# Fulbright U.S. Checklist

*This comprehensive list is derived from the checklists found on the [Fulbright U.S. website](https://fulbright.state.gov/).*

- = Open Study/Research;  = ETA

---

## Forming an Application Proposal

### 1. Choose which type of award you are applying to

- *Does the country you are interested in applying to offer this award?*
- *How many of that particular award is being offered by that country?*

### 2. Select your **host country** and carefully review the program summary and requirements for that country. Ask yourself the questions below:

- *How long is the program?*
- *When does the program start in your host country?*
- *Does it require a mandatory orientation?*
- *Is there a language requirement?*
- *Will you need a Foreign Language Evaluation (FLE)?*
- *Is dependent support available?*
- *Are there other fees associated with your project (Affiliation fees)?*

### 3. Create an application via **Embark Application Portal**

- *Choose University of California, San Diego as your home institution*

### 4. Draft a Statement of Grant Purpose; address the following:

**ETA Applicants**

- Why are you interested in teaching English?
- What will you bring to any classroom you are placed in, any special skills?
- Your goal is to show **versatility**

**Open Study/Research Applicants**

- What research will you be doing?
- Why is your research important?
- How will it impact your field?
- Is it culturally appropriate and feasible in the given time frame?
- Why do you need to go abroad to do this research?

### 5. **Research only**

*Does not Apply for ETA*

- Are they able to serve as an advisor?
- Can they provide an Affiliation Letter for the application?
- Make contact and discuss potential collaboration.
- Consider how the affiliation will facilitate access to resources and how it will contribute to the feasibility of your project.

### 6. Draft a Personal Statement

- Show your motivation and commitment to this project
- Give the bigger picture of who you are
- Address why you are applying to this Fulbright opportunity
- How will you be a good ambassador for the U.S. abroad?
<table>
<thead>
<tr>
<th>Step</th>
<th>Task Description</th>
</tr>
</thead>
</table>
| 7 | Consult with experts and ask for feedback  
* Talk to professors, colleagues, other experts in the field of your study project or host country  
* Find professors and other experts of the host country you are applying to |
| 8 | Contact Three individuals who will be willing and able to write a letter of recommendation:  
* They should be able to speak to your ability to carry out the proposed project.  
* Provide your Statement of Grant Purpose  
Please note that you are primarily responsible for making sure that your referees submit your letters on time |
| 9 | For Applicants that require a Foreign Language Evaluation (FLE)  
* Contact a foreign language instructor who will complete the FLE form of the application |
| 10 | Transcripts  
* Obtain transcripts and upload into the application |
| 11 | Email [gradadvisor@ucsd.edu](mailto:gradadvisor@ucsd.edu) stating your intent to apply with cover sheet attached by Thursday, August 17, 2017  
* Make sure to sign up and confirm your appointment with the Campus Committee |
| 12 | Submit your application by the internal deadline:  
Tuesday, September 5, 2017  
* You MUST submit your application in order to give the grad advisor and other committee members access to your application.  
* If you do not submit your application you will not be given an appointment.  
* Note: when an applicant hit the submit button, the application is NOT submitted to the agency, it is release to the home institution.  
The Program Advisor (Grad Advisor) can release the application back to the applicant to make corrections (only until app. deadline). |
| 13 | Confirm that your letters of recommendation and FLEs have been submitted  
* Letters of recommendations and FLEs must be submitted by Thursday, September 7, 2017 |
| 14 | Attend your meeting with the campus committee  
* Make sure to arrive at least 10 minutes before your appointment and check in with the receptionist. |
| 15 | Make revisions, check grammar, and check for completeness  
* Make any necessary revisions based on the feedback from the Campus Interview Committee  
* Check for completeness: make sure everything has been filled in, letters have been submitted,  
* and everything has been uploaded to the correct section |
| 16 | Save, submit, and contact [gradadvisor@ucsd.edu](mailto:gradadvisor@ucsd.edu) by Monday, October 2, 2017 at 12 p.m.  
* Preview the application in Embark  
* Save a copy for your records |

Would you be willing to be contacted by future Fulbright U.S. applicants?  
☐ Yes  ☐ No

If awarded, would you be willing to have your name and department posted on the Graduate Division Website?  
☐ Yes  ☐ No