FULBRIGHT CHECKLIST FOR
ENGLISH TEACHING ASSISTANTSHP (ETA)

“The MARCH to Fulbright”

MARCH Mentor (Faculty) Identification and Contact
☐ Make initial appointment with UI Fulbright Program Advisor
☐ Look at sample Fulbright essays
☐ Identify possible country site
☐ Identify possible UI faculty mentor or outside mentor with in-country contacts
   Request mentor assistance in writing

Notes: ____________________________

APRIL Language Evaluations (if needed*): Decide when you would prefer to be evaluated
*ETAs may not need language evaluation depending on country.

UI Language Evaluation Week
   Option 1: April 22-26
   Option 2: September 3-6

Division of World Languages, Literatures and Cultures professors are available by appointment for Fulbright (and other) language evaluations—contact the individual department for information
☐ Make an appointment
   Professor: ____________________________
   Language: ____________________________
   Date/Time: ____________________________
   Location: ____________________________
   Notes: ____________________________

MAY Windows to Opportunity: Fulbright Competition officially opens May 1st
☐ Attend May campus workshop (see website for dates)
☐ Formally request faculty recommendations in writing (before faculty leave for the summer) (3 recommendations are required for the application)
   Important: Indicate to faculty that recommendations are due by the UI internal competition deadline (this is different from the October national Fulbright deadline)
   Faculty Name: ____________________________
   Faculty Department: ____________________________
   Date Mailed: ____________________________
   ☐ Begin electronic application on the Fulbright Embark system (open an account, print out entire application, review all application components carefully)

Notes: ____________________________

JUNE Essay drafting
☐ Send preliminary drafts to Campus Fulbright Program Advisor
   Date Sent: ____________________________
   Notes: ____________________________

JULY Essay revision begins
☐ Send revised drafts to Campus Fulbright Program Advisor
☐ Attend July essay workshop on campus if possible (see website for dates)
AUGUST  

Application wind-up

☐ Secure faculty and other recommendations
☐ Transcript requests (for every institution attended)
  *Transcript requests may take at least a month to process during the summer
☐ Essay final revision continues

Notes: ____________________________________________________________
_________________________________________________________________
_________________________________________________________________

SEPTEMBER  

Week of September 3-6:

☐ Make an appointment with Karen during week of September 3-6 for preliminary application check
☐ Send email to Karen Wachsmuth requesting a meeting time on September 13 for submission (MANDATORY FOR ALL APPLICANTS)
  • Schedule Language Evaluation(s) if necessary: UI Language Evaluation Week, Sept. 3-6
  • Check with all recommenders to make sure they have submitted recommendations by September 6
  • Check with language evaluators to make sure they have submitted evaluations by September 6

Meeting Date: Friday, September 13, 2013
Meeting Time: _____________________________________________________

Submission Deadline for all UI applicants:

September 13, 2013

☐ Submit Application Electronically
☐ Attend meeting with Karen
☐ Submit hard copy of application IN PERSON

You will be assigned an interview time upon submission of your application
  ☐ Fulbright Faculty Committee Interviews late Sept.–early Oct.

Interview Date: _____________________________________________________
Interview Time: _____________________________________________________
Notes: ____________________________________________________________