**Fulbright Fellowships Timeline and Checklist for Middlebury Applicants**

For students and alumni applying in fall 2020 application cycle

**For April 15, 2020 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 fellowship advisors and prepare a strong application for September. Plan to submit this by July 1 at the very latest.

☐ Submit the **Fellowships Waiver and Permissions Form**.

Note: Alumni can submit the Word versions of the online forms. All applications and forms can be found at [http://go.middlebury.edu/fellowshipsforms](http://go.middlebury.edu/fellowshipsforms)

**By June 15, 2020**

☐ Carefully read through the applicant’s section of the Fulbright website and any/all country pages you are considering. The country pages are full of important 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 at Fulbright online at [https://us.fulbrightonline.org/applicants/application-checklists](https://us.fulbrightonline.org/applicants/application-checklists)

☐ Confirm your recommender choices with fellowships advisors.

☐ Review Middlebury’s Fulbright application guidance at [http://go.middlebury.edu/fulbrightappguidance](http://go.middlebury.edu/fulbrightappguidance)

☐ Review Middlebury’s Fulbright essay guidance at [http://go.middlebury.edu/fulbrightessayguidance](http://go.middlebury.edu/fulbrightessayguidance) and begin drafting your essays.

☐ If you haven’t already, contact 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 1, 2020**

☐ 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 online application, but **DO NOT** submit names of recommenders unless you have already confirmed them with fellowship advisors. When you enter recommender names into the online 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, 2020, Intent to Apply Deadline**

You **must** submit your intent to apply materials by Aug. 15 to receive feedback from fellowships advisors on your essays and the Fulbright online application, as well as a free copy of your official transcript to upload for the Middlebury internal deadline in September.

☐ 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 fellowship advisors to send back to you with tracked comments. Be sure to review Middlebury’s Fulbright Essay Guidance at http://go.middlebury.edu/fulbrightessayguidance 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 Fulbright online application by printing named [Last First Aug 15 Fulbright Online App].

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 fellowship advisors).

Send requests to confirm recommenders or evaluators for letters to be uploaded by noon on Sept. 14. 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. 14 deadline.

For September 14, 2020 Noon, Middlebury’s Internal Deadline

Note this is a hard deadline! Yes, this is the first day of classes! If you began an application in Fulbright’s online system and decide not to apply, please notify Fellowships of your decision. If you’re this late to the application process, talk with Dean Gates asap.

Review Middlebury’s Fulbright application guidance at http://go.middlebury.edu/fulbrightappguidance

Confirm with recommenders, language evaluators and requested evaluations that they will upload by Middlebury’s internal deadline, then check in Embark that they are completed and follow up again if necessary.

Complete and submit the online Embark application by the internal deadline, paying close 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. 9 if you submitted the Aug. 15 materials. Otherwise, you are responsible for Middlebury and all other transcripts. Unofficial transcripts are fine at this stage, but make sure they are concise and easy to read.
- Upload affiliation letters (if appropriate).
- Performing/creative arts candidates need to submit supplemental materials.

Submitting moves your application from the applicant space to the institutional space in the online system, 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 14, 2020

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 the national deadline in October. All pieces of the application must be complete and submitted to the Fulbright Foundation by this date—no exceptions!
In late January, 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, 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.

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