

CLASS OF 2020: ACADEMIC & LEADERSHIP FELLOWSHIP

STEP 3: PROGRAM APPLICATION



GEORGETOWN UNIVERSITY
McCourt School of Public Policy

PROGRAM OVERVIEW

The National Urban Fellows' Academic and Leadership Program selects 30 Fellows annually for a rigorous, 14-month, full-time graduate program. The program is comprised of four semesters of academic course and a nine-month mentorship, which culminates in a Master of Policy Management degree from Georgetown University, McCourt School of Public Policy.

KEY DATES

ACADEMIC AND LEADERSHIP APPLICATION DEADLINE	DECEMBER 15, 2018
FAFSA APPLICATION	JANUARY 1, 2019
APPLICATION SCREENING	JANUARY — FEBRUARY 2019
SEMIFINALISTS SELECTED	FEBRUARY 2019
SEMIFINALISTS INTERVIEWS	MARCH 2019
CLASS OF 2020 ANNOUNCEMENT	APRIL 2019
FELLOW ORIENTATION— NYC	MAY 2019
SUMMER SESSION I CLASSES	JUNE 2019
MENTORSHIP PLACEMENT	SEPTEMBER 2019 — MAY 2020
SUMMER SESSION II CLASSES	JULY 2020
GRADUATION	JULY 2020

PROGRAM REQUIREMENTS

- ◆ Meet the admission requirements of Georgetown University – 3.0 GPA*
- ◆ \$150 Application Fee (no fee waivers granted)
- ◆ \$500 non-refundable registration fee due upon acceptance and enrollment in NUF program
- ◆ Co-investment tuition payment of \$15,000 due upon acceptance and enrollment in NUF program
- ◆ Willingness to relocate, as required by mentorship

Note: Consideration may be given to applicants who have a lower GPA, if he/ she has over 12 years of professional experience.

PREREQUISITES

- ◆ U.S. Citizenship
- ◆ Bachelor's Degree
- ◆ 5-7 years of professional work experience with 2 years in a management capacity
- ◆ Leadership capacity with potential for further growth
- ◆ Demonstrated commitment to public service

Application Checklist

- ◆ Completed Intent Form
- ◆ Resume
- ◆ Two Official Transcripts from all institutions of higher education attended
- ◆ Three Recommendations
- ◆ Autobiographical Statement
- ◆ Professional Statement
- ◆ Personal Statement
- ◆ FASFA application to Georgetown University by 1/1/2020
- ◆ Application Fee

Submission Process

After completing all application components, please print and mail the hardcopy to the National Urban Fellows Program Office, along with your application fee via-certified mail with return receipt, money order or certified check.

Walk-in submissions are welcome Monday-Friday 9am-5pm (ATTENTION: Program Office)



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PERSONAL INFORMATION

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LAST NAME	FIRST NAME	MI
_____	_____	_____

MALE	FEMALE	Are you a veteran of the U.S. Armed Forces?	No	Yes
		Which Branch:		
		Are you a dependent of a veteran of the Armed Forces?	No	Yes

OTHER KNOWN LEGAL ALIAS	SOCIAL SECURITY NUMBER	DOB
_____	_____	_____

ARE YOU A U.S. CITIZEN?	No	YES	PASSPORT #

DO YOU HAVE A DRIVERS LICENSE ?	No	YES	LICENSE#

PERMANENT ADDRESS

CITY	STATE	ZIP CODE
_____	_____	_____

PHONE NUMBERS
Home: _____ Cell: _____ Office: _____

OPTIONAL

Consistent with its policies and public interest objectives, the National Urban Fellows continues to guarantee equality of opportunity to individuals of all racial and ethnic backgrounds. Although we request that the applicant indicate ethnic and racial identity, a response is voluntary.

RACE	ETHNICITY
_____	_____

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The information requested below is being collected to meet research and reporting requirements. It is confidential and will be released only as statistical summaries in which individuals are not identified.

DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME? NO YES LANGUAGE OTHER THAN ENGLISH: _____

IF YES, WITH WHICH LANGUAGE DO YOU FEEL MORE COMFORTABLE WITH? ENGLISH EQUALLY COMFORTABLE WITH BOTH

Marital Status: Single Divorced Married Widow

Are you head of household? No Yes If yes, please list number of dependents: _____

Please list name and relationship of dependents:

1. Name: _____ Relationship: _____

2. Name: _____ Relationship: _____

3. Name: _____ Relationship: _____

4. Name: _____ Relationship: _____

Are you currently paying any child support, as this may have an impact on your monthly stipends. No Yes

Are you currently paying off student loan debt? No Yes If yes, how much? _____

DISCIPLINARY HISTORY

Please complete the information below. **Note: A conviction does not automatically disqualify an applicant.**

Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from college (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in your probation, suspension, removal, dismissal, or expulsion from the institution? No Yes

Have you ever been arrested? No Yes

Have you ever been convicted of a misdemeanor, felony, or other crime? No Yes

*If you answered yes to any question, please attach a separate sheet of paper that provides the approximate date of each incident, explains the circumstances and disposition, and reflects on what you have learned from the experience. Mark the sheet **Confidential —Attention of Program Director.**

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The information requested below is being collected to meet research and federal reporting requirements. It is confidential and will be released only as statistical summaries in which individuals are not identified.

Response is voluntary. The information has no bearing on either admission or academic decisions, but is very helpful in meeting these reporting requirements.

Are you a graduate of a public high school? No Yes

Are you a graduate of a public university? No Yes

How long ago did you graduate from college? < than 5 years > than 5 years > than 10 years

First in your immediate family to obtain a undergraduate degree? No Yes

Are you a member of your college alumni society? No Yes

Are you a member of a fraternity or sorority? No Yes

If Yes, list name: _____

Have any family members graduated from the program? No Yes

Who? _____ Relationship: _____

Have you attended graduate school fairs prior to applying to NUF? No Yes

Have you applied to graduate school before? No Yes

First in your immediate family to obtain a graduate degree? No Yes

Have you applied to the NUF program before? No Yes When? _____

Do you own a laptop? No Yes Is it wireless ready? No Yes

Are you a member of any community or voluntary organizations? No Yes

List the State and congressional district you reside in: State: _____ District: _____

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PERSONAL INFORMATION



ADDITIONAL INFORMATION: If there is any additional information you would like to provide regarding special circumstances, additional qualifications, etc., please do so in the space below or on an attached sheet.

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GENERAL INFORMATION:

How did "learn" about National Urban Fellows?

Previous Applicant No Yes Year _____

Internet Search Word of Mouth Recommendation

NUF Fellow Advertisement

NUF Alumni Name _____ Year _____

Idealist Website Idealist Fairs Which city? _____

NUF Program Office

NUF Website NUF Recruitment Reception, which city: _____

Radio Ad Other - Please specify: _____

Social Networking site, please specify: _____

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PROFESSIONAL EXPERIENCE



List job positions held starting with most recent/current full-time position.
Include military service.

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Organization _____ Years _____

Position _____ Start and End Dates _____

Address _____ Phone: _____

City _____ State _____ Zip _____

Organization _____ Years _____

Position _____ Start and End Dates _____

Address _____ Phone: _____

City _____ State _____ Zip _____

Organization _____ Years _____

Position _____ Start and End Dates _____

Address _____ Phone: _____

City _____ State _____ Zip _____

Organization _____ Years _____

Position _____ Start and End Dates _____

Address _____ Phone: _____

City _____ State _____ Zip _____

Organization _____ Years _____

Position _____ Start and End Dates _____

Address _____ Phone: _____

City _____ State _____ Zip _____

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ACADEMIC INFORMATION



List all postsecondary institutions attended in order, beginning with the most recent institution attended.

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College/University _____	Location _____
Attendance Dates _____	Major _____
Type of Degree _____	Did You Graduate? No Yes
Date Degree Received/Expected _____	GPA At Time of Graduation _____

College/University _____	Location _____
Attendance Dates _____	Major _____
Type of Degree _____	Did You Graduate? No Yes
Date Degree Received/Expected _____	GPA At Time of Graduation _____

College/University _____	Location _____
Attendance Dates _____	Major _____
Type of Degree _____	Did You Graduate? No Yes
Date Degree Received/Expected _____	GPA At Time of Graduation _____

College/University _____	Location _____
Attendance Dates _____	Major _____
Type of Degree _____	Did You Graduate? No Yes
Date Degree Received/Expected _____	GPA At Time of Graduation _____

Please list below the name of the college and/or university you have requested transcripts.

<u>College/University</u>	<u>Date Requested</u>	<i>For NUF Staff Only (Transcript Received)</i>	
		No	Yes
		No	Yes
		No	Yes
		No	Yes
		No	Yes

CLASS OF 2020: ACADEMIC & LEADERSHIP FELLOWSHIP LEADERSHIP TRACK RECORD



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FELLOWSHIPS

List all fellowships on the undergraduate and graduate level.

ACHIEVEMENTS

List all honors and awards for civic, community, academic, government, professional or accomplishments related to work, i.e. promotions.

LEADERSHIP ROLES

List any public service leadership positions on the undergraduate and graduate level.

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AUTOBIOGRAPHICAL STATEMENT



NATIONAL
U R B A N
F E L L O W S

Please provide our potential mentors a convincing and comprehensive snapshot of your recent past history. If you should become a Fellow, this essay will be forwarded to mentors as part of the mentorship recruitment process.

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(Please do not exceed 250 words)

End

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PROFESSIONAL STATEMENT



NATIONAL
U R B A N
F E L L O W S

GEORGETOWN UNIVERSITY
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Your essay should address the following:

1. What are some of the aspects of your professional development that brought you to this point in your life?
2. What motivates you to work in public policy? Please tell us about a personal/professional/academic experience that fueled your passion for public policy and how this informs your commitment to pursue a career in this field.

(Please do not exceed two pages double spaced)

Continue on next page

**CLASS OF 2020: ACADEMIC & LEADERSHIP FELLOWSHIP
PROFESSIONAL STATEMENT CONTINUED**



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McCourt School of Public Policy

A large, empty rounded rectangular box with a thin black border, intended for the user to write their professional statement.

End

CLASS OF 2020: ACADEMIC & LEADERSHIP FELLOWSHIP

PERSONAL STATEMENT



GEORGETOWN UNIVERSITY
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Your essay should address the following:

1. What unique abilities you would bring to the program?
2. How will obtaining this degree will contribute to the attainment of your personal and professional goals. In addition, the statement should specify why you want to pursue your degree with National Urban Fellows and how that relates to your career.

(Please do not exceed two pages double spaced)

Continue on next page

**CLASS OF 2020: ACADEMIC & LEADERSHIP FELLOWSHIP
PERSONAL STATEMENT CONTINUED**



NATIONAL
U R B A N
F E L L O W S

GEORGETOWN UNIVERSITY
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A large, empty rounded rectangular box intended for the student's personal statement.

End

CLASS OF 2020: ACADEMIC & LEADERSHIP FELLOWSHIP RECOMMENDATION LETTERS AND ASSESSMENT



TO THE APPLICANT: Please complete the form below with the information of the individuals who will complete a recommendation letter and an assessment form.

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A sample form has been attached at the end of the application.

.....

Assessor #1

Name _____	Position _____		
Phone _____	Email _____	Years Known _____	
Organization _____			
Address _____	City _____	State _____	Zip _____

In accordance with the Family Education Rights and Privacy Act of 1974, you may waive your right to inspect this recommendation letter by signing the statement below. Should you decide not to waive the right, you will have access to the evaluation if you accept a Fellowship from National Urban Fellows, Inc.

I hereby waive my right of access to this evaluation.

Applicant Signature _____ Date _____

.....

Assessor #2

Name _____	Position _____		
Phone _____	Email _____	Years Known _____	
Organization _____			
Address _____	City _____	State _____	Zip _____

In accordance with the Family Education Rights and Privacy Act of 1974, you may waive your right to inspect this recommendation letter by signing the statement below. Should you decide not to waive the right, you will have access to the evaluation if you accept a Fellowship from National Urban Fellows, Inc.

I hereby waive my right of access to this evaluation.

Applicant Signature _____ Date _____

.....

Assessor #3

Name _____	Position _____		
Phone _____	Email _____	Years Known _____	
Organization _____			
Address _____	City _____	State _____	Zip _____

In accordance with the Family Education Rights and Privacy Act of 1974, you may waive your right to inspect this recommendation letter by signing the statement below. Should you decide not to waive the right, you will have access to the evaluation if you accept a Fellowship from National Urban Fellows, Inc.

I hereby waive my right of access to this evaluation.

Applicant Signature _____ Date _____

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STATEMENT OF AGREEMENT AND COMMITMENT



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1. I have read the general instructions concerning the Fellowship and I understand that it is my responsibility to ensure that all required forms and supporting materials reach the NUF office by the due date. I understand that there are no exceptions to the due date, and that the application fee cannot be waived and is not refundable.
2. Fellows come from diverse backgrounds and fields of study. I understand that for admission to the National Urban Fellows program, Fellows must hold a bachelor's degree from an accredited college or university and must demonstrate potential for excellence in the study of public administration and policy.
3. I understand that the program is rigorous, intensive and requires my full time commitment. I will neither solicit compensation nor accept employment (including consultant services) of any kind during the Fellowship period.
4. I have read and understand the requirements of the NUF Fellowship. I am not aware of any health conditions (physical/ mental) which might prevent me from fulfilling the requirements of the 14 month Fellowship.
5. I understand that withholding information or providing false information will make me ineligible for admission to the Fellowship.
6. I understand that I will be required to pay a \$45.00 monthly fee to the IUJAT for health benefits while in good standing during the Fellowship.
7. I understand that if I am selected as a Fellow, I may be required by my Fellowship mentor to undergo a criminal background check, credit check and/or drug testing as part of state and local laws. Failure to respond to requirements will result in expulsion from Fellowship and National Urban Fellows Academic and Leadership Program.
8. The information provided in this application is complete, true and accurate. I understand that any misrepresentation or omission may be cause for disqualification or result in expulsion from the program. I further understand that my application and all supporting materials become the property of National Urban Fellows, Inc. and cannot be returned or sent forwarded.
9. The National Urban Fellows, Inc. has the right to terminate my Fellowship at any time if my academic standing is below a 3.0 GPA or if my professional performance proves unsatisfactory at the end of every semester.
10. If I am selected and accept the Fellowship, **I will relocate as required by the Fellowship.**
11. I understand and accept that the information submitted in this application will be shared with the National Urban Fellows selection committee, staff, potential mentors and the Georgetown University, McCourt School of Public Policy faculty and administration.

Continued on next page

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STATEMENT OF AGREEMENT AND COMMITMENT



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12. I waive my rights under FERPA and I authorize Baruch College to provide NUF, Inc. with grade reports after every semester and a transcript upon completion of the program to verify satisfactory academic standing and graduation eligibility. NUF will pay all required fees to Baruch College to facilitate this information throughout the program.
13. National Urban Fellows, Inc. and the McCourt School of Public Policy expects all students to follow regulations regarding academic honesty. All academic work must be performed without plagiarism, cheating, lying, tampering, stealing or receiving unauthorized or illegitimate assistance.
14. I understand that I must follow all the policies and procedures as defined in the National Urban Fellow's Handbook for the Class of 2020.
15. I understand the expectation of "Give Back" to NUF as an alumni through: Leadership role in NUF alumni; Mentor; Fellow recruitment; Personal contribution annually and Fundraising.
16. I understand that I am expected to pursue a leadership career (employment) in government or non-profit.
17. I understand that I will be required to pay a \$750.00 non-refundable registration fee due upon acceptance and enrollment in NUF for costs related to my student registration at McCourt School of Public Policy.
18. I understand that I will be required to make a co-investment payment of \$15,000.00 to National Urban Fellows, for costs associated with my tuition at McCourt School of Public Policy upon my acceptance of the Fellowship.
19. I understand that successful completion and submission of the capstone is a legacy requirement of the mentorship; a copy of the capstone must be submitted to National Urban Fellows before May 15, 2020.
20. I understand that I am required to participate in all professional development activities and events hosted by National Urban Fellows throughout the 14-month Fellowship and non-attendance will result in stipend deductions.

Affirmation and Signature

I certify that all information submitted in the admission process-including the application, the personal essay, bio, career goal statement and any other supporting materials is my own work, factually true, and honestly presented. I authorize all schools attended to release all required records covered under the FERPA Act, and authorize review of my application for the admission program indicated on this form. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I have certified be false.

Print Name:

Applicant Signature:

Date:

CLASS OF 2020: ACADEMIC & LEADERSHIP FELLOWSHIP ASSESSMENT FORM



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DEAR ASSESSOR,

We are extremely grateful for your time and input. The person you are assessing and recommending is applying for admission to the National Urban Fellows graduate degree program. Your assessment and recommendation of the applicant is crucial to our evaluation of his/her candidacy for admission. We welcome information that will help us to differentiate this individual from others.

We ask for your honest assessment and recommendation of the applicant's abilities and request that you follow this procedure:

- Provide your contact information listed below and fill out the assessment form.
- Write a one-two page recommendation letter and save it on your computer in an easy accessible folder.
- Email the assessment form and letter with the subject line "2020 Assessment" to: 2020gtwnassessment@nuf.org.
- **You are required to mail the signed original of the recommendation letter to NUF.**

Confidentiality: We value your comments highly and ask that you complete this form in the knowledge that it may be retained in the Fellow's file should the individual participate in the National Urban Fellows program.

TO BE COMPLETED BY THE ASSESSOR: Please provide us with the following information regarding the applicant you are assessing. If you do not have this information please notify the applicant.

Applicant's Last Name: _____ First Name: _____

Phone: _____ Email Address: _____

Your Name (Assessor): _____

Position/Title: _____ Date: _____

Organization: _____

Street Address: _____

City: _____/State: _____ Zip code: _____

Phone: _____ Email Address: _____

How long have you known the applicant? _____

In what capacity? _____

Continue on next page

We may contact you if we have additional questions.

CLASS OF 2020: ACADEMIC & LEADERSHIP FELLOWSHIP ASSESSMENT FORM



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Please assess the applicant's promise as a graduate student, in comparison with others of similar age and experience in the following categories (check the appropriate box):

	Exceptional (top 10%)	Superior (top 20%)	Satisfactory (middle third)	Below Average (bottom third)	Unable to Judge	<u>Overall Opinion</u> (Please Mark One)
Intelligence and Administrative Competencies						Highly Recommended
Academic Achievement						
Leadership & Management Skills						Recommended
Maturity, Motivation & Initiative						
Written & Oral Communication						Recommended with some reservations
Ability to Work Collaboratively						
Managerial Career Potential						I do not recommend
Personal Qualities						

Print Name: _____ Date: _____

(Note: Your printed name on the above line represents your signature)

Please forward, in an email, the two page Assessment Form along with a copy of your recommendation letter to 2020gtwnassessment@nuf.org.

Also, please mail the signed original of the recommendation letter to the Program Office.