

## Fulbright Timeline and Checklist for Regis University

### Intent to Apply Deadline: April 15

Contact the Regis Fulbright Program Advisor (Dr. Eric Fretz, [efretz@regis.edu](mailto:efretz@regis.edu)) and state your intent on submitting an application by the September deadline.

### June 15:

Carefully read through the [Applicant](#) 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.

Confirm your recommendation choices with fellowship advisors.

Review Regis' Fulbright [application and essay guidance](#).

### July 1:

Create an account for the Fulbright U.S. Student Application online.

Begin filling out the online application.

Arrange to get Regis transcripts.

### August 15:

You *must* submit your preliminary application materials by Aug. 15 to receive feedback from Fulbright advisors on your essays and the Fulbright online application.

By August 15, submit the following application materials to Dr. Fretz ([efretz@regis.edu](mailto:efretz@regis.edu)).

A Word version of your draft application essays and research proposal (if applicable). Be sure to review Regis' [essay guidance](#) before sending. Also share drafts with relevant faculty or advisors who know something about your academic project and/or geographic area. This is especially the case for study/research applications.

A final list of confirmed recommenders, language evaluators and affiliates, if applicable. (This can be included in the body of the email.)

Confirm affiliation letters (if applicable).

**September 14:**

Review Regis' [application and essay guidance](#).

Confirm with recommenders, language evaluators and requested evaluations that they will upload by Regis' internal deadline, then check in the Fulbright online application that they are completed and follow up again if necessary.

Complete and submit the online Fulbright 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.
- Upload affiliation letters (if applicable).

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 Dr. Fretz an explanatory email. We can return the application to you to add materials or fix problems as necessary.**

**After September 14:**

- Sign up for a campus interview. Dr. Fretz will send you an online sign up link. 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.
- After the campus interview, you are free to submit the final draft of your application. When you are satisfied with the application, hit submit (at least two days before the national deadline), inform Dr. Fretz and then he and the Fulbright committee will upload the campus evaluation form. All pieces of the application must be complete and submitted to the Fulbright Foundation by the national deadline—no exceptions!

In late January, applicants will be notified if they become semi-finalists, whose applications are evaluated by the country committees. An 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.