

2020 University of Pennsylvania Mitchell Scholarship Process*

The Mitchell Scholarship seeks applicants who demonstrate:

- Academic excellence
- A record of outstanding leadership
- A sustained commitment to community and public service

| Action | Date |
|--|-----------------------------------|
| Request access to CURF's Canvas site for Fellowships (Penn login required), and review the Syllabus | ASAP |
| Attend a Fellowships Explained or Fellowships 201 session at CURF. If you are unable to attend a session, review the Fellowships 101 presentation on the CURF website | ASAP |
| Login to review Preliminary Spring Fellowships Consultation Form | ASAP |
| Schedule an appointment with Dr. Wallace Genser by visiting ARCH 205 or calling the CURF office at 215-746-6488 and email your resume at least 24 hours in advance of appointment to curf@upenn.edu | ASAP |
| Use the Education in Ireland website to identify academic degree programs at three to five different universities on the Mitchell's list of eligible universities . Use "Academic and research staff" links on the Degree Program pages to identify faculty with whom you wish to work | ASAP |
| Complete Penn's Request for Endorsement Form (RFE) , which requests a tentative list of the academic degree(s) you intend to pursue in Ireland or Northern Ireland. Note: This plan can be revised later | ASAP |
| Complete Fellowship Advisor preference form (emailed to you) . When CURF assigns you an Advisor, send them your DRAFT responses to 4 questions on Preliminary Spring Fellowships Consultation Form | 1 week after RFE form submitted |
| Converse with all potential academic and non-academic recommenders to confirm their willingness to write for you. Seek your academic recommenders' advice on academic programs and faculty with whom you wish to work in Ireland or Northern Ireland. Tell recommenders what you are applying for, why you wish to apply, and how you think they can help you by writing SPECIFICALLY what they have seen you accomplish. | ASAP |
| Submit Preliminary Spring Fellowships Consultation Form | ASAP |
| Schedule Spring Fellowships Consultation with Dr. Genser and CURF staff (link will be sent to submitters) | During May |
| Schedule a Progress Update Appointment with Dr. Genser (link will be sent to active applicants in May) | During June |
| Once you have finalized your degree plan, send your recommenders the link to CURF's Information for Recommenders , and complete a Recommendation Request Form for each recommender. All recommendation letters are also due to CURF by August 1. | By June 30 |
| Remind your recommenders of Penn's upcoming August 1 deadline | July 20 |
| Submit your Penn Internal Mitchell Application . DO NOT submit your application to Mitchell yet. Penn's Internal Mitchell Application contains the same material you will submit directly to the Mitchell Scholarship if you are nominated by Penn** | By August 1 |
| Interviews with Penn's Faculty Review Committee occur in late August – early September | Aug – early Sept |
| Submit your application on Mitchell website after you make final revisions and carefully review your application. Email a PDF of your completed application to curf@upenn.edu by the Mitchell deadline | 24 hours before Mitchell deadline |
| Attend fellowship celebration | TBA, mid- October |
| Invitations for finalist interviews are sent directly by the Mitchell Scholarship. CURF is NOT notified of your status by Mitchell - please email genser@upenn.edu either way when you hear from Mitchell! | Varies |
| Practice Interviews for finalists | After you notify us |
| Final interviews | Fri-Sat before Thanksgiving |
| Inform us of your result – we're here to talk and support your next steps! | Saturday evening |

* Please note: No one may help you edit or assist you with your Mitchell Scholarship personal statement. Penn staff and you will be required to sign statements verifying that no one assisted you in writing your personal statement. Ask Dr. Genser at genser@upenn.edu if you have any questions about this rule.

** Only current undergraduates must be nominated by Penn. Graduate students and alumni do NOT require nomination. However, we strongly recommend that all follow this process to benefit from CURF's fellowship advising.