



HANDOUT 2009-10

(U.S. Citizens)

For one year of postgraduate study in any discipline offered by institutions of higher learning in Ireland and Northern Ireland.

April 21, 2009

TIMELINE

April 2009

The Mitchell National Committee strongly encourages you to read the information provided on their website (www.us-irelandalliance.org/) about Senator Mitchell, past and present Scholars, online journals, and the university system in Ireland and Northern Ireland to gain a fuller understanding of the program and the qualities they seek in a Mitchell Scholar.

The 2010-2011 application is currently available at <http://us-irelandalliance.org/mitchellscholarships/>. It requires **at least three** and up to five specific proposed graduate programs. **It is essential that applicants list at least three different Irish/Northern Ireland university choices.**

May 2009

It is in your best interest to begin early. Prepare and discuss a rough draft of your essay, CV, and potential recommenders with Dean Ordiway. Call Traci at 8-1998 for an appointment.

Note: The Mitchell requires five recommendation letters. Three of the five recommenders **MUST** be from persons with whom you have done academic work.

An Institutional Endorsement is also required. Applicants must register an Institutional Endorsement contact (Dean Ordiway) using the online recommendation system contained with the online application.

May 12, 2009 (Dean's Date)

Ask five Princeton faculty member or others who know you well to write your letters of recommendation. Take time to discuss your plans and goals with all your recommenders. The more they know about you, the program of study you wish to pursue, and how that program fits into your larger plans for the future, the better prepared they will be to write a comprehensive and thoughtful letter. Make sure you speak with Dean Ordiway about the appropriateness of your choices.

June – August 2009	Continue working on your personal statement and CV. Contact Traci (traci@princeton.edu or 609/258-1998) to arrange for a phone appointment with Dean Ordiway, if necessary. Electronic copies are required 24-hours prior to appointment.
June 2009	Order official transcripts of ALL your courses taken away from Princeton (domestic and abroad). You should request an original from the school's Registrar.
Mid-August	Begin to prepare supporting documents, which must be RECEIVED by the Mitchell National Committee in Virginia no later than midnight on October 5. <ul style="list-style-type: none"> ○ ONE photocopy of your birth certificate or passport. ○ TEN passport sized photos. Note: CVS provides this service. ○ TEN transcripts of ALL your courses both domestic and abroad. (ONE original and NINE copies)
Week of August 25, 2009	It is highly unlikely that Dean Ordiway will be available to review first draft of essays after this week.
Week of September 1, 2009	Dean Ordiway is available to review your personal statement and CV. Contact Traci (traci@princeton.edu or 609/258-1998) to arrange for a phone appointment with Dean Ordiway, if necessary. Electronic copies are required 24-hours prior to appointment.
Sunday, September 13, 2009	The official Housing move-in date for Fall 2009 for classes of 2010, 2011, and 2012.
Tuesday, September 15, 2009	Fall Fellowship Open House in 111 West College from 10am-4pm.
Wednesday, September 16 - Thursday, September 17	Dean Ordiway is available in his office for a final review of your personal statement and/or CV. Contact Traci (traci@princeton.edu or 8-1998) to arrange for an appointment, if necessary. Electronic copies are required 24-hours prior to appointment.
Thursday, September 17, 2009	First day of classes.

Princeton's Deadline for Institutional Endorsement: students seeking the endorsement must consult with Dean Ordiway no later than 12N today.

Monday, September 21, 2009

Order an official copy of your Princeton transcript online at <http://registrar.princeton.edu/student-services/transcript>. Be certain your Princeton transcript will correctly list the fall 2009-10 courses you are currently taking.

Check to be certain that all of your recommenders have electronically submitted their letters, as in the Mitchell instructions. If they have not, remind them of the deadline. Note: Dean Ordiway cannot upload recommender's letters into the electronic application. Make sure they understand it is **imperative** they follow the Mitchell instructions.

Thursday, September 24, 2009

In order to be considered for Princeton's nomination, your electronic application including all letters of recommendation must be completed by noon.

Monday, September 28, 2009

Your supporting documents should be mailed by TODAY to ensure they are **RECEIVED** by the Mitchell's October 5 deadline.

The documents need to be sent to the US-Ireland Alliance, George J. Mitchell Scholarship Program, 2800 Clarendon Boulevard, #502 West, Arlington, Virginia 22201:

- ONE photocopy of your birth certificate or passport
- TEN passport-sized photos
- TEN copies of transcripts --Princeton and ALL outside courses both domestic and abroad (ONE original and NINE copies of each)

Note: I suggest that you make a set of the entire application for yourself, in the event the application package is lost in transit.

Tip: You should be physically in the Palmer Square post office no later than 4:00 p.m. Also, it is highly advised that you request *Delivery Confirmation*,

which verifies the date and time of delivery or attempted delivery on First-Class Mail packages. You can easily access this information at www.usps.com.

Thursday, October 1, 2009

Dean Ordiway will electronically submit the required Institutional Endorsement, prior to the deadline.

Monday, October 5, 2009
Midnight/Eastern Standard Time

George Mitchell application due date (electronic and supporting documents).

October 2009

Check your email and voicemail messages frequently! If you are invited for an interview, contact Dean Ordiway (8-1998 or ordway@princeton.edu) **IMMEDIATELY**; he will meet with you to discuss the interview process and arrange a practice interview, if necessary.

October 31–November 7, 2009

Fall Break.

Late October 2009

Mitchell's semi-finalist interviews.

Mid-November 2009

Mitchell's finalist interviews.

Late November 2009

Mitchell will officially announce scholarship recipients.