

## 2005 Charles B. Rangel International Affairs Program for Graduate Students

### APPLICATION INSTRUCTIONS

**Deadline for Submission: January 28, 2005**

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

1. **Undergraduate Education/Course Work and Grades.** Emphasis will be placed on the academic rigor of undergraduate course work taken in six undergraduate course 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.
2. **College or Community Honors and Awards.** All honors and awards received during undergraduate education, and beyond if relevant
3. **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.
4. **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, 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 experiences 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.)
5. **Two Letters of Recommendation.** One letter should be from a community leader who knows you. One letter should be directly from a university or faculty member who knows you. Letter of recommendation must be MAILED DIRECTLY to Kamilah Martin.
6. **Resume** – if graduation took place prior to May, 2005

*Please submit all materials to:*  
Charles B. Rangel International Affairs Program  
Ralph J. Bunche International Affairs Center  
Howard University  
2218 6<sup>th</sup> Street NW  
Washington, DC 20059

The Ralph J. Bunche International Affairs Center  
**CHARLES B. RANGEL INTERNATIONAL AFFAIRS FELLOWSHIP PROGRAM**

You must check one     Undergraduate     Graduate

**APPLICATION DEADLINE: January 28, 2005**

**Participation open only to US 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 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**)
- Certification of Citizenship. Notarized copy of: 1. birth certificate; 2. certificate of US citizenship; or 3. US passport
- GRE Form (for Graduate) or SAT Form (for undergraduate)

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.
- Official Financial Aid Statement for your current academic year (Undergraduate) or senior year of college (Graduate).

**1. Name** (*Last, First, Middle*)

**2. Current Address**

Indicate date valid until (*mm-dd-yyyy*)

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 this address*)

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

Street

City

State

Zip Code

Day Telephone Number

Evening Telephone Number

E-Mail Address

**4. Education:**

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

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

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 \_\_\_\_\_

Other relevant courses:

- 1. Title \_\_\_\_\_ Grade \_\_\_\_\_
- 2. Title \_\_\_\_\_ Grade \_\_\_\_\_
- 3. Title \_\_\_\_\_ Grade \_\_\_\_\_

**5. EDUCATION (GRADUATES ONLY – please fill out items 5(a) and 5(b))**

( a ) Graduate education:

If known, name of Graduate School you will attend in fall 2003: \_\_\_\_\_

(Attach admission letter and acceptance letter)

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

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

( b ) Graduate Institutions to which you have applied – only US institutions eligible:

(use additional sheet of paper if necessary)

- 1. \_\_\_\_\_ Date Applied \_\_\_\_\_
- 2. \_\_\_\_\_ Date Applied \_\_\_\_\_
- 3. \_\_\_\_\_ Date Applied \_\_\_\_\_
- 4. \_\_\_\_\_ Date Applied \_\_\_\_\_

**6. Language Proficiency**

Check the number to characterize your ability:

LEVEL OF ABILITY KEY  
1 = Elementary 2 = Competent 3 = Native 4 = Scholarly

LANGUAGE(S)	READING				WRITING				SPEAKING			
English _____	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
_____	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
_____	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>

**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 \_\_\_\_\_



