FULBRIGHT APPLICATION TIMELINE & CHECKLIST 2016

(Please bring this checklist to every appointment)
UI Campus Deadline: September 7, 2016
Priority Deadline: July 1, 2016

JANUARY:
☐ Attend the Fulbright Intensive Workshop on Friday, January 29, 8:45 a.m.-12:00 p.m. in 2520 University Capitol Centre.

FEBRUARY:
☐ Make an initial appointment with UI Fulbright Program Advisor, Karen Wachsmuth, to discuss your ideas
☐ Meet with a designated UI Faculty Fulbright Mentor for general guidance (See List of Mentors with contact info and office hours)
☐ Begin identifying a country that fits your qualifications and interests by searching the Countries tab on the Fulbright website: http://us.fulbrightonline.org/
☐ Look at sample Fulbright essays on the UI grants website
☐ 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)
☐ Attend Fulbright Writing Workshop Group, Tuesday afternoons, 1124 UCC

MARCH:
☐ Find a faculty member to serve as your Fulbright mentor and request assistance in writing
☐ Meet with your advisor in order to give him or 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)
☐ March 31: Fulbright 2017-18 competition is officially announced. See website for new competition information

APRIL:
☐ Start preliminary drafts of essays (a minimum of 10-15 drafts is highly recommended over course of application period!) and send preliminary drafts to Karen Wachsmuth and other readers
☐ Formally request faculty (or other) recommendations in writing before faculty leave for the summer (3 recommendations are required)
☐ Review information regarding foreign language evaluations and formally make arrangements for a Foreign Language Evaluation with a faculty member (if needed)--contact appropriate evaluator in the Division of World Languages: http://international.uiowa.edu/funding/foreign-language-resources (Foreign language evaluations may not be necessary, depending on country and type of grant)
☐ Start working on Embark online application
MAY:
- Finish writing a first draft of both essays at May 6th writing workshop
- Attend May 10 Fulbright candidates workshop for progress check and to start Embark application

JUNE:
- Continue essay drafting—join other UI applicants and Karen to work together in a summer essay group!
- Request all official transcripts (mandatory for every institution attended—see website for specifics)

JULY:
July 1: Priority candidate application deadline: for students who have completed at least a first draft of their entire Embark application (except for: transcripts, language recommendations, and creative arts portfolios)
- Priority applicants will submit their entire Embark application electronically with draft essays for review
- Priority applicants will ask to have recommendations sent directly to Karen Wachsmuth for review (candidates should not be viewing these letters)
- ETA applicants must specify that their recommenders use the ETA Form (no letters will be accepted)
- 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 a submission appointment with Karen during first week of September

SEPTEMBER:
September 7: UI Campus submission deadline of complete application (including all materials)
- Submit your application on or before Sept. 7 in person in International Programs
- Continue essay revisions
- Prepare for Fulbright Mock Interviews (Sept. 14-16)
- Prepare for Fulbright Faculty Interviews (Sept. 19-23)
- Revise application (if needed) after receiving faculty feedback
- Final submission of application: September 29