



## Marshall Scholarship – Checklist

### Spring term: *Preliminary Research*

- Read Marshall Scholarship website: <http://www.marshallscholarship.org/>.
- Attend an information session (see website for dates/times): <http://manoa.hawaii.edu/undergrad/fellowships/>.
- Research graduate programs at universities within the UK (additional web resources on UHM SFO website):  
<http://www.marshallscholarship.org/studyuk/ukinstitutions>  
<http://www.marshallscholarship.org/studyuk/chooseuniversity>  
<https://www.britishcouncil.de/en/study-uk/quality-assurance>  
Contact faculty who might have insight.
- Make an appointment with the Fellowship Advisor at [ugfellow@hawaii.edu](mailto:ugfellow@hawaii.edu) to review application process and create an online account on the Marshall Scholarship website.
- Contact faculty recommenders before semester is over. Supply them with [Guidelines for Fellowship Letters of Recommendation Writers](#) from the UHM Scholarships & Fellowships website.

### Summer: *Preparing Application (Application available in May/June)*

- Draft personal statement and essays. Make revisions.
- Add activities/awards to application.
- Request official transcripts from outside institutions.
- Confirm recommenders for letters of recommendation (at least 2 from academics, at least one speaking to your leadership abilities/potential)
  - o Recommender 1 Name and Email: \_\_\_\_\_
  - o Recommender 2 Name and Email: \_\_\_\_\_
  - o Recommender 3 Name and Email: \_\_\_\_\_
- Save a copy of STAR report with Spring grades and most updated Fall schedule.
- Finalize application materials.
- Check with UHM Scholarships & Fellowships Office on recommendation letters received. Follow up with pending recommendations.
- Prepare for interviews.

### August/September: *Campus Application Dates*

- Aug 19: Submit application materials via Marshall Scholarship website as well as in PDF to the UHM Scholarships & Fellowships Office at [ugfellow@hawaii.edu](mailto:ugfellow@hawaii.edu) (see campus application cover sheet for required documents).
- Check email regularly for confirmation of scheduled interview.
- Aug 26-Sep 6: On-campus interviews; informed of endorsement/non-endorsement by end of week after

### If Recommended for University Endorsement:

- Incorporate application feedback from Scholarships & Fellowships Office/Selection Committee.
- Request UH official transcript.
- Update letters of recommendation, if needed.
- Sep 23: Submit finalized and proofread application materials online and to Scholarships & Fellowships Office in PDF.
- Work closely with Fellowship Advisor in preparation for next steps in regional/national process, including mock interview.
- Update the UHM Scholarships & Fellowships Office when you hear from the Marshall Commission.

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