



The Woodrow Wilson Teaching Fellowship Application Process Checklist

- Step 1:** Register for an applicant account at <https://www.woodrow.org/v3/>.

Registering as a user of the Woodrow Wilson website will enable you to save your unfinished application so that you can return later to add or change entries and view the status of supporting documentation (i.e. transcripts, resume, and recommendations).

- Step 2:** Complete the Online Application

Sign –in at <https://www.woodrow.org/v3/> using the username and password you created during registration.

On your *first visit*, select “**Not Applied**,” then “**WW Teaching Fellowship**”. To *complete an unfinished application*, select “**Saved Applications**.”

- Step 3:** Submit Supporting Documentation: *Upload your resume.*

The resume—perhaps the most important component of your application—provides you with the opportunity to showcase your excellence. Please be sure to include all colleges/universities attended and professional experience. Please also share if you have won awards or fellowships or have any volunteer experience, particularly with adolescents or in an underresourced community.

Your resume should be uploaded in PDF format to your application.

- Step 4:** Submit Supporting Documentation: *Contact your recommenders.*

Please request letters of recommendation from three (3) recommenders and provide their contact information in your application. **Letters of recommendation must come from individuals who are not members of your family. In general, recommenders should comment on your character, your commitment to education and service, and your capacity to work in high-need urban and/or rural contexts.**

Recommenders should be advised they will receive an email notification directly from the Woodrow Wilson Foundation. Each recommender will be required to complete a recommendation form, as well as a letter of recommendation. The site will provide the necessary instructions. If your recommender is having technical difficulty submitting their letter, please have him/her contact Tech-help@woodrow.org.

- Step 5:** Submit Supporting Documentation: *Request **original**, official copies of your academic transcripts.*

Request and send official transcripts for **all** institutions (community college, undergraduate and graduate) you have attended. **This includes any institution that awarded credit for coursework.** Transcripts should be sent directly from the Registrar’s Office. The transcript must be sent in an unopened envelope and mailed to:

**The Woodrow Wilson National Fellowship Foundation
Attention: WW Teaching Fellowships
P.O. Box 5281
Princeton, NJ 08543-5281**

- Step 6:** Financial Aid

Each of the participating institutions may provide financial aid opportunities for graduate students. Should you be interested in applying for additional financial aid to support your graduate coursework, you will need to complete the Free Application for Federal Student Aid (FAFSA) which can be found at www.fafsa.ed.gov.

- Step 7:** Check on the Status of Your Application

Sign-in to the Woodrow Wilson website using your username and password, select “**Submitted Applications**”.

The online application and supporting documentation must be received by the Woodrow Wilson Teaching Fellowship Program by the appropriate deadlines. For deadline information, please see http://www.wvteachingfellowship.org/how_to_apply/important_dates_and_deadlines.php.

Questions? Contact the Woodrow Wilson Teaching Fellowship team at wwteachingfellowship@woodrow.org.