



Pickering Fellowship Checklist

The following checklist is designed to help you stay on track in completing your 2017 Pickering Fellowship Application. The application is quite lengthy; strive to complete as many tasks as you can as early as possible. If you leave all of the pieces until the last week, you won't be able to complete the application on time. The 2017 Pickering Fellowship application deadline is **January 13, 2017**.

Before the application opens:

- Sign up for Fellowship updates at www.twc.edu/pickering2017.
- Review the US Department of State's website detailing what a career in the Foreign Service is like; review the 13 Dimensions of a Foreign Service Officer (<https://careers.state.gov/work/foreign-service/officer>), those of which you possess you will want to highlight in your application.
- Update your resume.
- Gather your financial documents:
 - Financial Aid Letter from your university listing grants/loans, if applicable
 - Student Aid Report (this is generated once you complete your FAFSA; if you do not have your SAR or your SAR is more than 2 years old, you will need to complete a FAFSA to generate this document. Please note that there is a processing delay between when you complete your FAFSA and when you receive your SAR).
 - Tax information—the Pickering Fellowship application asks for extensive self-reporting of financial information based on the previous year's tax returns.
- Register for the GRE or GMAT (choose an October 2016 or November 2016 test date so that your scores are ready for reporting before the application deadline); these scores are required for Graduate Fellowship applicants only.

Starting the application

- Review application.
- Convert required application materials to .pdf files as needed (only .pdf files are acceptable for the application; there are multiple free .pdf converters available online).
- Upload transcripts for all institutions attended; input your most recently completed degree first.
- Upload your proof of citizenship (ensure that this upload is not blurry and also clearly includes your name).
- Upload your resume.
- Upload your Financial Aid letter, Student Aid Report, and GRE/GMAT scores (graduate applicants only) if you have them.
- Review the prompt for the Personal Statement and draft your essay.
- Ask two professors/supervisors to serve as your recommenders; inform them of the application deadline.

November

- Invite your recommenders to submit their recommendation via the application website.
- Ask at least one person to read over your Personal Statement and Statement of Financial Need for accuracy and coherence.
- Convert outstanding documents to .pdfs and upload them as you finalize them.

December

- Upload GRE/GMAT scores (graduate applicants only).
- Upload other remaining application components.
- Carefully review information you've input for accuracy and coherence.
- Remind recommenders to submit their recommendation, if necessary.

1 week prior to deadline:

- Submit application to ensure no technical delays caused by heavier site traffic during final week of open period. ****Those who submit prior to January 6th are invited to call and verify that all documents have been successfully submitted.**** Make a copy of your application to retain for your personal files.
- Remind recommenders again if needed (be sure to craft your email in a way that requires a response from the recommender).

Day prior to deadline:

- Submit at least one day in advance. The Pickering Fellowship is not liable for any missed submission deadlines due to any reason (technical difficulty, website failure, etc).
- If necessary, remind your recommenders to submit their recommendations; no recommendations will be accepted after the deadline.