**SPRING BEFORE DEADLINE**

☐ **Attend a Fulbright workshop or webinar**

Attend one of the Fulbright Info Sessions to learn about the application process through Elon University. This is the first step to exploring the Fulbright application process at Elon University.

☐ **Choose your Fulbright grant**

Research the country summaries on the Fulbright website (<https://us.fulbrightonline.org/countries>) to ensure that you meet the qualifications and preferences for the country and grant. You can only apply to one country and type of grant per application cycle. If you have narrowed it down to 2-3 grants and need help weighing your options, we are happy to advise you.

☐ **Submit intent to apply materials by the JUNE 1 deadline**

E-mail your intent to apply form, signed waiver, unofficial transcript, and current resume to fellowships@elon.edu. You can access the form and waiver on [the Fulbright page of the NIFO website](https://www.elon.edu/u/academics/national-and-international-fellowships/fulbright-internal-application-process/).

**SUMMER BEFORE DEADLINE**

☐ **Establish an affiliation *\*Study/Research awards only\****

If you are applying for a Study/Research award, you will need to obtain an affiliation letter from an institution or individual in the host country. This is not something that you can obtain in the last minute. Contact your potential affiliate to see if they would be willing to write a brief letter stating that they are familiar with your proposal, support your project, and are willing to serve as a resource if you receive the grant. This letter must be signed and printed on letterhead. Asking your affiliate to scan and email the letter is most efficient.

☐ **Request Letters of Recommendation**

By mid-August you should request three letters of recommendation. We recommend that you confer with our office about what combination of letters might work best. If you are an undergraduate, we suggest having at least two letters from faculty members who know you well. The third letter can come from another faculty member or from someone who knows you in a capacity relevant to your grant (i.e. an internship supervisor, an employer, an Elon staff member who has worked with you on an extracurricular endeavor, etc.). It is helpful to have one or more letters speak to your cross-cultural adaptability. [**Please direct your recommendation writers here for information on writing letters of recommendation for Fulbright**](https://www.elon.edu/u/academics/national-and-international-fellowships/fulbright-internal-application-process/#recommendation-resources)**. You can also refer to the “**[**Etiquette for requesting letters of recommendation**](http://www.elon.edu/u/academics/national-and-international-fellowships/wp-content/uploads/sites/447/2017/07/Requesting-Letters-of-Rec-Handout.pdf)**” handout for guidelines and tips!**

**\*\*Language evaluation\*\*** If you are going to a country with specific language requirements, you also need to arrange to have a Language Evaluation completed by someone familiar with your language skills. If you have had a course recently, the faculty member may be able to fill this out without an interview, but if not, be sure to schedule an interview by early September to allow time for the evaluation.

Once you have secured references, enter their names and email addresses into the Fulbright online application. The system will generate emails to them with instructions for completing the recommendations online. If you are applying for an ETA grant, please let your referees know that they will need to provide short answer responses in a questionnaire form rather than write a traditional letter of recommendation!

Letters of recommendation and language evaluations are due on the internal deadline, **Monday, September 18 by 8 AM.** This is a hard deadline as the Fulbright Campus Committee will review these materials for your campus evaluation.

☐ **Contact Fulbright Alumni Ambassadors or Elon Fulbright alums**

Once you have determined your country of choice, we recommend that you conduct one or more informational interviews with former Fulbrighters from Elon or with the Fulbright Alumni Ambassadors on the Fulbright website: <http://us.fulbrightonline.org/alumni/alumni-ambassadors>. These individuals have all agreed to serve as resources for applicants. If possible, try to find a Fulbrighter who has completed a grant in your country of choice. They can provide insight into a grant in a specific country and offer tips for your application.

☐ **Begin brainstorming or outlining ideas for your essays**

We do not recommend drafting your essays before attending the Fulbright Writing Workshop, but we do encourage you to brainstorm ideas over the summer and to familiarize yourself with the essay guidelines on the Fulbright website (<https://us.fulbrightonline.org/applicants/application-components>). **You can also refer to the “**[**Writing your Fulbright Essays**](http://www.elon.edu/u/academics/national-and-international-fellowships/wp-content/uploads/sites/447/2017/07/Tips-for-Writing-Fulbright-Essays-Handout.pdf)**” handout for guidelines and tips.**

If you would like to begin drafting your essays over the summer, we are happy to share a recorded version of the writing workshop from the previous year upon request. We are also happy to provide feedback on essay drafts for those who plan ahead, but please keep in mind that our availability will be limited in July.

☐ **Create a Fulbright application via the official application portal**

While the focus of the fall conferences will be on your draft essays, it’s still important to work on completing the other aspects of the Fulbright application in the weeks leading up to the internal deadline. After this deadline, your primary advisor will review the entire application and give you final feedback comments on the application as a whole. To start a Fulbright application, visit the official Fulbright U.S. Student Program website (<https://us.fulbrightonline.org/>) >> Applicants >> Fulbright Online Application.

☐ **Attend the Fulbright Writing Workshop (Webinar) and Short Answer Writing Workshop (Webinar)**

We are holding a live webinar on **Friday, August 12** **from 3-4 PM ET** to provide an overview of the Fulbright timeline and to give you tips and suggestions on how to approach the personal statement and statement of grant purpose. The second live webinar, on **Friday, August 25 from 4-5 ET,** will provide an overview of how to approach writing short answer questions**.** You will receive information on how to access these webinars in August. **Attendance is mandatory.** If for any reason you cannot attend the webinar during the live session, contact us.

**FALL BEFORE DEADLINE**

☐ **Meet all draft deadlines**

We have many applicants each year, so it is essential that you meet all deadlines in order to apply through Elon University. You will schedule conferences with your primary advisor and meet once with your secondary advisor. If you are off-campus, email your essays as word docs and we will meet via Zoom. All drafts after the first one are due 24 hours before the scheduled conference. For e-mail attachments, please use the following naming system: LastName-Essay-Date (e.g., Cahill-PS-0902). Use PS for personal statement and GS for statement of grant purpose.

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| Fri., Aug. 11 | Fulbright Writing Workshop, 3:00-4:00 \*ALL APPLICANTS ARE REQUIRED TO ATTEND\* |
| Mon., Aug. 21 | Due: draft #1 of PS and SGP (send to primary advisor by 9 am) |
| Week of Aug. 21 | Conference with primary advisor |
| Friday, Aug. 25 | Short Answer Writing Workshop, 4:00-5:00 \*ALL APPLICANTS ARE REQUIRED TO ATTEND\* |
| Week of Aug. 28 | Conference with primary advisor. Due: draft #2 of PS and SGP & draft of short answer questions |
| Week of Sept. 4 | Conference with secondary advisor AND Fulbright committee members. Due: draft #3 of PS and SGP. |
| Week of Sept. 11 | Conference with primary advisor. Due: Draft #4 of PS and SGP and short answers. Prepare for Fulbright interview. |
| Monday, Sept. 18 | Internal deadline for final application (submit entire application via the application portal by 8am); note: this is the FINAL deadline for letter writers) |
| Wed. Sept. 20 –  Fri. Sept. 29 | Evaluative interviews with Fulbright Campus Committee (final revisions based on committee feedback due one week after your interview) |
| Fri., Oct. 6 | Final deadline for online submission (submit through the official application portal) |
| Tue., Oct. 10 | Fulbright “I Hit Submit” Celebration |
| January | Notifications emailed to Fulbright Semi-Finalists**r**ecommended by the National Screening Committee |
| March-April | Notifications emailed to Fulbright Finalists who are offered a grant; press release on Fulbright Students who have accepted awards |

☐ **Upload Official Transcript to Application**

Once you submit your waiver and summer grades are reported, our office will order official transcripts for you free of charge. We will email these to you by mid-September so that you can upload them to your online application.

☐ **Practice for Fulbright Interview**

The Student Professional Development Center offers mock interviews. You can call their office at 336-278-6538 and ask to book a one-hour Fulbright mock interview with one of the career advisors.  Additionally, the office offers a virtual interview through the [Big Interview](https://elon.biginterview.com/) tool on their website, where you can record your answers and play them back.

☐ **Interview on Campus with Fulbright Campus Committee**

Each candidate will interview with a panel of approximately three individuals from the Fulbright Campus Committee in late September or early October. We will inform you of your interview time in mid-September. Alumni and students studying abroad may interview via Skype. The interview will be 20 minutes long and will focus on your qualifications to complete your proposed project abroad. If your fellowship has a language requirement, then 5 minutes of the interview will be conducted in the host country language. The NIFO advisors will summarize the feedback from the committee in the Campus Committee Evaluation form, which includes short-answer responses to specific questions indicating how well the candidate meets the award criteria. This evaluation will be included as one component of your Fulbright application.

Note: Because the Fulbright U.S. Student Program is so expansive, they rely on universities to interview and evaluate their applicants. Occasionally certain Fulbright grants will request Skype interviews for recommended candidates, but in most cases this is your onlyFulbright interview.

☐ **Submit your Fulbright application**

Each application will be evaluated first by U.S. Fulbright committees, often comprised of academics with relevant disciplinary or regional expertise. These committees will select a list of recommended candidates, and those decisions will be announced at the end of January. If your application is recommended then it will be forwarded to a committee in your host country for review. These committees are typically made up of diplomats, government officials, academics, and friends of Fulbright. Final award notifications from each country are sent throughout the spring, typically from the months of March to May.