



APPLICATION KIT
APPLICATION DEADLINE: 14 December 2018

Dear IEEE U.S. Member:

Thank you for your interest in the IEEE-USA Congressional Fellows Program. Through this Fellowship program, IEEE-USA seeks to offer our members a unique educational experience while providing Congress a resource of technical experience and private sector perspectives that we hope will foster effective public policy.

This application kit provides you with the essential information required to apply for an IEEE-USA Congressional Fellowship, including:

1. Instructions to Applicants
2. Application Form
3. Required Attachments

For additional information on IEEE-USA's Congressional Fellowship Program, visit our website at <http://ieeusa.org/policy/govfel/congfel.asp>.

If you have any questions regarding this application or IEEE-USA's Government Fellowship program, contact Erica Wissolik by phone at 202-530-8347, or by e-mail to e.wissolik@ieee.org.

INSTRUCTIONS TO APPLICANTS

1. Please read the application form and the *IEEE-USA Congressional Fellowship Program Policies and Procedures* - available on our website - to determine if you are eligible and able to serve.
2. Complete this application form and obtain all required attachments.
3. Send your application electronically to Diana Librizzi at d.librizzi@ieee.org Your **application MUST BE RECEIVED ELECTRONICALLY BY 5pm EST ON THE STATED DEADLINE DATE to be considered valid.** Be sure to keep a set of copies for your files.
4. It is the applicant's responsibility to ensure that IEEE-USA receives all of your application materials electronically by 5pm EST on the stated deadline.

The applicants chosen to advance to the next stage in the selection process will also be asked to complete an additional writing sample based upon a real-world public policy issue.

If selected as a finalist, you will then be invited for a face-to-face interview at IEEE-USA's offices in Washington, DC. You must be able to attend the interview in person on the dates specified on our website. Interviews may not be rescheduled and must occur on one of the two-specified days. You will be notified of which day you are to be in Washington when you are selected to advance to the interview stage.

APPLICATION FORM

(Attach additional sheets wherever needed)

- 1. Name:
- 2. Mailing Address:

- 3. Cell Phone:
- 4. E-mail Address:
- 5. IEEE-USA Membership #

Status and Years:

_____ to _____	_____ to _____	_____ to _____
Member	Senior Member	Fellow

- 6. Educational History:

Degree(s) _____ _____ _____

Institution _____ _____ _____

Dates _____ _____ _____

- 7. PE Licenses, Honors, Other Credentials (Describe):

- 8. Total years of professional experience:

- 9. Volunteer service (IEEE or otherwise):

10. Previous public policy experience:

11. Science, technology, engineering background:

12. **U.S. CITIZENSHIP IS REQUIRED** Are you a U.S. citizen?

13. May we contact your employer to verify your availability and employer financial support?

_____ YES _____ NO (If NO, give reasons on an attached sheet.)

14. Where did you learn of the IEEE-USA Congressional Fellows Program?

I hereby state that the aforementioned and attached information associated with this application is correct to the best of my knowledge. I give IEEE permission to use this data as required to select a Congressional Fellow.

Signature of Applicant

Date

REQUIRED APPLICATION MATERIALS**1) COVER LETTER & STATEMENT OF INTENT** addressing the following points:

1. Your clearly stated objective(s) for seeking a congressional fellowship.
2. Summary of relevant qualifications and experience.
3. Willingness to abide by the program's policies and procedures.
4. Disclosure of any actual or apparent conflicts of interest (with explanation) for you or your immediate family. In carrying out the obligation to avoid real or apparent conflicts of interest, IEEE-USA Fellows are encouraged to seek the counsel of the Government Fellows Committee should a situation arise that might raise such issues. Examples of situations to be avoided are:

1. A situation in which a prospective Fellow's employer attaches, as a condition for approval of the Fellowship application, a requirement restricting the prospective Fellow's freedom of choice in his assignment suggesting an intent to curry favor with a Congressional office through the Fellow's assignment.

2. A situation in which a Fellow uses an assignment to advocate or otherwise promote policies which are of direct, specific benefit to himself, IEEE-USA, or a company in which he has a substantial personal interest.

2) RESUME or Curriculum Vitae including IEEE activities and group/society affiliations, as well as other affiliations.

NOTE: Please do not include extensive publication lists with your CV, or submit any materials – such as publications you may have authored, photographs, certificates and diplomas, or PowerPoints of any kind – that are not requested here.

3) STATEMENT FROM EMPLOYER authorizing the applicant's leave-of-absence if selected, and confirming any commitments regarding employment status and/or continued salary and/or benefit support. If an employee statement is not available, the applicant should provide a letter explaining its absence and/or confirming the applicant's ability to accept a Fellowship without employer support. An employer statement is not required if Fellow is self-employed or retired (in which case, the Fellow should attach a letter to that effect).

4) LETTERS OF REFERENCE from three (3) or more references. Colleagues and supervisors who are not IEEE members may write letters of reference. The letters should clearly reflect an understanding of the responsibilities of a congressional fellow, the role of Congress in making public policy, and speak to an applicant's ability to work in a public policy environment. A letter should also reference an applicant's technical qualifications, professional experience, IEEE volunteer activities, other appropriate volunteer activities, prior public policy experience, and overall suitability for the Fellowship. Letters of reference may be appended to the application or submitted separately to the IEEE-USA Government Fellows Program by email to Diana Librizzi at d.librizzi@ieee.org.

It is extremely important to note that if you are applying for more than one type of IEEE-USA Government Fellowship, you must submit separate reference letters for each type of fellowship. These letters should come from individuals who have an understanding and an awareness of the differences between Congressional and Executive branch positions, as well as how your qualifications fit the different types of fellowships. The letter may be written by the same person, but each letter must reflect a recommendation that addresses your qualifications for the specific type of fellowship. Congressional fellowships are very different from the executive branch fellowships. Letters that contain the same text for more than one application will be considered duplicates and will not be accepted.