FULBRIGHT APPLICATION TIMELINE & CHECKLIST 2016-2017

UI Campus Deadline: Tuesday, September 1, 2015
Priority Deadline (optional): Wednesday, July 1, 2015

JANUARY:
- ☐ Attend the Fulbright Intensive Workshop on Friday, January 30, 9:00 a.m.-12:00 p.m. in 2520 (2nd floor) University Capitol Centre
- ☐ Look through resources on the UI Fulbright website and the Fulbright online website; take the Fulbright Tutorials, watch webinars and YouTube videos, read Alumni Ambassador profiles and blogs

FEBRUARY:
- ☐ Make initial appointment with UI Fulbright Program Advisor, Karen Wachsmuth, to discuss your ideas
- ☐ Begin identifying a country that fits your qualifications and interests by searching the Countries tab on the Fulbright website: http://us.fulbrightonline.org/
- ☐ Identify UI faculty with in-country contacts: http://international.uiowa.edu/funding/ui-faculty-international-research-connections
- ☐ Begin to identify a possible Host Affiliation in your country of choice (Study/Research only)
- ☐ Contact Alumni Ambassadors on the Fulbright online site for more information about your proposed project and country
- ☐ Contact UI Reference Area Librarian for assistance in country/area research: http://www.lib.uiowa.edu/collections/selectors/
- ☐ Look at sample Fulbright essays on the UI grants website
- ☐ Attend small-group writing sessions on grant proposals and personal statements
- ☐ Meet with a designated UI Faculty Fulbright Mentor for general guidance

MARCH:
March 31: Opening of the 2016-7 Fulbright competition: details are officially announced.
- ☐ See the Fulbright online website for new competition information
- ☐ Find a faculty member to serve as your Fulbright mentor and request assistance in writing
- ☐ Meet with your advisor in order to give him/her the UI Faculty Mentor letter (you will get this letter from Karen Wachsmuth during your initial appointment) and discuss it in person
- ☐ Begin drafting grant proposal or summary to send to potential international host affiliation(s) (Study/Research only)
- ☐ Make formal contact such as email correspondence with your international affiliation(s) in order to receive preliminary confirmation (Study/Research only)

APRIL:
- ☐ *Make follow-up appointment with UI Fulbright Program Advisor, Karen Wachsmuth, to officially begin your application
- ☐ *Schedule initial in-person meeting with an assigned Fulbright Faculty Mentor
- ☐ *April 3, UI Fulbright Day: Attend official Fulbright Program representative information session, international roundtable lunch, and related events (see website for details)
*Attend group sessions to begin your Embark online application (times TBA)

Formally request faculty (or other) recommendations **in writing** before faculty leave for the summer (*3 recommendations are required*)

Start preliminary drafts of essays (a minimum of 5-10 drafts is highly recommended over the course of the application period!)

Send preliminary drafts to: Karen Wachsmuth, assigned mentor, and faculty advisor

Contact appropriate Foreign Language Evaluator(s) in the Division of World Languages, Literatures, and Cultures to set up a meeting for language evaluation: [http://international.uiowa.edu/funding/foreign-language-resources](http://international.uiowa.edu/funding/foreign-language-resources) (*Please note: foreign language evaluations may not be necessary, depending on country and type of grant*)

**MAY:**
- Attend group sessions for beginning Embark online application form
- Request transcripts from Registrar with spring grades (mid-late May)

**JUNE:**
- Continue essay drafting
- Request all transcripts (mandatory for every institution attended from which a degree was granted)

**JULY:**

**July 1: Priority candidate applications due (optional)**
- Attend July on-campus essay workshop if possible or submit essays via email (see website for details)
- Continue essay drafting

**AUGUST:**
- Secure faculty and other recommendations
- Finalize affiliation letter (**Study/Research only**)
- Schedule foreign language evaluations if needed
- Continue essay revisions
- Make an appointment with Karen for preliminary application check
- Request a meeting time for in-person final submission before submission deadline to Karen via email
- Request transcripts from Registrar with summer grades (if applicable)

**SEPTEMBER:**
- **September 1: UI campus submission deadline of complete application (including all materials) (In-person or Skype)**
- Attend mock interviews to prepare for Fulbright Faculty Committee interviews (**optional**)
- Prepare for Fulbright Faculty Committee Interviews (mid-September)
- Revise application after receiving faculty feedback
- Submit final application in late September (Revisions Deadline: September 25)