

## APPLICATION INSTRUCTIONS

The following descriptive information will assist you in completing your application.

- 1. Financial Need.** Consideration will be given to qualified applicants who, in addition to outstanding academic achievement and leadership skills, demonstrate financial need. Applicants should provide a copy of the most recent Student Aid Report (SAR), which indicates your Estimated Family Contribution (EFC). If you have received Pell grants, please attach copies of your award documents. If you cannot provide these documents, please state the reason why on a separate sheet of paper headed "Financial Aid Statement."
- 2. Undergraduate Education/Course Work and Grades.** Emphasis will be placed on the academic rigor of undergraduate course work taken in six undergraduate subject areas: 1) English; 2) Mathematics/Quantitative Courses; 3) Sciences; 4) Economics/Business or Management; 5) Government/Political Science; and 6) Foreign Language Studies.  
Emphasis is on performance in undergraduate course work and program of study.  
**Graduate Education.** List all graduate schools to which you have applied.
- 3. College or Community Honors and Awards.** Please list all honors and awards received during your undergraduate education.
- 4. Extracurricular/Community/Volunteer and Leadership Activities.** List the following: 1) Participation in extracurricular/community/volunteer activities that relate to social causes and issues; and 2) leadership roles in those activities, such as creating a program within your community or your college/university and/or serving as president, leader, and/or spokesperson of such programs, organizations, or activities.
- 5. Personal Statement (maximum: two typed, double-spaced pages; 12-point type font; one-inch margins on all sides. NO EXCEPTIONS TO THESE GUIDELINES.)** Your personal statement is very important. It should be clearly written and should help the reader to learn about your unique personal experiences and your background, interests, and career goals. In writing your personal statement, you should address ALL of the following:
  - Any disadvantages or obstacles you had to overcome to obtain your education (such as low-income background; single-parent household; need to finance your own education by working full or part time; low GPA in high school; etc.).
  - Your cultural sensitivity (illustrated by interest in foreign language; exposure to other cultures; volunteer or paid work experiences with people of various cultures or socioeconomic groups; tutoring or teaching experience; etc.).
  - Your diverse interests and background (demonstrated by such activities as living, traveling, studying or performing volunteer work outside the United States; internships with international organizations, Congress, or the Federal government; work with the Peace Corps or AmeriCorps; etc.).
  - Your interest, motivation, and commitment to a career in international relations and/or public service; and/or serving the public in a domestic or international environment (interest in working within government, Foreign or Civil Service, Congress, the United Nations, the World Bank, the Organization of American States,;etc.).
- 6. Two Letters of Recommendation.** One letter should be from a community leader who knows you. One letter should be from a university or faculty member who knows you. Letters of recommendation must be MAILED DIRECTLY to Dr. Richard Hope at the address below.

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*Submit all materials to:*

**Dr. Richard O. Hope**  
**Director, Foreign Affairs Fellowship Program**  
**The Woodrow Wilson National Fellowship Foundation**  
**P.O. Box 2437**  
**Princeton, NJ 08543-2437**

*Courier Address:*

5 Vaughn Drive, Suite 300, Princeton, NJ 08540-6313

<http://www.woodrow.org>



# THOMAS R. PICKERING FOREIGN AFFAIRS FELLOWSHIP PROGRAM

You must check one  Undergraduate  Graduate

**Participation open ONLY to United States Citizens**

*Faxes will not be accepted - Original Application Form and Supporting Documents must be received by the application deadline.*

**Please read the attached Application Instruction Sheet carefully before completing this form.**

**The following application materials must be submitted BY YOU in one packet (see Application Instruction Sheet):**

- Application Form (use only this official form - photocopies accepted - form cannot be recreated)
- Personal Statement (maximum two typed, double-spaced pages; 12-point type font; one-inch margins on all sides. No Exceptions to these Guidelines.)
- Complete Federal government forms SF-181 "Race and National Origin" and SF-256 "Self-Identification of Handicap"
- GRE Form (for Graduate) or SAT Form (for Undergraduate)
- Certification of Citizenship. Notarized copy of: 1. birth certificate; 2. certificate of United States citizenship; or 3. United States passport
- Resume (2 page maximum)

**The following application materials must be submitted by the appropriate institutions or individuals:**

- Two letters of recommendation. See Instruction Sheet
- Official Academic Transcript(s): from all undergraduate institutions attended, including school awarding the bachelor's degree (if applicable)
- A copy of your most recent Student Aid Report (SAR), which indicates your Estimated Family Contribution (EFC). If you cannot provide these documents, please state the reason why on a separate sheet of paper headed "Financial Aid Statement"

1. Name (Last, First, Middle)

2. Current Address	Indicate date valid until (mm-dd-yyyy)
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City	State	Zip Code
Day Telephone Number	Evening Telephone Number	E-Mail Address

3. Permanent Address (Final notification of application status will be mailed to the permanent address)

Residing with  Parent (s)  Spouse Name(s) \_\_\_\_\_

Street

City	State	Zip Code
Day Telephone Number	Evening Telephone Number	E-Mail Address

\* Public reporting burden for this collection of information is estimated to average 5 hours per response, including time required for searching existing data sources, gathering the necessary data needed, providing the information required, and reviewing the final collection. In accordance with 5 CFR 1320 5(b), persons are not required to respond to the collection of this information unless this form displays a currently valid OMB control number. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: U.S. Department of State (A/ISS/DIR) Washington, DC 20520.

4. Financial Need - Sources of Funds for Current Academic Year

(Or Most Recent Academic Year of Undergraduate Education; indicate year) \_\_\_\_\_

Estimate Total Annual Cost of School Attendance \$ \_\_\_\_\_

Self \$ \_\_\_\_\_ Parent \$ \_\_\_\_\_ Student Loans \$ \_\_\_\_\_ Need Based Scholarships/Grants \$ \_\_\_\_\_

Other \$ \_\_\_\_\_ Specify \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

Did you receive Pell grants as an undergraduate? Yes  No  If yes, how much? \$ \_\_\_\_\_

Please attach Pell grant document(s) to verify.

5. Education:

(a) Undergraduate Education (list all institutions, with the most recent listed first)

College/University	City/State	Major	Cum GPA	Dates Attended
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Date or Expected Date of Graduation with Bachelor's Degree (mm-yyyy) \_\_\_\_\_

(b) Course Work and Grades - List all course work and grades in the following subjects:

English Courses:

1. Title _____	Grade _____
2. Title _____	Grade _____
3. Title _____	Grade _____

(Use additional sheet of paper if necessary for any courses)

Mathematics/Quantitative Courses:

1. Title _____	Grade _____
2. Title _____	Grade _____
3. Title _____	Grade _____

Science Courses:

1. Title _____	Grade _____
2. Title _____	Grade _____
3. Title _____	Grade _____

Economics/Business or Management Courses:

1. Title _____	Grade _____
2. Title _____	Grade _____
3. Title _____	Grade _____

Government/Political Science Courses:

1. Title _____	Grade _____
2. Title _____	Grade _____
3. Title _____	Grade _____

Foreign Language Courses:

1. Title _____	Grade _____
2. Title _____	Grade _____
3. Title _____	Grade _____

5. Education (Graduates Only - please fill out items 5(c) and 5(d))

(c) Graduate Education:

If known, name of Graduate School you will attend in this fall: \_\_\_\_\_

(Attach admission letter and acceptance letter)

Expected program of study: \_\_\_\_\_

Expected graduation date: \_\_\_\_\_ Name of degree: \_\_\_\_\_

(Note: Applicants must receive their Master's Degree within two years.)

(d) Graduate Institutions to which you have applied - only U.S. institutions eligible:

(use additional sheets of paper if necessary.)

1. _____	Date Applied (mm-dd-yyyy) _____
2. _____	Date Applied (mm-dd-yyyy) _____
3. _____	Date Applied (mm-dd-yyyy) _____
4. _____	Date Applied (mm-dd-yyyy) _____

6. Language Proficiency

Level of Ability Key

Check the number to characterize your ability:

1 = Elementary    2 = Competent    3 = Native    4 = Scholarly

LANGUAGE(S)

READING

WRITING

SPEAKING

English \_\_\_\_\_

1  2  3  4

1  2  3  4

1  2  3  4

\_\_\_\_\_

1  2  3  4

1  2  3  4

1  2  3  4

\_\_\_\_\_

1  2  3  4

1  2  3  4

1  2  3  4

7. List of College or Community Honors and Awards

1. Title _____	Year _____
2. Title _____	Year _____
3. Title _____	Year _____
4. Title _____	Year _____
5. Title _____	Year _____
6. Title _____	Year _____
7. Title _____	Year _____
8. Title _____	Year _____
9. Title _____	Year _____
10. Title _____	Year _____
11. Title _____	Year _____
12. Title _____	Year _____
13. Title _____	Year _____
14. Title _____	Year _____
15. Title _____	Year _____

8. Extracurricular/Community/Volunteer and Leadership Activities

*(Include volunteer and unpaid work experiences such as internships; describe any leadership roles in these activities. Use additional sheets of paper if necessary - see Application Instruction Sheet)*

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9. Personal Statement - Please Use Blank Sheets of White Paper.

*(Read the Application Instruction Sheet carefully regarding the personal statement.)*

10. I Certify That All of the Information Entered on this Application is True and Complete

Signature of Applicant \_\_\_\_\_ Date (mm-dd-yyyy) \_\_\_\_\_

**AUTHORIZATION TO RELEASE EDUCATION RECORDS:** Under the Family Educational Rights and Privacy Act of 1974, you must sign a release before your program files can be used in any future evaluation study of this program. Any information in these files will remain confidential and only aggregate data on students will be released in study reports. Consideration of your application is not contingent on your authorization to release education records and your consent will have no bearing on the selection committee's decision.

I authorize the Woodrow Wilson National Fellowship Foundation to release information personally identifiable to me from the files and records maintained in connection with this application for the U.S. Department of State Thomas R. Pickering Foreign Affairs Fellowship Program. The information is to be released only to The Woodrow Wilson National Fellowship Foundation and the U.S. Department of State.

This authorization is provided pursuant to and in accordance with the Family Educational Rights and Privacy Act of 1974.

**PRIVACY ACT STATEMENT**

**AUTHORITIES:** Section 552a of Title 5 of U.S.C. This authorization is pursuant to and in accordance with the Privacy Act of 1974.

**PURPOSE:** The principal purpose for requesting this information is to determine eligibility, qualifications, and suitability of applicants for the Thomas R. Pickering Foreign Affairs Fellowship Program, and for Federal Employment. It is also to obtain authorization from the candidate to allow the Woodrow Wilson National Fellowship Foundation and the U.S. Department of State to share personally identifiable information from the files and records maintained in connection with this application. The information collected on this form will be released only to the Woodrow Wilson National Fellowship Foundation and the U.S. Department of State.

**ROUTINE USES:** The information collected is used solely for the purpose of determining the qualifications of each applicant. This information may be shared between the Woodrow Wilson Fellowship Foundation, and U.S. Department of State, for the purposes of administering the Thomas R. Pickering Foreign Affairs Fellowship, under established guidelines.

**DISCLOSURE:** Although the application forms request both optional and mandatory data, it is in the candidates best interest to answer all questions. Omission of an item means you might not receive full consideration for a position for which this information is needed.

Signature of Applicant \_\_\_\_\_ Date (mm-dd-yyyy) \_\_\_\_\_