APPLICATION
Carnegie Mellon University Washington Semester Program
Fall 2015

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 the Carnegie Mellon University 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.

Students earn 48 units for the CMU/WSP, interning three days per week in any sector or field of interest within Washington, DC, while taking classes two days per week and in the evenings. The Center for International Relations and Politics sponsors events and a policy forum in Washington for 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 a semester in Washington, DC, ties into your curricular plans at Carnegie Mellon and how it will contribute to your professional development. We encourage you to define your internship interests in this essay.

☐ Your current résumé, reviewed and approved by the Career and Professional Development Center.

☐ Two letters of recommendation (please use the attached forms):
  ▪ 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.
  ▪ 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.

☐ Unofficial transcripts from Carnegie Mellon and official transcripts for any other undergraduate institutions where you have completed course work. You can download your unofficial transcript from SIO: https://s3.as.cmu.edu/sio/index.html.

☐ Meet with your primary academic advisor to discuss your curricular plans and receive the required approval signature on page 3 of CMU/WSP application.

Application and supporting materials are due to the CMU/WSP Academic Program Manager, Emily Half, Office: Baker Hall A60C, Mailbox: Baker Hall 154, no later than February 20, 2015
### Student Information

Name: ____________________________  Last  First  MI

Birth date: ____________________________  ___ Male  ___ Female

Citizenship: ____________________________  Visa type (non-US Citizens): ____________________________

Home address: ________________________________________________________________

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<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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Home phone: (____)  Cell phone: (____)

Personal e-mail: __________________________________________

### School Information

Andrew User ID: ____________________________  Anticipated Graduation Date: ____________________________

Campus SMC address: ____________________________  Pittsburgh  PA  15289

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<th>SMC Box No.</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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College: ____________________________  Department: ____________________________

Major(s): Primary: ____________________________

Additional: ____________________________

Minor(s): ____________________________

### Résumé Review

Each applicant should have his/her résumé reviewed and approved by the Carnegie Mellon Career and Professional Development Center before applying to the CMU/WSP.

CPDC Printed Name  CPDC Signature

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CMU/WSP course descriptions may be found on the CMU/WSP website and in the undergraduate catalog. All courses and grades will appear on the Carnegie Mellon transcript (not as transfer credit). All students will enroll in the CMU/WSP Internship Seminar (15 units) and CMU/WSP Policy Forum (9 units). In addition, students will enroll in one core course (12 units) and one elective course (12 units). Please contact Emily Half at ehalf@andrew.cmu.edu with questions about course options. Final selection of courses will take place after students are admitted to the program.

Academic Advisor Approval

Please discuss with the student what impact, if any, participation in this program will have on his/her progress toward graduation. The academic advisor’s signature below indicates approval of the student’s participation in the CMU/WSP for the fall 2015 semester.

If advisors have questions, please contact Emily Half at ehalf@andrew.cmu.edu or 412-268-7082.

___________________________________  ____________________________________
Academic Advisor Printed Name  Academic Advisor Signature

Friedman Fellowship Information

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

If yes, applicants should attach a separate statement documenting any financial considerations. Applicants may submit their financial aid letter from Carnegie Mellon.

Have you lived, studied, or worked/interned previously in Washington DC? ____ yes  ____ no
(If yes, please elaborate.) _______________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Application and supporting materials are due to the CMU/WSP Academic Program Manager, Emily Half, Office: Baker Hall A60C, Mailbox: Baker Hall 154, no later than February 20, 2015.
The information disclosed on this application is accurate. I agree to abide by the regulations of the Carnegie Mellon University Washington Semester Program. I also grant Carnegie Mellon University permission to use any photographs of me and quotations taken in connection with the Carnegie Mellon University Washington Semester Program.

I grant CMU/WSP permission to contact my academic advisor, housefellow, supervisor, and/or references for further information on my behalf.

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 cmuwsp@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.

Application and supporting materials are due to the CMU/WSP Academic Program Manager, Emily Half, Office: Baker Hall A60C, Mailbox: Baker Hall 154, no later than February 20, 2015.
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

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

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 cmuwsp@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?

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?

Please return this form along with your letter of recommendation.

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