Fulbright Fellowships Timeline and Checklist for Middlebury Applicants
For students applying in fall 2018 to be a 2019-20 Fulbright Scholar

For April 15, 2018 Preliminary Deadline
☐ Submit the online preliminary application with supplemental materials by 4/15. You can also apply after April but submitting early gets you feedback by June and time to both communicate with Dean Gates and prepare a strong application for September. Plan to submit this by July at the latest.
☐ Submit the Fellowships Waiver and Permissions Form.
Note: Alumni can submit the Word versions of the online forms.

By June 15, 2018
☐ Carefully read through the applicant’s section of the Fulbright website and any/all country pages you are considering. The country pages are chock full of good information!
☐ Identify the place, grant type and rough project idea for your application.
☐ Review the appropriate Fulbright application checklist for the grant you are applying for.
☐ Review Middlebury’s Fulbright Application Guidance.
☐ Review Middlebury’s Fulbright Essay Guidance and begin drafting your essays.
☐ If you haven’t already, begin communicating with potential recommenders, language evaluators and affiliates. Faculty in summer and contacts abroad may have a different response time to email than you are used to. You may need to allow several weeks to secure your letters of affiliation and/or research proposal feedback.

By July 15, 2018
☐ Create an account for the Fulbright U.S. Student Application online. Indicate you will be applying through Middlebury College (required for undergraduates). Alumni may apply through Middlebury (recommended) or At-Large.
☐ Begin filling out the application, but DO NOT submit names of recommenders unless you have already confirmed them with Dean Gates. When you enter recommender names into the Embark system, an email link is sent for uploading a letter, creating an awkward situation if you change recommenders.
☐ Check your Middlebury academic transcript to confirm the information is correct (major, etc.) and submit any necessary changes to the registrar by August 15.
☐ If you transferred to Middlebury or have courses from other schools that are relevant or don’t appear on your Middlebury transcript, obtain those transcripts for uploading into your application.

For August 15, 2018 Intent to Apply Deadline
You must submit your intent to apply materials by Aug. 15 to receive feedback from Dean Gates on your essays and Embark application, as well as a free copy of your official transcript to upload for the final Sept. 12 deadline.
☐ By 8/15, submit the below intent to apply materials by emailing them to fellowships@middlebury.edu.
   ☐ A Word version of your draft application essays and research proposal, if applicable, named [Last First Aug 15 Essays] for Dean Gates to send back to you with tracked comments. Be sure to review Middlebury’s Fulbright Essay Guidance before sending. Also, share drafts with relevant faculty or advisors who know something about the academic project and/or geographic area for feedback, especially for study/research applications. Note if your country requires essay copies in the host country language.
☐ A PDF copy of your current Embark application by printing (select the print to PDF option or print and then scan) named [Last First Aug 15 Embark].

☐ A final list of confirmed recommenders, language evaluators and affiliates, if applicable, in the body of the email (or anticipated if you haven’t already confirmed them with Dean Gates).

☐ Send requests to confirmed recommenders or evaluators for letters to be uploaded by noon on Sept. 12. Ask Middlebury faculty/staff 3-4 weeks in advance of the deadline or for recommenders from elsewhere, you may need to allow even more time. When asking for a letter, share your current draft of a research proposal or ETA statement of purpose, a current resume and the recommender guidelines from Fulbright.

☐ Confirm affiliation letters will be received in time to upload for the Sept. 12 deadline.

For September 12, 2018 Noon Final Internal Deadline

Note this is a hard deadline! No new applications will be accepted after this date. If you began an application in Embark and decide not to apply it is fine just please notify Fellowships of your decision.

☐ Review Middlebury’s Fulbright Application Guidance.

☐ Confirm with recommenders, language evaluators and requested evaluations that they will upload by noon on Sept. 12, then check in Embark that they are completed and follow up again if necessary.

☐ Complete and submit the online Embark application by Sept. 12, paying attention to the following:

☐ Essays must be polished with no grammatical or spelling errors. There will be very limited opportunities for revision after this date, generally only cases where there are observations made during the campus interview process that need attention.

☐ Upload all transcripts. Fellowships will email you a Middlebury transcript by Sept. 7 if you submitted the Aug. 15 materials. Otherwise, you will need to order your own transcripts.

☐ Upload affiliation letters (if appropriate).

☐ Performing/creative arts candidates need to submit supplemental materials.

☐ Try to submit the final application prior to the deadline to allow any errors or technical problems to be corrected. Submitting moves your application from the applicant space to the institutional space in Embark, allowing fellowships staff to see your materials, share them with faculty interviewers and eventually send on to Fulbright. Note: If there are some items missing, you must still hit the SUBMIT button by this deadline and send Fellowships an explanatory email. We can return the application to you to add materials or fix problems as necessary.

After September 12, 2018

☐ Select a time for a brief campus interview (in-person or Skype). You will be sent a link to signup online. Be 5 minutes early, neatly dressed, and prepared to talk about your application content. This interview is required for the committee to evaluate your strength as a candidate. After the interview, a committee evaluation will be added to your online application.

☐ The fellowships office will submit your final application to Fulbright prior to their Oct. 9 deadline. All pieces of the application must be complete and submitted to the Fulbright Foundation by this date—no exceptions!

☐ In January 2019, applicants will be notified if they become semi-finalists, whose applications are evaluated by the country committees. A phone or Skype interview may or may not be part of the country committee review. Fellowships will send updated transcripts to Fulbright for semi-finalist candidates.

☐ In March or April 2019, semi-finalists are notified if they are chosen to be Fulbright scholars or alternates. Fellowships will send updated transcripts for February or May graduates for degree confirmation. Most scholars begin their program in summer or fall 2019.

updated 8/3/18