

Time	Task
On an on-going basis	Review KAEC's Digital Handbook & IIE's Fulbright Finalist Resources. Confer with your host institution regarding housing, office/lab space, expected collaboration, auditing courses, etc.
Within 2 weeks of award offer	Return to KAEC via email your: <ul style="list-style-type: none"> • Signed Grant Award Document • Verification of non-dual citizenship Upload to IIE Participant Portal your: <ul style="list-style-type: none"> • Signed Grant Award Document (Upload under "Non-IIE Grant Document") • Signed U.S. Student Program Universal Terms & Conditions (This should be submitted no later than two weeks after receiving the introductory email from your IIE Advisor. If this date is before you receive your Grant Award Document, you may need to submit the signed Terms first.)
According to the institution schedule	For Student Researchers enrolling in Korean language classes OR Graduate Students enrolling full-time at a university: <ul style="list-style-type: none"> • Check the application deadline for courses/matriculation.
Within 2-12 months of your grant start date (the earlier, the better)	Upload to the IIE Participant Portal <ul style="list-style-type: none"> • Completed Medical History & Examination Form • Must be completed and signed by a qualified licensed physician or nurse practitioner.
Within 3-6 months of your grant start date	Book plane tickets via KAEC's partnering travel agency (CC KAEC) <ul style="list-style-type: none"> • Instructions for booking plane tickets will be sent via email separately. • DO NOT attempt to book tickets until instructed to do so by KAEC.
As soon as possible after bachelor's degree conferral	Upload a final transcript or Registrar's letter bearing degree conferral and graduation dates to the IIE Participant Portal . <ul style="list-style-type: none"> • Due at least three months in advance if you have already graduated
Within 2-3 months of your arrival date (Up to 90 days in advance)	Submit A-3-99 visa applications for you (and accompanying dependents if applicable) to your local Korean consulate. <ul style="list-style-type: none"> • To apply for a visa, you must have a passport that is good for the entire period of your Fulbright award. • Visa application instructions will be sent via email separately. • DO NOT attempt to apply for a visa until instructed to do so by KAEC. Send a copy of your visa to KAEC once issued by the Korean consulate.
At least 1 month in advance	Submit to KAEC any other information (e.g., bank account, insurance). <ul style="list-style-type: none"> • The Dependents Form should be sent to KAEC as soon as possible if you will be accompanied by family while on grant in Korea. • Other documentation may be requested via email. Attend online Pre-Departure Orientation (invitation sent via email). <ul style="list-style-type: none"> • PDO is typically a 1.5-2 hour online session via Zoom.
At least 2 weeks in advance	Upload to IIE Participant Portal your: <ul style="list-style-type: none"> • Proof of U.S. Citizenship
As needed	Update information with KAEC AND in the IIE Participant Portal <ul style="list-style-type: none"> • Mailing Address • Emergency Contact Information • Physical Address (Host Country) • Email Address • Arrival Date
If desired and eligible	Submit educational loan deferment forms to IIE (see digital handbook).