



## **Fellows Program Proposal 2016-2017**

### **BEFORE BEGINNING, READ THE APPLICATION INSTRUCTIONS COMPLETELY.**

#### **A complete application consists of:**

- Pre-proposal with essay (already on file)
- Resume (already on file)
- Proposed travel itinerary
- Estimated budget
- Three completed Reference Forms (separate form)
- Transcript(s)

### **COMPLETING THE APPLICATION FORM**

All applications must be typed.

The completed application must consist of the items listed above. **Three stapled copies must be submitted by 5:00 PM on Friday, October 28<sup>th</sup>, 2016 to the MSC L.T. Jordan Institute Office, Room. 2293 of the Student Programs Office on the 2<sup>nd</sup> floor of Memorial Student Center.** We request that individuals serving as your references deliver or 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 each 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 28<sup>th</sup>, 2016 will be disqualified.

**Additionally, applications that do not meet the above requirements will be considered incomplete and the applicant will be disqualified.**

### **FORM I: PRE-PROPOSAL**

Already on file in the L.T. Jordan Institute Office (submission deadline was October 7<sup>th</sup>, 2016).

## **FORM II: PROPOSED TRAVEL ITINERARY**

The 2016-2017 Jordan Fellows must begin travel between December 16<sup>th</sup>, 2016 and December 31<sup>st</sup>, 2017. 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. Planned length of stay in each country
3. Cities you intend to visit
4. Planned length of time 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 between cities
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 allocate to each Fellow. Each Fellow will receive up to \$2,000 based upon funding requests and 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 Reference Forms (separate document) should be completed by persons qualified to evaluate you. At least two of these references must be academic. For undergraduate students applying for the L.T. Jordan Undergraduate Research Fellows program, the supervising faculty mentor or advisor must submit one Reference Form. All references must use the form provided on <http://ltjordan.tamu.edu/>. 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, TX, 77843-1237 (Campus Mail Stop 1237, or Room. 2293 of the Student Programs Office, 2<sup>nd</sup> floor of Memorial Student Center). All three recommendations must be received by the application deadline of 5:00 PM on October 28<sup>th</sup>, 2016, or your application will be considered incomplete. Only one set of reference forms is required.

## **FORM V: 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 on Friday, October 28<sup>th</sup>.

A transcript can be ordered at the Office of the Registrar for \$10.00. If you request the Registrar to send it to the L.T. Jordan Institute 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 PM on Friday, October 28<sup>th</sup>, 2016.** 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 the Memorial Student Center. Please detach the first three pages of instructions before submitting the completed application.

**Applications that do not meet ALL of the above requirements will be considered incomplete and the applicant will be disqualified.**

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. Interviews will be held in the MSC L.T. Jordan Institute Collections Room between Wednesday and Friday, November 9<sup>th</sup>-11<sup>th</sup>, 2016. The interview panel will at a minimum consist of the student L.T. Jordan Fellows Program Executive, the student Chairperson of the L.T. Jordan Institute, the staff Director of the L.T. Jordan Institute, and a faculty or staff member. 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](mailto:ji-fellows@msc.tamu.edu).