



# Urban Institute Summer Academy for Public Policy Analysis and Research

## Application Instructions

### Summer 2009 Class

The application and the letter of recommendation are interactive .pdf files--You can type directly onto the pdf files. However, unless you have Adobe Acrobat Professional, you will not be able to save and edit your answers. You can either 1) fill out the form all at once and print it (highly preferred), or 2) print the form and fill it in by hand (please write legibly).

***In order to be considered. Application packages must be postmarked by February 28, 2009 and contain all items in the documents checklist.***

#### Document Checklist:

- Completed Application Form
- Resume / Curriculum Vitae
- Full official college transcript (including GPA on 4.0 scale)\*
- Two Personal Statements
- Recommendation Packet (must be from an academic faculty member)\*\*

**If selected as a semi-finalist, applicants will be required to: 1) provide additional information on their proposed research project and 2) be available for a phone interview.**

Mail complete application package to:

Review Committee  
Urban Institute Summer Academy for Public Policy Analysis and Research  
The Urban Institute  
2100 M Street, NW  
Washington, DC 20037

\*If you are unable to include an official copy of your full college transcript (through the Fall 2008 semester) by the postmark deadline, please include an unofficial copy in your package. We will review your application - but final approval will depend upon receipt of the official version.

\*\*Please consider the deadline when requesting your faculty recommendation. It is your responsibility to include a sealed and signed envelope containing the recommendation materials in your application package. Be sure to request your recommendation well ahead of the postmark date to give your professor enough time to complete it.

If you have further questions about the application process, please email: [summeracademy@urban.org](mailto:summeracademy@urban.org)



**Personal Statements** (each essay should be no longer than 700 words)

1. Please describe what led you to be interested in policy issues affecting low and moderate-income families and distressed communities. How have your background, community of residence and/or personal experiences influenced your views of social policy issues? How do your long range educational and career goals relate to these policy issues and how would this program help you achieve these goals? Please mention any specific skills or experiences that you would be seeking to acquire from the program.

2. Outline, in broad terms, your research interests. Please include a description of the policy problem you might want to explore while participating in the Urban Institute Summer Academy. Please describe how your research goals would be supported by participation in this program.

**Recommender Information:**

Please give the name, title, address and phone number of your **primary** reference who will submit a recommendation (using the form provided).

Name:

Title:

Address:

Email:

Phone Number:

Please give the name, title, address and phone number of your **secondary** reference who should be available for a phone or email recommendation if requested by the Urban Institute.

Name:

Title:

Address:

Email:

Phone Number:

**Document Checklist:**

Completed Application Form

Full official college transcript (including GPA on 4.0 scale)

Resume / Curriculum Vitae

Recommendation Packet (must be from college faculty member)

Two Personal Statements

By my signature I acknowledge the truth and completeness of the information on this application. I authorize the Urban Institute to contact references and make any additional inquiries about this application during the selection process. I understand that my failure to provide accurate information could adversely affect my application.

Signature: \_\_\_\_\_

**Please note that your application packet must contain all items in the documents checklist.**

**All finalists must be available for a phone interview.**

**DEADLINE: All materials must be postmarked by February 28, 2009**

Mail application package to:

Review Committee

Urban Institute Summer Academy for Public Policy Analysis and Research

The Urban Institute

2100 M Street, NW

Washington, DC 20037

<http://summeracademy.urban.org>

\*All students from racial and ethnic groups that are underrepresented in the field of public policy are eligible to apply. However, our core target group is minorities typically represented in distressed communities that are often the subject of public programs and policies. We will give extra weight to applications that additionally fit this criterion.

I understand that I am applying for a fellowship and not employment at the Urban Institute. If selected, I understand that the Urban Institute can terminate my fellowship should I fail to abide by the terms of the program. I also understand that receipt of the stipend is contingent upon full program participation.