



# Congressional Fellowships on Women and Public Policy | Class of 2019

## APPLICATION FORM Deadline: May 31, 2018

*The program is open to applicants who are currently enrolled in, or have recently completed, a graduate program leading to a degree.*

In January 2014, the Women's Congressional Policy Institute (WCPI) became the new home for the WREI Congressional Fellowships on Women and Public Policy program. The fellowship program places current or recent graduate students in the Washington, D.C. offices of Members of Congress and congressional committees. Fellows work 40 hours per week from January through July as legislative aides on public policy issues. Following a mandatory two-week orientation to Capitol Hill in January, Fellows meet once a week at issue seminars with women's advocates, congressional staff, researchers, and lobbyists. WCPI expects to award at least four Fellowships for 2019.

In recent years, Fellowships have been made possible by PepsiCo, Mylan, Amgen, Newcomb College Institute of Tulane University, Walton Family Foundation, Kahn Foundation, and Kaplan, among others.

For 2019, Fellows will receive a stipend of approximately \$3,400 per month gross. An additional sum of up to \$1,000 is provided for the purchase of health insurance with submission of a bill from a provider. WCPI is **not** responsible for funding transportation to and from Washington, or for finding lodging for students. It is up to the Fellow to make all arrangements for satisfying her institution's academic requirements.

### PURPOSE

The program is designed to:

- Develop a cadre of talented women experienced in public policymaking at the national level;
- Encourage more effective participation by women in policy formation at all levels of government;
- Examine how policies affect women and men differently and encourage the formulation of policy options that recognize the needs of all people;
- Promote activities that encourage the translation of research into policy;
- Raise awareness that domestic and international issues affecting women are interdependent;
- Increase understanding that those issues often defined as "women's issues" are, in fact, "human issues" of equal importance to men and women.

## PROGRAM

***Orientation and placement.*** An intensive two-week orientation program for all Fellows begins in early January 2019 in Washington, D.C. Attendance at orientation is mandatory for all Fellows with **no** exceptions. During orientation, Fellows interview for House and Senate assignments. Fellows are generally placed in their Hill offices by late January; they work through July 2019. Required weekly meetings continue through the course of the program. Fellows are granted seven days of vacation that can be taken at any time with approval of the congressional office and notification to WCPI.

## ELIGIBILITY

**Only students who are currently enrolled in a master's, doctoral, or professional degree program, or who have completed such a program within the past two years, are eligible. You must be legally eligible to work in the United States.**

WCPI **strongly recommends** that applicants have completed ***at least nine hours of graduate coursework before applying***, and have a demonstrated interest in research or political activity relevant to women's social and political status. Competition often includes attorneys, doctors, MBAs, and PhD candidates with extensive professional and volunteer experience. To examine the credentials and Fellowship work of previous Fellows, go to <http://www.womenspolicy.org/our-work/congressional-fellows/>.

## SELECTION CRITERIA

Fellows are selected on the basis of academic competence, as well as demonstrated interest in the public policy process. They are expected to be articulate and adaptable, and to have strong writing skills. Applicants with a variety of traditional and non-traditional academic backgrounds will be considered.

*WCPI promotes equal opportunity in its Fellowship program and welcomes qualified applicants of any age, gender, race, religion, sexual orientation, experience, political affiliation, and academic field.*

## APPLICATION DEADLINE

Applications must be received at WCPI **no later than close of business (5 p.m. Eastern) Thursday, May 31, 2018** via regular mail or e-mail. Faxed applications will **not** be considered. Semi-finalists will be interviewed in June and July. Awards will be announced by early August.

As the May deadline approaches, we will notify you by e-mail that (1) your application has been received and (2) what, if any, materials are missing from your application.

*Send original application and supporting materials to:*

Congressional Fellowship Program  
Women's Congressional Policy Institute  
409 12<sup>th</sup> Street, SW, Suite 702  
Washington, DC 20024

OR via email at [webmaster@womenspolicy.org](mailto:webmaster@womenspolicy.org)

WCPI WILL NOT ACCEPT FAXED APPLICATIONS OR CONSIDER ANY APPLICATION  
THAT ARRIVES LATER THAN CLOSE OF BUSINESS (5 P.M. EASTERN) MAY 31, 2018.

**2019 APPLICATION FORM  
DEADLINE: MAY 31, 2018**

**SECTION I – Personal Information**

Name:

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Last

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First

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Middle Initial

Mailing Address:

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Street

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip Code

Home Address: (if different from above)

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Street

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip Code

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Phone (Day)

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Phone (Evening)

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E-Mail address

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How did you hear about the WCPI Fellowship program?

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## SECTION II - Current Academic Program

Applicants must submit official transcripts of previous academic work (college and graduate level). *The transcripts may be submitted electronically from the institution(s), or mailed under the institution(s)' seal. Unofficial transcripts or copies will not be accepted.*

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Institution

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Field of Specialization

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Degree Status

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Date of Graduation

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Degree

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Department

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## SECTION III - References

List three individuals whom you have asked to provide references for this fellowship application. Please **do not** submit all academic references. Letters of support from employers or organizations where you have volunteered are highly valued.

The individuals serving as your references **must** mail hard copies of their letters directly to WCPI. E-mailed recommendations followed by hard copies will be accepted. *Please note: applications will not be considered complete until mailed hard copies of all three reference letters have been received.*

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Name

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Title

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Address

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Name

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Title

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Name

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Title

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Address

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**SECTION IV - Previous Academic Record (Please attach a copy of your most recent resume)**

*Please list chronologically, with most recent institution first.*

**Institution**

**Dates Attended**

**Major**

**Degree(s)**

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**SECTION V - Employment, Volunteer Work, and Civic Activities**

*List most recent activity first. If space is insufficient, you may attach a separate listing.*

**Organization Name**

**Type of Work**

**Dates of Activity**

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## SECTION VI - Demonstration of Competence and Interest

The most heavily weighted part of the application is an autobiographical essay demonstrating interest, experience, and writing ability. Please attach an autobiographical essay of no more than 1,500 words that tells about yourself and how you got where you are today. The essay should also be responsive to the following points:

- What experiences led to your interest in women's issues?
- Which issues most interest you?
- How would this Fellowship affect your long-term personal and professional goals?

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## SECTION VII

Append a list of papers/reports you have worked on or conferences/presentations you have organized concerning governmental, organization, or business policies affecting women. **DO NOT INCLUDE THE PAPERS THEMSELVES.**

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## SECTION VIII - Working in the Congressional Environment

The U. S. Senate and House of Representatives are rewarding but stressful places to work. Offices are crowded, deadlines are tight, egos are large, and staff is territorial. Please indicate in one paragraph the skills, maturity, and flexibility you offer to cope with such challenges.

## **SECTION IX - Special Circumstances (Optional)**

Beyond the formal record of your academic and employment history, you may append a statement of not more than one page to indicate special and unusual skills, interests, or experiences that you consider important in the evaluation of your qualifications for this fellowship. This could include obstacles you have overcome, family situations, special needs, etc.

**APPLICATIONS, SUPPORTING MATERIALS, AND OFFICIAL TRANSCRIPTS  
SHOULD BE MAILED TO:**

**Congressional Fellowship Program  
Women's Congressional Policy Institute  
409 12<sup>th</sup> Street, SW, Suite 702  
Washington, DC 20024**

**OR e-mailed to: [webmaster@womenspolicy.org](mailto:webmaster@womenspolicy.org)**  
Please include "WCPI Congressional Fellowship Program" in the subject line.