



Truman Scholarship – Checklist

Start of Fall: Preliminary Research

- Read the UHM Scholarships & Fellowships website: <http://manoa.hawaii.edu/undergrad/fellowships/>.
- Read the Truman Scholarship website: <http://www.truman.gov/>.
- Attend an information session: Wed 10/11/23 2:30-3:20pm OR Thurs 10/12/23 1:30-2:20pm via Zoom. Sign up at <https://forms.gle/Sh4SNTnL2DPh4sbN6> for log-in details
- Research public service career opportunities and applicable graduate programs. Contact faculty who might have insight.
- Make an appointment with the Fellowship Advisor at ugfellow@hawaii.edu to review application process and create an online account on the Truman Scholarship website.

Mid-Fall: Begin Preparing Application

- Draft narrative responses and policy proposal. Make revisions.
- Add activities/awards to application.
- Request official transcripts from outside institutions.
- Contact faculty recommenders. Supply them with *Guidelines for Fellowship Letters of Recommendation Writers* from the UHM Scholarships & Fellowships website.
- Confirm recommenders for letters of recommendation.
 - o Recommender 1 (leadership) Name and Email: _____
 - o Recommender 2 (public service) Name and Email: _____
 - o Recommender 3 (academics) Name and Email: _____

Late Fall: Finalizing Application Materials

- Check with the UHM Scholarships & Fellowships Office on recommendation letters received. Follow up with pending recommendations.
- Save a copy of STAR report for UHM coursework.
- Finalize application materials.
- Prepare for interviews.

November/December: Campus Application Dates

- Nov 24: Submit application materials via Truman Scholarship website as well as in PDF to the UHM Scholarships & Fellowships Office at ugfellow@hawaii.edu (see campus application cover sheet for Required documents).
- Check email regularly for confirmation of scheduled interview.
- Dec 4-20: Interviews; Dec 22: notified for endorsement/non-endorsement.

If Recommended for University Endorsement:

- Incorporate application feedback from UHM Scholarships & Fellowships Office/Selection Committee.
- Request UH official transcript.
- Jan 30: Submit finalized and proofread application materials online and to the UHM Scholarships & Fellowships Office in PDF.
- Feb 23: Check for posting of finalists. Work closely with the Fellowship Advisor in preparation for next steps in regional/national process, including mock interview.
- Mar/Apr: Update the UHM Scholarships & Fellowships Office when hear from the Truman Foundation.

Good luck! If you have any questions along the way, feel free to contact us. Remember, we're here to help!