabi	CSAS	
Quechua	LACS	
Russian	CREES	1 st and 2 nd year Russian is NOT eligible except possibly in the case of professional school students

More languages on the next page

Language	Area Studies Center	Special Conditions
Spanish	LACS	Only for students in professional schools studying at an advanced level
Tamil	CSAS	
Thai	CSEAS	
Tibetan	CSAS	
Turkish	CMENAS	
Ukrainian	CREES	
Urdu	CSAS	
Uzbek	CMENAS, CREES	Uzbek through CREES requires approval by US/ED
Vietnamese	CSEAS	
Yiddish	CREES	

Eligibility Criteria

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

- **Citizenship:** Applicants must be a US citizen or US permanent resident at the time of application.
- **Student Status:**
 - **Academic Year FLAS:** Applicants for the Academic Year FLAS must be a student currently enrolled in a graduate or professional degree program at the master's or doctoral level at the University of Michigan, or an applicant for admission to a graduate or professional degree at the University of Michigan for the Fall 2010 term.
 - **Summer FLAS:** Students who are currently enrolled in a graduate or professional degree program may apply for the Summer FLAS Fellowship. Incoming students may also apply for the Summer FLAS Fellowship, but they should be aware that summer awards are rarely made to incoming students. Students who are graduating in Winter 2010 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 on the previous pages for more information). Native speakers of the language are not eligible. 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 and Writing:** FLAS Fellowships are generally not tenable for dissertation writing. In rare cases, 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 year of language study. Prior approval must be secured from US/ED.

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

Monday, February 1, 2010, 5pm EST

All application materials must be received by the appropriate Area Studies Center by the deadline. Late applications will not be accepted.

It is the applicant's responsibility to ensure that all application materials arrive at the appropriate Center by the deadline. If you are concerned about the receipt of your application materials, please contact the Center by electronic mail at the contact email address listed below. Telephone inquiries regarding the status of your application will not be accepted.

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. Centers will not give out results of the competition over the telephone in response to inquiries, so 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 during the term of the fellowship:

- **Registration:** Academic Year FLAS Fellowship recipients must be registered full time (at least 8 credit hours) during the fall and winter terms.
- **Course Selection:** 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 fall and winter terms. Specific instructions will be given by the area studies center with the award letter.
- **Deferral:** 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. Generally, students are not allowed to hold concurrent appointments as GSI/GSRA/GSSA. Prior approval from the Area Studies Center must be obtained for any work.
- **Proficiency Testing:** FLAS Fellowship recipients must complete any language proficiency testing 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-graduation Surveys:** FLAS Fellowship recipients are required to complete a survey regarding their career paths for a period of time following graduation in accordance with US/ED requirements.

Application Materials

All applicants must complete the Online FLAS Application, located on the International Institute website at www.ii.umich.edu/funding/gradstud/flas/.

Supporting materials that are required with the application depends 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 Center MA Students:** Students who are applying for admission to the following Master of Arts programs for Fall 2010: Asian Studies: China (Chinese Studies), Asian Studies: Japan (Japanese Studies), Middle Eastern and North African Studies, Russian and East European Studies, South Asian Studies, and Southeast Asian Studies, including dual/joint degree applicants and students who deferred admission to one of these programs and intend to matriculate in Fall 2010.
- **Incoming Students to Other UM Graduate/Professional Programs:** Students who are currently applying for admission to all other graduate/professional degree programs for Fall 2010.

Required Materials and Instructions for Current UM Students

Required Materials:

- **Online FLAS Application**, located at www.ii.umich.edu/funding/gradstud/flas/. Please refer to further instructions on page 12 for accessing the Online FLAS Application.
- **Language Self Evaluation** (part of the online application)
- **FLAS Statement of Purpose** (upload to the online application site): Please use a 12 point font, double-spaced, and write no more than 3 pages (1000 words). Please discuss how the study of modern language and area/international studies fits into your overall academic program and career goals, and outline specific plans for your fellowship period. If you are applying for both the Academic Year AND Summer FLAS Fellowships, you do not need to write two separate statements; however, be sure to delineate clearly what you plan to do for the summer and the academic year and how each part fits into your overall academic and career goals.
- **Curriculum Vita/Resume** (upload to the online application site)
- **Current official UM transcript** (unofficial Wolverine Access printout is NOT acceptable)
- **Official transcript of all postsecondary education** (check with your department's student services office to see if they can forward by email the official transcript imaged by Rackham on WebNOW)
- **Two Academic Letters of Recommendation:** Letters of recommendation must be less than 12 months old. At least one letter should be from a UM faculty member. If your recommender is a University of Michigan faculty or staff member, the recommender will

use a web-based recommendation upload system. You will have an opportunity to send an email requesting the letter from the Online FLAS application, and the email message will contain specific instructions for the recommender. For recommenders who are not UM faculty or staff, you will find a link to a downloadable PDF recommendation form on the Online FLAS application.

- **Language Instructor Report:** Please read carefully further instructions about the Language Instructor Report on page 11. If your language evaluator is a University of Michigan faculty or staff member, the recommender will use a web-based recommendation upload system. You will have an opportunity to send an email requesting the letter from the Online FLAS application, and the email message will contain specific instructions for the language evaluator. For language evaluators who are not UM faculty or staff, you will find a link to a downloadable PDF recommendation form on the Online FLAS application.

Language/Area Center Specific Instructions:

- **Russian and East European Studies:** All applicants must submit a Fellowship Data Sheet.
- **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 it has any materials, such as your undergraduate transcripts, that can be transferred to your current file.

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. Summer FLAS Fellowships can only be used in a program approved by US/ED. If you have any concern whether your proposed program meets US/ED guidelines, please check with the appropriate Area Studies Center.

Required Materials and Instructions for Incoming Area Studies Center MA Students

Required Materials:

- **Online FLAS application**, located at www.i.umich.edu/funding/gradstud/flas/. Please refer to further instructions on page 12 for accessing the Online FLAS Application.
- **Language Self Evaluation** (part of the online application)
- **Language Instructor Report:** Please read carefully further instructions about the Language Instructor Report on page 11.

Language/Area Center Specific Instructions:

- **Chinese Studies:** If you complete the Language Evaluation Form for Chinese as a part of the Rackham admission application, you do not need to complete the Language Instructor Report.
- **Japanese Studies:** If your Japanese language instructor will complete the Language Evaluation Form as a part of the Rackham admission application, you do not need to complete the Language Instructor Report.
- **Russian & East European Studies:** All applicants must submit a Fellowship Data Sheet.
- **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.

Required Materials and Instructions for Incoming Students in Other UM Graduate/Professional Programs

Required Materials:

- **Online FLAS Application**, located at www.ii.umich.edu/funding/gradstud/flas/. Please refer to further instructions on page 12 for accessing the Online FLAS Application.
- **FLAS Statement of Purpose** (upload to the online application site): Please use a 12 point font, double-spaced, and write no more than 3 pages (1000 words). Please discuss how the study of modern language and area/international studies fits into your overall academic program and career goals, and specific plans for your fellowship period. If you are applying for both the Academic Year AND Summer FLAS Fellowships, you do not need to write two separate statements; however, be sure to delineate clearly what you plan to do for the summer and the academic year and how each part fits into your overall academic and career goals.
- **Language Self Evaluation** (part of the online application)
- **Language Instructor Report:** Please read carefully further instructions about the Language Instructor Report on page 11.
- A copy of your **complete admission application** to the graduate/professional program: 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.

Language/Area Center Specific Instructions:

- **Russian & East European Studies:** All applicants must submit a Fellowship Data Sheet.

- **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.

Further Information on the Language Instructor Report

If you have previously studied the language for which you are applying, the Language Instructor Report should be completed by your 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 Report for language(s) you have studied. The purpose of the Language Instructor Report 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 have any difficulty obtaining a Language Instructor Report, please contact the Area Studies Center to discuss your situation.

Application Submission

Any application materials that cannot be submitted through the Online FLAS Application site may be delivered in person, by US mail, or by delivery service to the appropriate Area Studies Center. Please consult the Area Studies Center Contact Information on page 14 for the appropriate address. Students applying from overseas may fax or email their supplementary materials to the appropriate Center.

Official transcripts must be sent directly from the issuing institution 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. Printouts and electronic copies of official transcripts verified by Rackham (stamped Rackham Official Document and imaged into WebNOW) are acceptable.

Applicants should keep in mind that the letters of recommendation and the Language Instructor Report must **arrive** at the appropriate Area Studies Center 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 Report 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 Report sent by fax or electronic mail must be sent directly to the Area Studies Center by the recommender.

Instructions for Applicants for Multiple Languages and/or Area Studies Centers

Students who are applying for more than one language offered by the same Area Studies Center complete one set of application materials. Please contact the Center for instructions on submitting a language instructor report for your second language.

Students who are applying to two or more Area Studies Centers for the same language offered by multiple centers or for different languages offered by different centers will complete the Online FLAS Application process for the first choice language/Area Studies Center. After completing the Online Application, the student should email the second Area Studies Center notifying their intent to apply to the second center and ask for instructions on how to complete the second application. A second FLAS Statement of Purpose and the appropriate Language Instructor Report are required. The second Area Studies Center may require additional materials.

Instructions for Accessing the Online FLAS Application

The Online FLAS Application is located on the International Institute website at www.ii.umich.edu/funding/gradstud/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 have access to your application materials. Once you submit your online application, it is transmitted securely to the appropriate Area Studies Center.

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 accidentally click the Submit button and need to have your application unlocked, please contact the appropriate Area Studies Center 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 username and Kerberos password to access the Online FLAS Application. Incoming students who are/were students or staff at UM and have a valid username may also use it to access the Online FLAS Application.

All other applicants who do not have a username must obtain a Friend Account to access the Online FLAS Application. The user name for your Friend Account is your email address. If you forget your Friend Account password, you can reset it by going to the following webpage and following the instructions there: <https://friend.weblogin.umich.edu/friend/account/>.

Creating a Friend Account

Students who have already submitted an application to a Rackham graduate program should have received an email from the Rackham admissions staff with instructions on how to obtain a Friend Account. This email message is typically sent about 48 hours after Rackham receives your application for admission. Students who are still working on their admission application may obtain a Friend Account by using the “Need a Login? Create one” link on the bottom left of the login page. Step by step instructions on how to obtain a Friend Account can also be found at www.itd.umich.edu/itcsdocs/s4316/.

Area Studies Center Contact Information

Area Studies Center Contact Person	Mailing Address	Phone Fax Email
African Studies (ASC) Sandie Schulze	Suite 2622 1080 S. University Ave. Ann Arbor, MI 48109-1106	734.615.9565 734.763.9154 asc-contact@umich.edu
Chinese Studies (CCS) Carol Stepanchuk	Suite 4668 1080 S. University Ave. Ann Arbor, MI 48109-1106	734.764.6308 734.764.5540 chinese.studies@umich.edu
International and Comparative Studies (CICS) Shannon Bellefleur	Suite 3661 1080 S. University Ave. Ann Arbor, MI 48109-1106	734.764.2268 734.647.8120 cics@umich.edu
Japanese Studies (CJS) Ann Takata	Suite 4640 1080 S. University Ave. Ann Arbor, MI 48109-1106	734.764.6307 734.936.2948 cjsadmissions@umich.edu
Korean Studies (CKS) Jiyoung Lee	Suite 4663 1080 S. University Ave. Ann Arbor, MI 48109-1106	734.764.1825 734.764.2252 cks.info@umich.edu
Latin American & Caribbean Studies (LACS) Stephanie Davis	Suite 3624 1080 S. University Ave. Ann Arbor, MI 48109-1106	734.763.0553 734.615.8880 lacs.office@umich.edu
Middle Eastern & North African Studies (CMENAS) Susan Barrera	Suite 2607 1080 S. University Ave. Ann Arbor, MI 48109-1106	734.764.0350 734.764.8523 cmenas@umich.edu
Russian & East European Studies (CREES) Julie Claus	Suite 3668 1080 S. University Ave. Ann Arbor, MI 48109-1106	734.764.0351 734.763.4765 crees.fellowships@umich.edu
South Asian Studies (CSAS) Nancy Becker	Suite 3603 1080 S. University Ave. Ann Arbor, MI 48109-1106	734.647.8216 734.936.0996 csas-flas@umich.edu
Southeast Asian Studies (CSEAS) Gigi Bosch Gates	Suite 3603 1080 S. University Ave. Ann Arbor, MI 48109-1106	734.764.0352 734.936.0996 cseas.flas@umich.edu