



## Truman Scholarship – Checklist

### Start of Fall: Preliminary Research

- Read the Truman Scholarship website: <http://www.truman.gov/>.
- Attend an information session (see website for dates/times): <http://manoa.hawaii.edu/undergrad/fellowships/>.
- 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](mailto:ugfellow@hawaii.edu) to review application process.

### Mid-Fall: Begin Preparing Application

- Draft narrative responses and policy proposal. Make revisions.
- Add activities/awards to application.
- Request official transcripts from outside institutions.
- 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 29: Submit application materials via Truman 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.
- Dec 9-20: Interviews; Dec 23: 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 29: Submit finalized and proofread application materials online and to the UHM Scholarships & Fellowships Office in PDF.
- Feb 21: 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!*