APPLICATION
Carnegie Mellon University Washington Semester Program
Spring 2012

From embassy headquarters to nongovernmental organizations, think tanks to advocacy organizations, and consulting firms to media outlets, Washington, DC, is a focal point for many international and public policy activities.

Undergraduates from any course of study who would value firsthand policy experience are invited to apply to Carnegie Mellon University’s Washington Semester Program, sponsored by the university’s Center for International Relations and Politics. In this semester-long program, students live, work, and study in Washington, DC, coming into direct contact with political, business, and community leaders and learning about the most pressing policy issues of the day.

The Center for International Relations and Politics will sponsor policy events and forums for CMU students participating in the program to further enrich their experience and enhance their understanding of how Washington functions as a hub of international and public policy decision making.

Required Application Materials

In addition to this application form, applications must include the following in order to be complete:

☐ A one-page essay, explaining how the Washington semester ties into your curricular plans at Carnegie Mellon and how it will contribute to your professional development.
☐ Your current résumé.
☐ Two letters of recommendation (please use the attached forms):
  o *Faculty recommendation:* At least one letter should come from a faculty member who has taught you in class. The letter should address your academic performance, ability to work in varied academic settings, ability to work independently, and writing skills. The recommender should also comment, if knowledgeable, on your extracurricular involvement, service, and leadership experience.
  o *General recommendation:* The second letter of recommendation may be written by a second faculty member or by another referee (such as a supervisor, coach, advisor, or volunteer coordinator) who can speak to how this opportunity complements your intellectual or career interests. The recommender should also comment, if knowledgeable on your extracurricular involvement, service, and leadership experience.
☐ Official transcripts from all undergraduate institutions where you have completed course work. You should request a Carnegie Mellon transcript from the HUB in person or online at [http://www.cmu.edu/hub/transcripts/index.html](http://www.cmu.edu/hub/transcripts/index.html).

Application and supporting materials are due to the CMUWSP Advisor, Emily Half, Office: Baker Hall A60C, Mailbox: Baker Hall 154, no later than **October 3, 2011**.
Student Information

Name: ________________________________
   Last    First    MI

Birth date: _____________________________  ___ Male  ___ Female

Place of Birth: ___________________  Citizenship: ______ Visa type (non-US Citizens) ______

Home address: ____________________________
   Street    City    State    Zip

Home phone: (____)__________________  Cell phone: (___)__________________

Personal e-mail: ____________________________

School Information

Andrew User ID: ____________________________ Anticipated Graduation Date: __________________

Campus SMC address: ________________ Pittsburgh  PA  15289
   SMC Box No.    City    State    Zip

College: ____________________________  Department: ____________________________

Major(s): Primary: ____________________________

    Additional: ____________________________

Minor(s): ____________________________

Clubs and/or organizations: ____________________________

   ______________________________________

Academic Advisor: ____________________________

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Rank your top two areas of interest:

**Semester in Washington – Georgetown University**

<table>
<thead>
<tr>
<th>Rank</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>1</td>
<td>Law, Legislation &amp; Politics</td>
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<tr>
<td>2</td>
<td>Politics &amp; Public Policy</td>
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<tr>
<td>3</td>
<td>Religion &amp; Political Culture</td>
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<tr>
<td>4</td>
<td>International Relations</td>
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<tr>
<td>5</td>
<td>International Commerce &amp; Trade</td>
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<tr>
<td>6</td>
<td>Journalism, Politics &amp; the Media</td>
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**Capital Semester – The Fund for American Studies**

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<tr>
<th>Rank</th>
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<tbody>
<tr>
<td>1</td>
<td>Public Policy</td>
</tr>
<tr>
<td>2</td>
<td>Political Journalism</td>
</tr>
</tbody>
</table>

**Friedman Fellowship Information**

Do you receive institutional or federal financial aid through Carnegie Mellon? ____ yes   ____ no

If desired, applicants may attach a separate statement documenting any financial considerations that may not be reflected in the university’s financial aid application process.

Have you lived, studied, or worked/interned previously in Washington DC? ____ yes   ____ no

(If yes, please elaborate.) ____________________________________________________________

___________________________________________________________________________

The information disclosed on this application is accurate. I agree to abide by the regulations of the Washington Semester Program. I also grant Carnegie Mellon University and approved partner schools permission to use any photographs of me and quotes taken in connection with the Washington Semester Program and Carnegie Mellon University and/or partner schools.

Signature ___________________________ Date ___________________
Faculty Recommendation Form
Carnegie Mellon University Washington Semester Program

To Be Completed by the Student

Name of Applicant: ___________________________ Andrew User ID: __________________

Applicant’s Waiver of Right of Access to Confidential Statement

Under the Family Educational Rights and Privacy Act of 1974, as amended, students have a right to certain education records.

☐ I hereby freely and voluntarily waive my rights to any information contained in this recommendation form and agree that it shall remain confidential.

☐ I do not waive my rights to any information contained in this recommendation form.

___________________________________ _________________________
Student Signature Date

To the Recommender

This recommendation will be reviewed by the Carnegie Mellon University Washington Semester Program selection committee. Your candid assessment of the student is vital to the selection process. If you do not feel qualified to assess the student, please ask him/her to choose another evaluator. Should you have any questions about the program, please feel free to contact ehalf@andrew.cmu.edu.

In your recommendation letter, we ask that you address the following topics:

1. In what capacity and for how long have you known the applicant? In which course(s) have you taught the applicant and when?

2. Please discuss the applicant’s academic performance, ability to work in varied (including non-traditional) academic settings, ability to work independently, writing skills, and flexibility.

3. Please comment, if knowledgeable, on the applicant’s extracurricular involvement, service, and leadership experience.

4. How do you anticipate that a semester in Washington, DC, including academic work and a policy-related internship, will enhance the applicant’s academic and/or professional career?

Please return this form along with your letter of recommendation.

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**General Recommendation Form**

Carnegie Mellon University Washington Semester Program

**To Be Completed by the Student**

Name of Applicant: ____________________________  Andrew User ID: _______________

**Applicant’s Waiver of Right of Access to Confidential Statement**

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In your recommendation letter, we would ask that you address the following topics:

1. **In what capacity and for how long have you known the applicant?**

2. **Please discuss the applicant’s professional or academic performance, ability to work in varied settings, ability to work independently, writing skills, and flexibility.**

3. **Please comment, if knowledgeable, on the applicant’s extracurricular involvement, service, and leadership experience.**

4. **How do you anticipate that a semester in Washington, DC, including academic work and a policy-related internship, will enhance the applicant’s academic and/or professional career?**

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