

# UCB Washington Program

## Application Instructions and Forms

APPLY ONLINE at: <http://ucdc.berkeley.edu/>

### **Before you apply, please consider the following:**

The UCB Washington Program is an *academic* program that combines a substantial research project with a professional internship in Washington, DC. The core of our program is a 10.5 unit Research Seminar, where you will learn to develop and write a research paper of 30 or more pages. Your grade for the semester will be based almost entirely on that paper; you do not receive academic credit for the internship itself. It is considered “field work” for your paper. Our role is to work with you in finding an internship that will give you access to information, people, and resources related to your research and career interests.

One of the goals of the UCB Washington Program is to assist you in the transition from undergraduate work to either graduate study or professional employment. To be successful in the Program, you must be fairly focused. If you are not sure what you want to research, or how a semester in DC fits into your larger academic and professional goals, we suggest you think hard about those questions. If you simply want to experience and explore DC, we suggest you investigate Cal-in-the-Capital, a non-academic, student-run, summer internship program. (See: <http://citc.berkeley.edu>)

People who have participated in Cal-in-the-Capital are welcome to apply to the UCB Washington Program as well.

Sometimes candidates are asked to reapply for a later semester. Usually this is because we believe the applicant needs more experience doing upper-division coursework on the Berkeley campus, or more clarity about the proposed research topic. If you are asked to reapply, it means you are a strong candidate and your chances of going to DC are good. There is no penalty or prejudice against people who re-apply – a number of students have been accepted on their second try.

Please apply for the Program the semester *before* you wish to attend.

**The deadline to apply for the Spring 2010 Semester is:  
Wednesday, September 30, 2009 at 4 p.m.**

**The deadline for the Fall 2010 semester is:  
Wednesday, February 24, 2010 at 4 p.m.**

**Important:** If you want to intern in a federal government agency that requires a security clearance (Department of Defense, Department of State, FBI, CIA, etc.), you should start the process of applying for clearance right away – even before you apply for UCDC. Please check the websites of the organizations that interest you, to find out about their procedures and deadlines for requesting security clearances. (If

you don't want to work in such an agency, you don't need to worry about this.) Some friendly advice: Follow carefully the instructions below. Make a good first impression by being well organized and prepared.

### **Preparing Your Application:**

The application consists of several parts:

- the application form (online);
- a personal statement of no more than two typed, double-spaced pages (500 words)
- a resume (one page only!);
- a writing sample (no more than five typed, double-spaced pages);
- official transcripts from every college or university you have attended; and
- two letters of recommendation — one from a UCB professor or GSI, and one from anyone else you like: an employer, a non-UCB instructor, a volunteer supervisor, etc. (Cover sheets for these letters are online.)

### **The steps of the application process are:**

#### **1. Request official transcripts from every college you have attended.**

Please arrange to have paper copies of official transcripts mailed to YOU, in sealed envelopes, so you can be sure they have arrived. Do NOT open the envelopes: deliver them *sealed* to the Program Office along with your other application materials. If the envelope seal is broken, the transcript is not official. Do NOT have transcripts mailed directly to the Program Office. If your transcripts do not arrive by the application deadline, you may submit unofficial transcripts and BearFacts printouts as an interim measure until the official transcripts arrive. Official UCB transcripts can be obtained in 24 hours from Sproul Hall if necessary; simply request a "Rush" and pay a fee, then pick up the transcript in person the following day.

#### **2. Fill out and duplicate the Recommender Forms (online).**

You will be asked to provide the names, professional titles, addresses (snail mail and e-mail), and phone numbers of the people who will be writing your letters of recommendation. You will complete a separate form for each recommender. (Two recommendations are required; you can submit a third if you wish.) Make **ONE** copy of each completed form. Keep the copy for your records. Distribute the originals to your Recommenders.

**3. Ask your Recommenders to mail the forms and their letters directly to the Program Office:** 301 Campbell Hall #2922, Berkeley, CA 94720-2922. Make sure they are aware of the application deadline.

#### **4. Fill out the Application Form (online)**

#### **5. Assemble your Personal Statement, Resume and Writing Sample.**

The *personal statement* should be no more than two typed pages, double-spaced (500 words). It should explain: what issues you care about and why; what you want

to research; how you have prepared to do that research; and what resources (organizations, libraries, museums, etc.) are available in DC that you cannot access on the Berkeley campus. When reviewing applications, we look for clarity of purpose, academic readiness, and personal maturity. Please think carefully about how a semester in DC fits into your future academic and/or professional plans. The personal statement will be shared only with the people who review your application. The resume and writing sample will be shared with prospective internship supervisors, if you are selected for the Program. The **resume** should be formatted so that it is easy to scan your skills and experience. Be sure to mention your computer skills. You can include volunteer work in addition to paid employment. Mention your GPA and any academic awards you have received at the college level. Your **writing sample** should demonstrate your ability to write clearly and coherently, research a topic, and analyze data you have gathered. It is helpful, but not essential, that the writing sample be related to the topic you wish to research in DC. Ideally, it will be a paper from an upper-division class at UC Berkeley. It can be an excerpt from a longer paper: just select five pages, and provide an introductory paragraph or other explanatory material, so the reader understands the context of the sample you submit.

**6. You'll need two sets of your application materials. Submit one set to the Program Office by the application deadline.**

After you have completed the application form and assembled your supporting materials (personal statement, resume, and writing sample), please make **ONE** copy of the entire package. (Collate items into complete, separate sets.) Keep one set for your records. Submit the original **unstapled** set to the Program Office on the Berkeley campus. Remember, your application package should include:

- the application form
  - your personal statement
  - your resume (one page), and
  - your writing sample; plus
  - one set of official transcripts from every college you have attended.
- (Your recommenders may submit their letters separately.)

**7. Also submit one virus-free electronic copy each of your personal statement, resume, and writing sample to the Program Office.** The documents should be in MS Word, Rich Text, or Text-only format. Attach all three documents to a single email message if possible. Address the message to: **[ucdcapplication@learning.berkeley.edu]**. **In the subject line, type "Application Materials for [your name]."** In the body of the e-mail, be sure to include your full name, local phone number, and the semester you want to go to DC.

**Thanks again for your interest, and good luck!**