



Memorial Student Center  
L.T. Jordan Institute for International Awareness  
**Fellows Program Proposal**  
**2008-2009**

**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. **Four photocopies and the original completed application must be submitted by 5:00 p.m. on Monday, November 17<sup>th</sup>, 2008, to the MSC L.T. Jordan Institute Office, Rm. 223I of the Student Programs Office in the Memorial Student Center.** We request that individuals serving as your references mail their written recommendations directly to the MSC L.T. Jordan Institute, PO Box J-1, College Station, TX 77844 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.

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 as of 5:00 p.m. on November 17<sup>th</sup>, 2008 will be disqualified.

**Form I: Pre-Proposal**

Already on file in the L.T. Jordan Institute Office (submission deadline was October 30<sup>th</sup>, 2008)

**Form II: Proposed Travel Itinerary**

The 2008-2009 L.T. Jordan Fellow must begin travel between December 14, 2008 and December 31, 2009. 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 L.T. Jordan Institute for International Awareness will give to each Fellow. Each fellow will receive up to \$1,500, 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. (You will need to make two additional copies of the blank form to accommodate your other two references.) Their remarks should be returned directly to the MSC L.T. Jordan Institute for International Awareness, Memorial Student Center, PO Box J-1, College Station, Texas 77844 (Campus Mail Stop No. 1237, or Rm. 223I of the Student Programs Office, Memorial Student Center). All three recommendations must be received by the application deadline of 5:00 p.m. on November 17<sup>th</sup>, 2008, or your application will be considered incomplete. Please list the names, addresses, and your relationship to your references with your application.

### **Form V: Resume**

Please attach a personal resume detailing extracurricular activities and work experience. Questions about the format for your resume may be addressed to the Texas A&M University Placement Center staff in Room 209 of the John J. Koldus Building.

## **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. Freshmen applicants should send a copy of their high-school transcript.

A transcript can be ordered at the Office of the Registrar for \$7.00. 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. Monday, November 17<sup>th</sup>, 2008.** Submit applications to the MSC L.T. Jordan Institute Office in Room 223I of the Student Programs Office on the second floor of the Memorial Student Center. Remember, applications found incomplete by 5:00 p.m. on November 17<sup>th</sup>, 2008 will be disqualified. Please detach the first three pages of instructions before submitting the completed application.

The Director of the L.T. Jordan Institute Fellows Program will contact applicants by telephone concerning a personal interview with the Fellows Selection Committee. Interviews will be held the week of November 17<sup>th</sup>, 2008. Any questions concerning your Fellows proposal may be addressed to the L.T. Jordan Institute at (979) 845-8770 or the L.T. Jordan Fellows Director at [ji-fellows@msc.tamu.edu](mailto:ji-fellows@msc.tamu.edu).

Good luck!