FULBRIGHT APPLICATION TIMELINE & CHECKLIST 2017

(Please use this checklist and bring to every IP advising appointment)

UI Campus Deadline: September 6, 2017
Priority Deadlines: July 1-22, 2017 (see below)

JANUARY:

☐ Attend the Fulbright Intensive Workshop on Friday, January 27, 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 2018-19 competition is officially announced. See Fulbright website (http://us.fulbrightonline.org/) for new competition information—look under Countries

APRIL:

☐ Week of April 3-7: Attend Fulbright Week events for information on this year’s competition offerings
☐ Formally request 3 faculty (or other) recommendations in writing before faculty leave for the summer (3 recommendations are required)
☐ Start preliminary drafts of essays and send to Karen Wachsmuth, your departmental advisor, and other readers
☐ 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:
☐ Attend May 5th writing workshop and closing reception for students and faculty

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 Fulbright website for specifics)

JULY: Priority Application Deadlines: for students seeking maximum feedback on their early application drafts, and for faculty seeking feedback on their recommendations
  July 1: Undergraduate Application Priority Deadline
  July 7: Undergraduate Recommender Priority Deadline
  July 15: Graduate Application Priority Deadline
  July 22: Graduate Recommender Priority Deadline

AUGUST:
☐ Request that faculty and other recommenders upload their recommendations to the Embark system (all 3 recommendations must be uploaded by Sept. 6)
☐ Finalize affiliation letter (Study/Research only)
☐ Upload transcripts (this can be time-consuming and require IT assistance—library staff can help)
☐ Schedule foreign language evaluations if needed
☐ Continue essay revisions

SEPTEMBER:
  September 6: UI Campus submission deadline of complete application (no exceptions) (incomplete applications will not be accepted)
  ☐ Make an appointment to submit your application in IP in person by Sept. 1
  ☐ Submit your application on or before Sept. 6 in person in International Programs
  ☐ Continue essay revisions
  ☐ Prepare for Fulbright Mock Interviews (Sept. 11 and 12)
  ☐ Prepare for Fulbright Faculty Interviews (Sept. 13-20)
  ☐ Revise application (if needed) after receiving faculty feedback
  ☐ Optional: Sign up through IP for one (1) final review meeting between Sept. 21-26
  ☐ Final submission of application: Wednesday, September 27—no exceptions

JANUARY
☐ Mid-January: notification of Semi-Finalist status: either Recommended or Non-Recommended
☐ Recommended students must contact Karen immediately about submitting official transcripts to Fulbright

MARCH-mid-APRIL (notification of Alternates promoted to Finalist continues through summer)
☐ Notification of Fulbright Finalist status: either Finalist, Alternate, or Non-Select