



ExxonMobil Russian Scholars Program

Instructions for Completing the Graduate University Application

Read all instructions carefully before completing the application

STEP 1: Learn requirements for submitting an application

Before you begin this application, visit the scholarship web site at: www.iie.org/exxonmobilscholars_russia

STEP 2: Record user ID and password in a safe place

Your email address is your user ID. When you create an account for this on-line application, you must identify a password. Keep this information in a safe place. You can log in and out of the application as frequently as you like; however, you must have your user ID and password. While you cannot change your User ID, if necessary, you can change your password by clicking on “Update My Account” at the top of the Home page of this application.

STEP 3: Complete the application

You do not need to complete this application at one sitting. You can re-enter at anytime and edit your application. But remember that once you submit your application, you can NO longer make changes to it.

All forms in this application are to be completed in English. Items must be answered completely and carefully. Some helpful “tips”:

- Avoid using all capital letters when answering items, e.g., name, address, etc. It is better to use upper and lower case, e.g. Ron Smith.
- You can copy and paste information into all text boxes.
- In the text boxes, you **must limit your responses to the space provided**. Information that exceeds the space provided will **not** display or print. If what you have typed or copied exceeds the size of the box, you must edit it.
- You can review each page of the application in its PDF format by clicking on the **Preview** button on the upper right-hand corner. Be sure to review so that you can make sure all of your text is viewable.
- Closing out of the PDF view will bring you back to your application.
- You will create a ‘study objective’ essay on page 4 and a ‘personal statement’ essay on page 5. On the essay pages text entered that exceeds the space provided **will display** and print. However, it is recommended that you try to keep your essays to one page when possible.
- On page 6, please post a professional resume or curriculum vitae.
- You have several ways in which you can create your essays and resume.
 - You can compose your essay on-line. Please note, there is a 40-minute ‘time out’ function. In other words, you will need to either complete your essay in 40 minutes or periodically save your essay. You will not be able to customize the formatting of your essay.
 - You can copy and paste text from another document and edit online. Again, you will have a 40-minute “time-out” function. You will not be able to customize the formatting.
 - You can upload text from another document. This is the only option where you will be able to have special formatting, e.g. bold, underline, headers, double-spacing, etc. While you cannot edit an uploaded document on-line, you can delete your upload, make your corrections in your document off-line, and upload again.

- You must leave a 1½ inch (4 cm) top margin on every page of your uploaded essays to allow space for the header that will appear on the print version of your application.
- Please click the PREVIEW button on the essay pages to review how your essay. **You must use the “Back” browser button to return to your essay.** Closing out of this view will exit you from your application.
- Some questions are ‘required.’ In other words, you will not be able to complete and submit your application until all required items are completed. When you click on the **Application Inspector** button on the Home page, your application will be checked for completeness. You will be prompted to enter any missing information on required questions.

Often specific instructions for completing a question or item are provided in the application itself. Please read all instructions carefully. In addition, please review the following important information.

Item 1—Name: It is very important that you list your name exactly as it appears (or will appear) on your passport. Please use upper and lower case when entering in your name, e.g. Ron Smith. Avoid using all capital letters or using all lower case. Also do not use diacritical markings as this can sometimes create computer-related problems.

Item 11—Degree Objective: Select Masters from the drop down menu of choices.

Item 12—Field of Study: Select the best description for your field of study from the drop down menu of choices. In the text box provided, describe as accurately as possible the area in which you plan to specialize. The list of geoscience fields of study are listed on page 5.

Item 14—Institutions Attended: Please list all post-secondary institutions attended in reverse order (putting the most recently attended first). List all post-secondary institutions attended even those from which you did not achieve a degree.

Item 21—Current Position: Please select from the drop down menu the position title which best describes the activity in which you are currently (or most recently) involved.

Item 28—Study/Research Objective: The study/research objective description that you provide is an essential and highly important part of your application. You should take great care to write a clear and very detailed description of the program you want to pursue. Clearly identify the area(s) within your field of study in which you want to specialize or concentrate. If there is specific research that you want to accomplish, please describe. Review your essay by clicking on the **Preview button**.

Item 29—Personal Statement: The personal statement is a narrative statement in which you can include information about your education, practical experience, special interests, career plans, and your purpose in applying for study. Review your essay by clicking on the **Preview button**.

Item 30—Resume/Curriculum Vitae: Post a professional resume or curriculum vitae on this page.

Page 7—University Transcripts: You can either e-mail your transcripts to exxonmobilscholars_russia@iie.org or you can electronically scan copies of your university transcripts (Russian and official English translation) and then attach them to this online application by uploading them on page 7. Detailed instructions for uploading scanned documents are located on page 7 of the application.

- Keep in mind that if you are selected as a recipient of this scholarship, official, complete and certified academic documents covering the entire period of study at universities must be submitted. See Step 8 below for further information.

Page 9:—Universities and colleges that you hope to attend: If you have applied to a post-secondary institution in the U.S. /U.K within the past two years, please list the programs and the results. If not, please leave this blank

STEP 4: Print supplemental forms (Please note, not all forms are required at this time)

On the home page of your application, you will see a ‘Supplemental Forms’ button in the column on the left-side of the screen. Any required supplemental forms will be listed here with a link to the form itself. It is a good idea to print all supplemental forms prior to submitting your application electronically. However, even after submitting your application you will be able to access these forms.

- **Letter of Reference/Recommendation:** You must have **three** letters of reference (or recommendation) submitted on your behalf. Letters of reference are extremely important. All letters of reference should be written by teachers under whom you have studied or pursued research or by someone who has supervised you in work related to your proposed field of study. Letters of reference should not be written by persons related to you either by blood or marriage or by personal friends. At least two academic related letters should be included among the letters. The letters should be written in English if possible. If not, an official English translation as well as

the Russian version of the recommendation should be sent. Your recommenders have three ways in which they can submit their letters.

- You can print out the Letter of Reference form and forward to your recommenders who will then complete the forms and e-mail them to exxonmobilscholars_russia@iee.org
- Your recommenders can complete the forms online and submit electronically. You must click on the **Recommendation** button on the Home page of this application to register your recommenders.
- They can choose not to use the recommendation form and write a recommendation letter. This should be on official letter head and e-mailed to exxonmobilscholars_russia@iee.org

- a. **Signature Form:** Is not required at this time of the application process
- b. **Transcript Release Form:** If you studied in the U.S. or Canada, the Institute of International Education can request 'official' transcripts on your behalf. However, you must complete this Transcript Release Form and e-mail to exxonmobilscholars_russia@iee.org

STEP 5: Application inspector

Before you can submit your application electronically, your application will be reviewed for completeness. If there is missing data, you will be prompted to correct. Just follow the instructions.

STEP 6: Review and print your application

Review a PDF version of your application and print a copy for your records.

STEP 7: Submit your application

After completing this application and thoroughly reviewing it, you will submit it electronically to the IIE Program Office. *Please note*, it is very important that you identified the correct Program to which you are applying in the preliminary questions. If you entered the wrong Program when you answered the preliminary questions, you must correct this prior to submitting your application. You can correct this question by clicking on the **'update my answers to preliminary questions'** link on the upper-right hand corner of the Home page.

Note carefully, after submitting your application electronically, you will be able to access it in a viewable PDF format as well as be able to access supplemental forms. You will be able to print these documents. However, you will not be able to make changes to your application. If you need to make changes to a submitted application, e-mail exxonmobilscholars_russia@iee.org with your name exactly as it appears on your application.

STEP 8: Supporting documentation needed to complete your application

Your application is not considered complete for review until the ExxonMobil Russian Scholars team receives all your supporting documentation. The ExxonMobil Russian Scholars Team will inform you of any additional documentation that is needed, but at a minimum, you can expect that the following documents will be needed:

- Three letters of reference/ recommendation
- Official academic transcripts
- TOEFL/IELTS test scores (If available)
- GRE test scores(if available)
- Both essays
- CV or resume

- a. **Academic transcripts:** Applicants must submit official, complete and certified academic documents covering the entire period of study at university. These documents must consist of:

- b. **Standardized tests:**

1. Tests of English Language Proficiency—a measure of your English language proficiency is an admissions. The two most commonly accepted exams are:

- **IELTS** (International English Language Testing System): This exam is jointly managed by the University of Cambridge ESOL Examinations, British Council, and IDP: IELTS Australia. For further information, go to www.ielts.org
- **TOEFL** (Test of English as a Foreign Language): This exam is administered by the Educational Testing Service. For further information, go to www.toefl.org

2. **GRE** (Graduate Records Examination): The GRE is required by U.S. graduate schools and/or departments for candidates in most fields other than Business Administration and Law. GRE exams are administered by the Educational Testing Service. You are required to take the general GRE. For further information on all GRE exams, go to www.gre.org

IMPORTANT

Note carefully, to have any of your scores reported directly to the Institute of International Education (IIE). You must indicate the IIE institutional code on the registration forms and/or the forms provided at the time you take the exam.

For all *TOEFL* and *GRE* exams please indicate **CODE: 2326**.