Fellows Program Proposal
2015-2016

BEFORE BEGINNING, READ THE APPLICATION INSTRUCTIONS COMPLETELY.

A complete application consists of:

I. Pre-proposal with Essay (already on file)
II. Proposed Travel Itinerary
III. Estimated Budget
IV. Three Completed Reference Forms
V. Resume
VI. Transcripts

Completing the Application Form:

All applications must be typed.

The completed application must consist of the items listed above. Three sets stapled submitted by 5:00 p.m. on Friday, October 30th, 2015 to the MSC Leland T. and Jessie W. Jordan Institute Office, Rm. 2293 of the Student Programs Office on the 2nd floor of Memorial Student Center. We request that individuals serving as your references mail their written recommendations directly to the MSC L.T. Jordan Institute, 1237-TAMU, College Station, TX 77843-1237 or TAMU Campus Mail Stop 1237. Applicants should arrange for the TAMU Admissions and Records office to send an official TAMU transcript and copies of other transcripts directly to the L.T. Jordan Institute Office at the above address.

Please note: Only one copy of reference form and transcript is required.

A database will be maintained on each applicant to monitor the status of his or her application. Students may contact the MSC L.T. Jordan Institute Office at 979-845-8770 to inquire if all transcripts and references have been received. It is the applicant's responsibility to verify the completeness of his or her application. Applications that are incomplete by 5:00 p.m. Friday, October 30th, 2015 will be disqualified.

Form I: Pre-Proposal

Already on file in the Jordan Institute Office (submission deadline was October 9th, 2015)

Form II: Proposed Travel Itinerary

The 2015-2016 Jordan Fellow must begin travel between December 17, 2015 and December 31, 2016. A detailed plan of activity is critical for consideration as a Jordan Fellow. Should you be selected as a Jordan Fellow, specifics of your proposed plan of activity may be modified if necessary. The required information should be submitted in a timeline format on separate pages.
Your travel itinerary should include (but is not limited to):

1. Country or countries you plan to visit.
2. Length of time you plan to stay in each country.
3. Cities you intend to visit.
4. Length of time you plan to stay in each city.
5. Activities you intend to pursue (i.e. study, research, employment, museums, cultural events, historical sites, visiting friends or family, etc.)
6. How you plan to travel from city to city.
7. What type of accommodation you intend to use in each city (i.e. youth hostel, bed and breakfast, hotel, private residence, etc.)
8. Brief description of why you have chosen to visit that particular city/region/country.

A travel agent may be helpful in gathering this type of information as well as information dealing with the budget for your travel. All submissions should be detailed and realistic according to your time and funding constraints.

**Form III: Estimated Budget**

A list of anticipated expenses will be used to decide how much funding the MSC Leland T. and Jessie W. Jordan Institute for International Awareness will give to each Fellow. Each fellow will receive up to $2,000.00 based upon the strength of the application.

Your budget must include (but is not limited to):

**Expenses:**

1. Transportation (including travel by land, air, or sea)
2. Lodging
3. Food allowance
4. Insurance/medical coverage
5. Other expenses related to your chosen activity (i.e. hiking gear for mountaineers; books, fees, tuition for scholars; camera and gear for photographers; clothes for job-seekers, etc.)

**Income:**

6. Alternative sources of funding (i.e. loans, savings, other grants, etc.)
7. General spending money

List and total all anticipated sources of funding and expenses. Please provide realistic and detailed information in the budget.

**Form IV: References**

Three letters of reference should be requested from persons qualified to evaluate you. At least two of these references must be academic. All references must use the form provided on http://ltjordan.tamu.edu/. (You will need to make two additional copies of the blank form to accommodate your two other references.) Their remarks should be returned directly to the MSC Leland T. and Jessie W. Jordan Institute for International Awareness, Memorial Student Center, 1237-TAMU, College Station, Texas 77843-1237 (Campus Mail Stop 1237, or Rm. 2293 of the Student Programs Office, 2nd floor of Memorial Student Center). All three recommendations must be received by the application deadline of 5:00 p.m. on October 30th, 2015, or your application will be considered incomplete. Please list the names, addresses, and your relationship to your references with your application. Only one set of reference forms required.
Form V: Resume

Please attach a personal resume detailing extracurricular activities and work experience.

Form VI: Transcript

Please have the TAMU Admissions and Records Office send an official Texas A&M University transcript and an unofficial transcript from any other colleges and universities attended to the MSC L.T. Jordan Institute Office prior to the application deadline.

A transcript can be ordered at the Office of the Registrar for $10.00. If you request the Registrar to send it to us by campus mail, please allow at least five working days for delivery.

Deadline

Completed applications and copies must be received no later than 5:00 p.m. Friday, October 30th, 2015. Submit applications to the MSC Leland T. and Jessie W. Jordan Institute Office in Room 2293 of the Student Programs Office on the second floor of Memorial Student Center. Remember, applications will be found incomplete after 5:00 p.m. on October 30th, 2015, and be disqualified. Please detach the first three pages of instructions before submitting the completed application.

Upon notification of the status of the application regarding the proposal, applicants will sign up for a time slot during which the interview portion of the application will take place. Any questions concerning your Fellows proposal may be addressed to the L.T. Jordan Institute at (979) 845-8770 or the Jordan Fellows Director at ji-fellows@msc.tamu.edu

Thank you.