Here are the websites you’ll need to refer to frequently as you use this checklist:
NFP's Fulbright Study/Research Grant Page
NFP's Additional Guidelines for the Fulbright Arts/Academic Grant
http://us.fulbrightonline.org

Eligibility Checklist

Fulbright applicants must:

☐ be a U.S. citizen at the time of application. Permanent residents are not eligible.

☐ have a BA/BS/BM degree or the equivalent before the start of the grant. (Even for grants that begin in the winter or spring, i.e. Jan-March, the undergraduate degree must be conferred by the previous August.) The earliest point of application is typically the fall of your undergraduate senior year. In the creative and performing arts, four years of professional study and/or experience meets the basic eligibility requirement. You may hold a JD degree at the time of application, but not a PhD.

☐ be in good health. Grantees will be required to submit a satisfactory Medical Certificate of Health from a physician.

☐ meet all host country requirements for Fulbright Study/Research Grants, which are found under the Countries section on the Fulbright website. Please review these very carefully. They include specifications about desired qualifications (field of study, level of study, language abilities, etc.) and about dual citizenship and current/previous residence in the country.

The Timeline

April–May 2018 (initial phase):

☐ Attend a Fulbright Info Session on campus. See the NFP’s website for the schedule.

☐ Once you decide to apply for a Fulbright, contact the NFP to be added to our Fulbright SR Applicants’ Blackboard site (please indicate if you are a PhD student in your email). This site is our platform for communicating with you, disseminating materials, and collecting your drafts.

☐ Start talking to peers, faculty, and other contacts to gather ideas about what your project might be, how to find contacts in the host country, what academic programs you might look at, etc.
☐ Determine a short list of possible host countries where you can carry out your project, or if possible make an initial country choice. You may need to be strategic in your choice of country; see the “Preliminary Considerations” section of Additional Guidelines for more details.

☐ Go to the Host Country Eligibility Checklist on the Blackboard page. Download and carefully complete the PDF checklist for each potential host country to ensure that you and your project meet all the specifics and requirements (candidate profile, length and timing of academic year, previous/current residence, etc.) of the countries that interest you.

☐ Complete a brief intent form from Blackboard and upload it to the “Fulbright Intent Form” submission box in Step 1— the sooner the better, though it must be completed before June 10. The NFP advisors will then contact you for a one-on-one meeting to discuss your Fulbright application.

April–May 2018 (after you’ve decided on a country and project):

☐ Begin actively seeking a contact/affiliate institution in the host country. After determining your country choice, this is often the most time-consuming step. Get started early. See the “Letter(s) of Affiliation” section of Additional Guidelines and the Seeking an Affiliate page of our website for advice on how to find an affiliation.

Potential Affiliates:

1.

2.

3.

4.

5.

☐ Contact your three potential reference writers to secure their initial agreement to submit their recommendation by the internal campus deadline of 23 August 2018. Discuss what materials they would like to see and at what point before they write their letters of recommendation. See the “Letters of Recommendation” section of Additional Guidelines for more information.

Reference 1:

Reference 2:

Reference 3:

☐ Contact your foreign language evaluator. It may make sense to complete the language evaluation at the end of the spring semester rather than later in the summer when faculty may be off campus, unless you plan on summer study to address language gaps. See the “Language Evaluation” section of Additional Guidelines and the Fulbright website for information and forms.
Evaluator:

☐ Review the Language Self-Evaluation Form and make plans to address any language gaps, possibly with summer study.

☐ View the portfolio of previous applications in the Study Abroad Office (4B Levering, no appointment required) while still on campus.

☐ Attend a Fulbright Essay Workshop on campus or via webinar in May. **This is mandatory for all JHU Fulbright applicants.** See the NFP website for the schedule.

**June 2018:**

☐ If you haven’t done so already, finalize your country choice and continue working to identify contact/affiliate institution.

☐ Begin a draft of the statement of grant purpose (SOP). Remember to refer to your intent form, the essay workshop handout, the SOP checklist & other essay writing tools available under Step 2 in Blackboard, and the **Additional Guidelines** to help you think about some of the central questions you must address in the essay.

☐ Order PDF transcripts from all post-secondary, credit-granting institutions that you have **attended** (not only those from which you’ve graduated). Your transcripts can be **unofficial** copies. (You upload transcripts yourself directly to your online application, so working with PDFs makes this easier.)

☐ **First deadline: June 28th at 5pm**
Due to the “June 28: Statement of Grant Purpose and References Chart” submission box in Step 2 on the Fulbright SR Applicants’ Blackboard site as one continuous Word document:

1. Draft of 2-page single-spaced SOP.
2. “First deadline references” document on Blackboard. On this chart, you will provide basic information about your 3 references + foreign language evaluator (if applicable), including the date for your language evaluation.

The NFP will contact your references directly in early July with additional instructions, so **make certain that everyone you list on this chart has already agreed to write a letter of recommendation.**

**Also required for the June 28th deadline:**

☐ Register on the Embark Online Application system. At a minimum, enter your institution (“Johns Hopkins University, MD”) for question 4a (under the “Preliminary Questions” tab).

☐ **For study proposal applicants only: deadline for first draft of Personal Statement is July 5th at midnight.** Upload your personal statement to the “Essay Drafts” submission box in Step 3 on Blackboard.
July 2018:

☐ Meet one-on-one (in person or virtually) with the NFP advisors to discuss their feedback on your first deadline materials, including your references. After your references and foreign language evaluator(s) are confirmed, register them on the Embark Online Application system.

☐ Revise SOP using the feedback from the NFP provide on your drafts, resubmit each draft to the “Essay Drafts” submission box in Step 3 on Blackboard for additional feedback by the individual deadlines we set for you.

☐ Study proposal applicants continue revising the PS. Submit further drafts to the “Essay Drafts” submission box in Step 3 on Blackboard following the individual deadlines set by the NFP advisors.

☐ Research proposal applicants begin working on PS. As the NFP advisors provide feedback on your SOP, they will let you know when to upload your first personal statement to the “Essay Drafts” submission box in Step 3 on Blackboard. Submit further drafts following the individual deadlines set by the NFP advisors.

The last three checklist items are deceptively short. The core of your Fulbright application is a strong SOP and a PS that is reflective, i.e., that you spend a lot of time thinking about. Don’t overlook the importance of writing numerous drafts (5+), showing these drafts to not only the NFP advisors, but also your mentors and peers. You will be revising your essays in June, throughout July, and into August.

☐ Obtain a letter(s) of affiliation. You upload this as a PDF to the online application.

☐ Work on two of the short answer questions on the Embark online application: 29 (Host Country Engagement) and 32 (Plans upon Return to US). When you have firm drafts, upload them in a Word document to the "Short Answers & Final Edits" submission box in Step 4 on Blackboard for feedback.

☐ In consultation with the NFP advisors, identify the right time to solicit feedback from your references and affiliate professor. This will give you additional feedback and is an aid for them to write stronger letters of recommendation/affiliation.

August 2018:

☐ Complete the Language Self-Evaluation Form.

☐ Once you are putting the finishing touches on your SOP, complete the short answer question on the Embark application: 28 (Abstract/Summary of Proposal). When you have a firm draft, upload it to the "Short Answers & Final Edits" submission box in Step 4 on Blackboard for feedback.

☐ Finish working on and polishing PS, SOP, and short answers, using feedback from the NFP to revise. Upload drafts to the "Short Answers & Final Edits" submission box in Step 4 on Blackboard for a final round of feedback.
First campus deadline: August 23rd at midnight
All materials must be submitted online using the Fulbright Embark Online Application system. Please note that your application will automatically be sent to the NFP, not to the Fulbright office.

Arts candidates must also submit their supplementary materials. Specifications for the required supplementary materials vary based on the artistic field of study.

Also required for the August 23rd deadline:
Complete the short answer question (100 words max.) about how you will continue building your country knowledge. Upload it to the “Country Question Paragraph” submission box in Step 5 on Blackboard.

September 2018:

- Campus panel discussions (exact days/times to be determined). Every applicant must participate in a panel discussion with the campus Fulbright Committee. Skype discussions are possible for applicants not on campus. After the interview, your online application will be un-submitted back to you so that you can make final changes to it based on the interview committee’s feedback.

- Applicants make final revisions to materials and submit final drafts to the “Final Drafts” submission box in Step 6 on Blackboard for feedback.

October 2018:

- Second campus deadline: October 4 at 9am
Your complete application must be submitted online again using the Embark Online Application. Arts applicants should also submit their revised supplementary materials to Embark by this deadline. The NFP will access your application to add the campus evaluation before the official deadline.

- Official deadline: October 9
The NFP completes the submission of your final application.

January 2019:

- Semi-finalists announced. Their applications are sent on to host countries for screening. Please note that some countries will interview semi-finalists via Skype or phone. Contact the NFP immediately should you get an interview.

- Semi-finalists must send official e-copies of all transcripts to the Fulbright by the date specified in the email from the IIE.

March–April 2019:

- Results (winners, alternates, rejections) announced country by country from mid-March through late-April.