Fulbright 2017-18 Campus Guidelines
University of Pittsburgh, UHC National Scholarship Advising
Shannon Mischler, Program Manager
*If you are a graduate student, please contact Jessica Sun for assistance.

Things To Do Now:
- Begin an application and register as a Pitt Main Campus applicant
- Attend a mandatory Fulbright information session
- Thoroughly read Fulbright’s website
- Carefully consider the profiles of countries
- Research country; keep up with current events in the country
- Consider potential recommendation writers
- Put together a “support team” of faculty experts in your country and research and study area
- Look for opportunities to strengthen your candidacy, e.g., become a volunteer ELL instructor
- Begin networking for affiliates (research and study grants only)
- Schedule advising meetings with Ian, Judy and Shannon - *We suggest advance scheduling of a minimum 3 appointments (6 appointments are the average) from now through August
- Update your CV/resume and upload it to your UHC profile (which will be created for you once you schedule a mtg)
- Read sample Fulbright essays in the UHC office (drop-ins are welcome!)

By June 1:
- You should have met at least one time with a scholarship advisor to receive feedback on your first draft (upload your essay drafts to your UHC Profile AT LEAST 24 hours in advance of advising appointments.)
- Ask potential recommenders for a commitment (if you haven’t already done so) and provide them with the recommendation writers’ packet
- Meet with your support team to discuss ideas about your candidacy and proposal
- Schedule your language evaluation
- Send for necessary transcripts

By July 1:
- You should have met for at least a second time with a scholarship advisor to receive feedback on your second draft (upload your essay drafts to your UHC Profile AT LEAST 24 hours in advance of advising appointments.)
- Complete your Fulbright application; download and bring a copy to your advising appointment
- Begin filling out the Campus Committee Evaluation form
- Continue to check in with your support team to discuss ideas about your project statement

By August 1:
- You should have met for at least a third time with a scholarship advisor to receive feedback on your third draft (upload your essay drafts to your UHC Profile AT LEAST 24 hours in advance of advising appointments.)
- Update your resume on your UHC profile
- Upload your Campus Committee Evaluation form in a Word doc to your UHC profile
- Complete your language evaluation and ensure your evaluator has submitted online
- Upload your transcripts to the Embark Online System
• Continue to check in with your support team to discuss ideas about your project statement
• Share developed drafts of both essays with your letter writers

*Shannon will be in touch by mid August to schedule your one-hour committee interview to be held the 2nd and 3rd weeks in September.*

**By September 1:**
• Submit your application through Fulbright’s Embark System
• Prepare for your interview: re-read your application; be aware of current events in your country or region; dress appropriately for an interview; arrive 10 minutes in advance of your appointment and wait outside of our office until we get you (other committees may be in progress in our office)