

risd/careers/
 2024/2025 Fulbright U.S. Student Program
Checklist & Deadlines – Applying in 2023

	APPLICATION YEAR								THE FOLLOWING YEAR		
	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	JAN	SPRNG	FALL
Get Started											
Project Development											
Kick-start Meeting / Intent to Apply				MEET with FPA 5/25/2023							
Host Country Affiliation					DEVELOPED	CONFIRMED	LETTER RECEIVED 8/13/2023				
Statement of Grant Purpose					FIRST DRAFT 6/11/2023	DEVELOPED DRAFT July-early Aug	FIRST SUBMIT 8/13/2023	REVISE	FINAL SUBMIT 9/17/2023		
Personal Statement					FIRST DRAFT 6/11/2023	DEVELOPED DRAFT July-early Aug	FIRST SUBMIT 8/13/2023	REVISE	FINAL SUBMIT 9/17/2023		
Visual Materials							FIRST SUBMIT 8/13/2023	REVISE	FINAL SUBMIT 9/17/2023		
Online Application							FIRST SUBMIT 8/13/2023	REVISE	FINAL SUBMIT 9/17/2023		
Transcript							SUBMIT 8/13/2023				
Language Self-Evaluation (LSE)							SUBMIT 8/13/2023				
RISD Fulbright Interview							WEEK OF 8/28/2023				
Foreign Language Evaluation (FLE)									9/17/2023		
Recommendations									9/17/2023		
Semi-Finalist Notification										Late Jan	
Finalist Notification										Usually March/April	
Grant Begins											Late summer to Early Winter

- **Get Started [Between February and April](#)**
 - Attend the RISD Fulbright Information Session.
 - Review Fulbright country program summaries and requirements. <https://us.fulbrightonline.org/countries>
 - Review the Fulbright U.S. Student Program website, especially - About/Eligibility; About/Competition & Selection; Applicants/Application Components. <https://us.fulbrightonline.org/>
 - Review carefully this RISD Fulbright Checklists & Deadlines document and the RISD Getting Started document on the RISD Career Center website. <https://careercenter.risd.edu/fulbright>
 - Review the RISD Fulbright Alumni website to learn about the impact the Fulbright has had on RISD Fulbrighters' career and lives. www.risdfulbright.com
 - Develop organizational tools based on your style – set personal goals/timeline, create a plan and a to-do list, and be ready to capture your ideas in writing.
- **Project Development**
 - Conduct in-depth project, country, and affiliate research. [Between February and May](#)
 - Consult with professors in your department and/or in other disciplines related to your project. Having a professor or expert in your field guide your project development early in the process will greatly strengthen your proposal. [Between February and May](#)
 - Access Fleet Library's collections at RISD and email or meet with a Research Librarian to expand on your findings, identify critical sources, and/or build research skills. [Between February and May](#)
 - Meet with the RISD Center for Arts & Language to brainstorm and outline project ideas. [Between February and May](#)
 - Reach out to RISD Fulbright Alumni in your discipline or of your country choice. [As needed](#)
- **Kick-start Meeting / Intent to apply**
 - Meet with the RISD Fulbright Program Advisor (FPA) to confirm your intent to apply and discuss the viability of your proposal and the process. At this meeting you should be prepared to talk in-depth about your chosen country and the requirements, your focused project idea, and your potential affiliates. You should also have a written outline prepared. [By 5/25/23](#)
- **Host Country Affiliation**
 - Research and determine potential affiliates. [Between February and April](#)
 - Meet with RISD Global to determine any RISD connections in your country choice and possible affiliate options. [Between March and May](#)
 - Reach out to the host country Fulbright Commission to ask for assistance with your affiliate development and/or specific questions. [As needed](#)
 - Begin outreach to potential affiliates. You may have to pick up the phone! [By the end of May](#)
 - Develop affiliation relationship. [By the end of June](#)
 - Confirm affiliate and check on status of affiliate letter. [By the end of July](#)
 - Receive affiliate letter on official letterhead signed by author (with English translation if applicable). [By early to mid-August](#)
 - Upload affiliate letter into the online application for review by the RISD Fulbright Interview Committee. If the affiliation is not secured at this point, RISD may determine to not conduct the interview. [By 8/13/23](#)
- **Statement of Grant Purpose – 2 Pages**
 - Submit 1st Draft Statement to the FPA. You can use the “Key Content” (see RISD Fulbright Getting Started) as headers for this 1st Draft and respond to each. However, this draft should be in narrative form, not bullets. This draft should identify the country and why, and include a defined project and possible affiliates [By 6/11/23](#)
 - Meet with the RISD Center for Arts & Language to discuss your drafts and revisions. [Between June and August](#)
 - Meet with your professor or mentor to discuss your drafts. [Between June and August](#)

- Submit Developed Draft Statement to the FPA, which should be in the 2 page narrative format. The Developed Draft should address all the “Important Fulbright Points” (see RISD Fulbright Getting Started). ***This draft should include affiliate details, and have a clearly defined research topic, compelling reasons for choosing a particular country, a straightforward project plan, and distinct expected results/outcomes.*** **Between July and early August**
 - Upload your Statement into the Fulbright online application for review by the RISD Fulbright Interview Committee. **By 8/13/23**
 - Revise your Statement after your RISD Fulbright Interview. **Mid-September**
 - Upload your Final Statement into the online application. **By 9/17/23**
- **Personal Statement – 1 Page**
- Submit 1st Draft Statement to the FPA along with your Statement of Grant Purpose. **By 6/11/23**
 - Meet with the RISD the RISD Center for Arts & Language to discuss your drafts and revisions. **Between June and August**
 - Submit Developed Draft Statement to the FPA, which should be in the 1 page format. **Between July and early August**
 - Upload your Statement into the Fulbright online application for review by the RISD Fulbright Interview Committee. **By 8/13/23**
 - Revise Statement after your RISD Fulbright Interview. **Mid-September**
 - Upload your Final Statement into the online application. **By 9/17/23**
- **Visual Materials = Supplementary Materials**
- Review Visual Material requirements for your chosen discipline and the submittal process. **By the end of June**
 - Review the online application visual narrative questions/character counts, and submittal process. **By the end of June**
 - Determine and prepare visual images and narrative responses. **Between June and early August**
 - Upload visual images and narrative into the online application for review by the RISD Visual Review Committee. **By 8/13/23**
 - Revise your visual materials after receiving RISD Visual Review Committee feedback. **In September**
 - Upload your final visual images and narratives into the online application. **By 9/17/23**
- **Online Application - Biographical Data and Essays**
- Register an account by going to the Applicants tab at <https://us.fulbrightonline.org>. Go to the Online Application. **By the end of May**
 - Review online biographical data that will be needed and essay questions. **By the end of June**
 - Collect information and prepare the online application. **During July - August**
 - Develop compelling essays that align with purpose statement in content AND quality. **Early August**
 - Submit application for review by the RISD Fulbright Interview Committee. (Your application is not reviewed by Fulbright at this point. You will have an opportunity to revise and re-submit.) **By 8/13/23**
 - Revise answers and short essays as needed. **During September**
 - Complete and re-submit final application. **By 9/17/23**
- **Special Requirements for Country**
- Determine if there are any additional requirements of the country (translations, statements in the host country language, admission letters, communication with officials, etc.) **By the end of June**
 - Determine if your country offers the Critical Language Enhancement Award (CLEA), and if you are eligible and interested. Complete the CLEA form and address this in your plans in the Statement of Grant Purpose. **By the end of July**
 - Complete and upload any additional documents or forms for review by the RISD Fulbright Interview Committee. **By 8/13/23**

- **Transcripts**
 - Obtain transcripts from the Registrar from each of your post-secondary schools (a student copy rather than official is fine; however, the RISD Web Advisor online version will not work as there is not enough detail). **By early August**
 - Scan, adjust, and upload your transcript into the online application for review by the RISD Fulbright Interview Committee. **By 8/13/23**
- **Language Self-Evaluation (LSE)**
 - Determine if a LSE form is required or recommended by your country. **By the end of May**
 - Review the requirements and instructions. **By the end of July**
 - Complete the form in the online application for review by the RISD Fulbright Interview Committee. **By 8/13/23**
- **RISD Fulbright Interview**
 - Confirm that all materials are complete and uploaded into the online application for review by the RISD Fulbright Interview Committee. If the affiliation is not secured or the application incomplete at this point, RISD may determine to not conduct the interview. **By 8/13/23**
 - Attend the RISD Fulbright Interview in person or by Zoom or phone; arranged by the FPA. **The week of 8/28/23**
- **Foreign Language Evaluation (FLE)**
 - Determine if an FLE is required or recommended by your country. **By the end of May**
 - Determine who your evaluator will be (a professional language teacher) and review the requirements and instructions with them. **By the end of July**
 - Complete the evaluation with your evaluator. **In August/September**
 - Register your evaluator in the online application and make sure they understand the uploading process. **In August/September**
 - Ensure your evaluator has uploaded the form. **By 9/17/23**
- **Recommendations – 3 Required**
 - Reach out to recommenders who can speak to your ability to carry out the project. **By the end of July**
 - Register your 3 recommenders in the online application and make sure they understand the uploading process. **By mid-August**
 - Ensure ALL 3 recommenders have uploaded their letter. **By 9/17/23**
- **Final Steps**
 - Make final, limited, select edits to your application in consultation with the FPA after your interview. **Mid-September**
 - Proof all the pages of your final application carefully. **Mid-September**
 - Complete and re-submit your final online application. **By 9/17/23**
 - The RISD FPA completes your evaluation. **Early October**
- **Award Notification**
 - The U.S. Fulbright Screening Committee will review applications and notify candidates if they are a Semi-Finalist, which means they have been recommended to the host country for review. **In late January/early February.**
 - The host countries review applications and make award decisions. Final award notifications will trickle in during the spring semester. **Between February and May.**