

Timeline for Students Interested in Applying for Fulbright

**students typically start the process in April of their junior year, continuing over the summer and into senior year. If awarded the Fulbright, students usually begin the program in the fall after graduation.*

April—Attend one Fulbright information session (two sessions to be scheduled--TBD). At the information session, you will watch a PowerPoint presentation about the Fulbright, you will have the chance to ask questions about the program, and you will hear from a faculty member familiar with the Fulbright program and process.

May—Receive a Fulbright information booklet and samples of past successful Fulbright proposals. The Fulbright booklets typically become available each year in May and contain important information about the country options, statistics (how many students have applied for which countries previously), etc. The Fulbright campus representative will collect permanent addresses from interested students and these booklets and sample proposals will be mailed out directly to students. In the interim, use the Fulbright website (<http://us.fulbrightonline.org/home.html>) to learn about the program.

June—Begin reviewing program and country information. Determine whether you are interested in the Fulbright English Teaching Assistantship (ETA) or the Fulbright research grant, as you may apply for one or the other (*not* both). If you are interested in the ETA, review available destinations and any language/background eligibility requirements required. If you are interested in the study/research grant, start brainstorming project possibilities and any country-specific language/background eligibility requirements. Also watch out for any country-specific application requirements. For example, applicants for Spain need to submit their proposal and personal statement in Spanish as well as in English.

July—If you are applying for the study/research grant, select a UR faculty member who knows you well and/or who has experience in the field in which you are applying (business, sociology, chemistry, etc.) to serve as your mentor. Start working on a draft of your proposal and statement of purpose and submit the draft to your faculty mentor and to the Fulbright campus representative. Begin working on your affiliation—pinpoint possible affiliations and start sending out messages describing your project and goals. If you are applying for the ETA, it is not as critical to have a faculty mentor (and you don't need an affiliation), but you should also start drafting your personal statement and proposal. Submit these to the Fulbright campus representative and to a faculty mentor if you have selected one and/or possibly to the writing center for review/advice.

August—Continue to edit/fine-tune your proposal and personal statement. If you are applying for the study/research grant, work toward finalizing your affiliation. You should request your three recommendations—remember that for ETA's, the ETA Reference Form must be completed in lieu of a letterhead recommendation; for study/research grants, the letterhead recommendation is required but a Recommendation Cover Sheet must also be attached. At this point, students applying for either award should make sure to request any foreign (study abroad) transcripts or community college transcripts. Since transfer credit at Richmond reflects only the credit but not the grade, and Fulbright requires

evidence of credit, course titles, *and* grades, original transcripts are required. Contact the Fulbright representative at Richmond if you have questions about this. You may also wish to begin working on the other components of the online application (abstract, personal details, etc.) via the Fulbright EMBARK online application system. Be very careful about space limitations, as any text exceeding the space allowed will be cut off.

September—Put the final touches on your application, including final drafts of your proposal and personal statement, online application, etc. Attend any application work sessions scheduled by your Fulbright campus representative. Check in with your faculty to make certain they are working on the recommendations. If you are applying for the study/research grant, check in with the Fulbright campus representative to confirm that your affiliation letter has arrived. Affiliation letters of support must be *original* letters. Faxes, copies of letters, and emails are *not* acceptable. The University of Richmond deadline is in mid to late September. Check the OIE website for the exact date. When you are sent the calendar/availability chart, complete and return it promptly, as this chart is used to determine your availability for the campus interview.

October—In early to mid-October, you will be scheduled for an on-campus interview. Any changes that are recommended by the committee should be made promptly and a final, *signed* hard copy PDF (*not* HTML) printout should be submitted to the Fulbright campus representative. You must also submit your application online prior to the Fulbright national deadline. All files will then be passed to the Institute for International Educational Exchange (IIE), administrators of the Fulbright award, for review by the National Screening Committee.

November/December—Please be patient as your file is reviewed by the National Screening Committee.

January—All applicants will receive notification directly from Fulbright by the end of the month whether their application was sent on for Host Country Review or not. Those not selected should understand that Fulbright is increasingly competitive and that going through the process was a learning experience that may better prepare you for future endeavors.

February-early March—If you are still awaiting a final decision, please be patient. Be sure to notify your Fulbright campus representative and IIE if you have an address/phone number change, a change to your academic status, if you receive any other award/grant covering the same period as Fulbright, and/or if you receive admission to the foreign institution/affiliation (the latter is for study/research grant applicants only).

Mid-March-late June—Final award decisions are made during this time, with the bulk of recipients receiving notification by early May. If you receive a Fulbright grant, be sure to notify the Fulbright campus representative immediately, as you will usually find out before the school is notified.