



Fulbright Checklist

As the Fulbright national deadline approaches, we hope you are feeling confident about starting and finishing your application. Below are a few last minute reminders that should help you get on track with everything. **Reach out to us (sheena@uic.edu and bpowers@uic.edu) if you have any questions.**

REMEMBER: Fulbright Workshop Session, Information about funded opportunities to pursue research or teach English abroad. A Fulbright representative will offer insight and answer questions.

Weds, 9/3 at 3PM, 1501 UH

More information is available here:

<http://www.uic.edu/depts/oa/ssp/Fulbright%20Workshop%20Flyer.pdf>

Timeline:

- 12 September: Internal UIC Deadline
- 16 – 19 September: Receive feedback from OSSP
- 26 September: Deadline to re-submit drafts of your application
- 3 October: On-Campus Evaluation
- 3 – 14 October: Crunch time: time to finalize your application

The official deadline for all applicants will be 5:00 p.m. Eastern time on October 14, 2014.

January : Find out if the US Fulbright Selection Committee has forwarded your application to your proposed country

March – June: Find out whether you've been awarded a Fulbright Fellowship!

Checklist

Starting the Application

- Contact your Fulbright Program Adviser (ETA= Sheena Miller, Research Grant= Beth Powers)
- Carefully review the program summary for the country to which you are applying.
- *For ETA Applicants.* Draft a **Statement of Grant Purpose** that details your interest in teaching English. Describe what you will bring to the classroom and indicate why you have chosen to apply to this particular country. Get advice here:
<http://us.fulbrightonline.org/applicants/application-components/eta>
- *For Full Grant Applicants.* Draft a **Statement of Grant Purpose** that details your proposed research. Get tips here: <http://us.fulbrightonline.org/applicants/application-tips/academic>
- Draft a **Personal Statement** that provides the screening committee members with a fuller picture of who and what has motivated you to pursue this Fulbright opportunity.

- Consult with professors and/or colleagues with background in the country to which you are applying or professionals in the English/TESOL fields.
- Solicit critiques on the draft Statement of Grant Purpose from professors, advisers, mentors, colleagues, the Writing Center, etc., and make revisions as appropriate.
- *For ETA Applicants.* Contact 3 individuals to complete the **reference forms** for the English Teaching Assistant Program grant. These individuals should be those who can best speak to your ability to succeed in assistant-teaching English to non-native speakers. You should provide a copy of the Statement of Grant Purpose to each individual completing a reference form.
- *For Full Grant Applicants.* Contact 3 individuals to write the **reference letters**. These individuals should be those who can best speak to your ability to carry out the project being proposed. You should provide a copy of your Statement of Grant Purpose to each reference writer.
- *For candidates submitting **Foreign Language Evaluations:*** Contact the professor or other professional foreign language instructor who will complete the Foreign Language Evaluation form for the application. **If you require an evaluation contact OSSP for guidance and to make sure your evaluator is appropriate.**
- Obtain **transcripts** from each post-secondary institution attended.

Before Submitting the Application

- Make any necessary revisions based on feedback from the Campus Interview Committee
- Make sure that all of the required fields on the Biographical Data pages have been filled in, including the Project Title and Abstract of Proposal sections.
- Check to make sure that the Statement of Grant Purpose, the Personal Statement, and the transcripts have been uploaded into the correct sections of the application.
- Confirm that recommenders and language evaluators have submitted their documents.
- Preview the complete application in the Embark system.
- Print a copy of the application for your records.

Summary

- Completion of online Biographical Data pages
- Submission of PERSONAL STATEMENT and STATEMENT of GRANT PURPOSE
- Three letters of recommendations (ETAs will have individuals complete the reference form provided by Fulbright; Full Grant applicants should have individuals write reference letters)
- Transcripts from each post-secondary institution attended
- Language evaluation form (only as required by country)

For 12 September 2014: Remember that to submit your application to OSSP, you will need to click SUBMIT within the Embark application. This will NOT send your materials to Fulbright, don't worry! Rather it will send them to us so that we can print your application out. After that we will click UNSUBMIT and return your application to you.