

SSSI RESOURCE · PLANNING

The Scholarship Application Tracker

A printable system to track deadlines, materials, and progress across every scholarship you apply to.

How to use this tracker

Most strong applicants apply to 6–10 scholarships in a single cycle. Without a tracker, deadlines slip, recommenders are forgotten, and essays are duplicated under different program names.

This document gives you two things: a structured method (below) and a printable tracker (at the end) you can copy into a notebook or a Google Sheet.

The 5-column tracking method

- **Program** — full name and host university
- **Deadline** — exact date with timezone
- **Status** — Researching / Drafting / Submitting / Submitted / Decision
- **Materials** — what is required (CV, essays, transcripts, recommenders, test scores)
- **Next action** — one specific task with a date

Status definitions

Status	Meaning	Weeks before deadline
Researching	Reading eligibility, confirming fit	12–8
Drafting	Writing essays, requesting documents	8–4
Submitting	Finalizing, formatting, last review	4–1
Submitted	Application is in	0
Decision	Awaiting or received result	After deadline

Materials checklist for most scholarships

- Academic transcripts (official, translated if not in English)

- Secondary / undergraduate certificates
- CV (one page, scholarship format — see SSSI CV template)
- Personal statement / motivation letter (often program-specific)
- Two to three recommendation letters
- English language test score (IELTS, TOEFL, DET)
- Passport copy and photograph
- Financial need documentation (for need-based programs)
- Research proposal (for PhD and some master's)

Common timeline patterns

Program	Typical deadline	Decision window
Mastercard Foundation (UG)	December–January	April–May
Chevening (UK Master's)	Early November	March–June
Commonwealth Scholarship	October	April
Fulbright (US graduate)	May	Following March
Rhodes Scholarship	August–September	November–December
Gates Cambridge	December	March
Erasmus Mundus	January	April
DAAD (varies)	October–November	March–May
Türkiye Burslar■	February	July
MEXT (Japan)	May–June	December

Printable tracker

Copy the structure below into a notebook or spreadsheet. Update weekly.

#	Program	Deadline	Status	Next action (date)
1				

2				
3				
4				
5				
6				
7				
8				
9				
10				

An editable Google Sheets version of this tracker is available on request — email sssischolars@gmail.com with the subject line 'Tracker template'.