

**2021 NATIVE AMERICAN CONGRESSIONAL INTERNSHIP**

Please read all instructions to ensure that the information you provide is accurate and complete. Applications that do not follow instructions or are incomplete will not be considered by the selection committee.

* The application must be typed, using 1” margins and no smaller than 12 point font.
* The short answer questions should be single-spaced. Please note the word count ranges for each and do not exceed the maximum word count.
* The essay should be double-spaced and include a references/citations page.
* The resume must be typed, using 1” margins and no smaller than 12 point font. The resume should not exceed two pages.

**Application deadline: post-marked or emailed by February 5, 2021.**

* Link to application materials:   
  [http://udall.gov/OurPrograms/Internship/Apply.aspx](http://udall.gov/OurPrograms/Internship/Apply.aspx%20)
* Link to advice for the application:

<http://udall.gov/OurPrograms/Internship/AdviceAndGuidance.aspx>

Application materials may be emailed to Jason Curley, Education Program Manager, at [curley@udall.gov](mailto:curley@udall.gov). Writers of recommendation letters may email signed PDFs to [curley@udall.gov](mailto:curley@udall.gov).

Application materials may also be mailed to:

**Udall Foundation Internship Program**

**130 S. Scott Ave.**

**Tucson, AZ 85701**

**A COMPLETE APPLICATION CONSISTS OF:**

* Signed application form (Section 1)
* Completed short answers (Section 2)
* Resume (Section 3)
* Essay, signed and dated (Section 4)
* Three recommendation letters (Section 5)
* Current official transcript (Section 6)
* Other transcripts from colleges/universities attended for credit within the past 6 years (Section 6)
* Copy of Tribal enrollment card or Tribal verification documents (Section 6)
* (If applicable) Proof of U.S. permanent residency (Section 6)

**Section One: Application Form**

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| Legal Full Name: | |
| Date of birth (optional): | Sex:  Male  Female |
| Are you a  U.S. Citizen  U.S. Permanent Resident (Canadian First Nation) | |
| Enrolled Tribal affiliation: | |
| Additional Tribal affiliation(s): | |
| State of Permanent Residence: | |

Permanent residence is established by at least two of the following: home address for school registration; place of registration to vote; family’s primary residence.

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| --- | --- | --- | --- | --- | --- | --- |
| Congressional District (Legal Voting District): | | | | | | |
| **Mailing Address**  Street and Number: | | | | | | |
| City: | | State: | | | Zip: | |
| Best telephone: | | | Best email address: | | | |
| Grade level:  Junior  Senior  Graduate  Law Student  Recent Graduate | | | | | | |
| Undergraduate Major: | | | | | | |
| Undergraduate Minor: | | | | | | |
| GPA: | | | On a scale of: | | | |
| Graduate Degree Program/Field of Study (if applicable): | | | | | | |
| GPA: | | | On a scale of: | | | |
| Date you expect to receive degree: | | | | | | |
| Beginning with the school you currently attend, list all schools attended in the past four years, including any for summer and study abroad: | | | | | | |
| **School** | **Location** | | | **Dates Attended** | | **GPA** |
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I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and understood the conditions of the Internship. I waive the right to access letters of recommendation written on my behalf. This application, including the essay, is my own work or formally cited from other sources. The information contained herein is true and accurate to the best of my knowledge and belief.

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| Signature: Date: |

**Section 2: Short Answer**

1. Describe your educational and professional goals. Indicate in which area(s) you hope to work and what issues you hope to address in your career. How will the Udall Internship assist you in achieving your goals? (250-300 words)
2. As a Udall intern, you may be asked to work with a variety of staff, fellow interns, and constituents. Please describe situations in which you have worked effectively as part of a group or team. Provide examples that illustrate your approach to group dynamics, problem-solving, and/or conflict. (250-300 words)
3. What specific policy issues or legislative areas are you most interested in? (100-150 words)  
   (Please indicate three or more areas of interest, as this information will help determine office placements.)
4. Describe any additional skills or accomplishments that you consider relevant to an internship with a Congressional office or Federal agency. (300-350 words)
5. Describe your personal journey as an American Indian, Alaska Native, or First Nations member, and how it shapes your goals. (250-300 words)
6. Describe any public service and/or volunteer activities in which you have participated that demonstrate your interest in Tribal public policy and/or Tribal communities. Explain the duration, degree and significance of your involvement. (300-350 words)
7. What else would you like for us to know about you? (250-300 words)
8. (OPTIONAL) Briefly explain any COVID-19 related impacts you have experienced that would be important for the selection committee to know. This can include disruptions to education and/or your ability to participate in school, community, or Tribal activities; jobs or internships; research; or leadership experiences. (100-150 words)

**Section 3: Resume**

Your resume should observe the following general format: Objective, Education History, Professional Experience, Clubs and Organizations, Awards and Recognition, Related Experience (i.e. coursework, research, and extracurricular activities). (1-2 pages)

**Section 4: Essay**

Briefly summarize a legislative act or policy statement of Congressman Morris K. Udall or Secretary of Interior Stewart L. Udall that relates to your interest in an area of Tribal public policy. Analyze its impact or potential impact and relate the issues it addresses specifically to your educational and career goals. (650-800 words)

*If selected as an Intern, your essay will be used as a writing sample when arranging your office placement.*

**Section 5: Recommendation Letters**

Please provide names, titles, and contact information of three individuals who have written your letters of recommendation for the Internship. Letters should be written on official letterhead, signed by the recommender, and can be submitted separately from the application.

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| Name: Email: |
| Title: Phone: |
| Tribal Official  Community Leader  Faculty Member  Other |
| Name: Email: |
| Title: Phone: |
| Tribal Official  Community Leader  Faculty Member  Other |
| Reference Three: Email: |
| Name: Phone: |
| Tribal Official  Community Leader  Faculty Member  Other |

Please tell us how you heard about the Native American Congressional Internship.

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| Advertisement | Alumni | Direct mailing | Email |
| Tribe | Faculty/Staff | Law school | Native program |
| Web search | Social media | Conference | Udall Foundation |
| Other (please specify): | | | |

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| Please tell us who referred you to our program: |

Please provide names and contact information of organizations or people with whom to share information about our programs.

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**Section 6: Supporting Documents**

* Current official transcript – *may be submitted separately*.
* Other transcripts (unofficial) from colleges or universities attended **for credit** within the past 6 years – *may be submitted separately*.
* Proof of Tribal enrollment or descendance – *please* ***do not*** *submit original documents*:
  + Copy of enrollment forms, cards, and/or descent documentation such as a certificate of degree of Indian or Alaska Native blood.
  + Descendants of enrolled Tribal members must provide copies of their parent's or grandparent's enrollment and birth certificates that demonstrate the applicant's relationship to the enrolled Tribal member.
* Proof of U.S. permanent residency – *for First Nations of Canada members only*

**2021 Important Dates:**

The following dates are subject to change as circumstances around COVID-19 continue to unfold. Please monitor the [important dates](https://udall.gov/OurPrograms/Internship/ImportantDates.aspx) section of our website to get updates on any changes. Your understanding is greatly appreciated.

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| **September 21, 2020** | *The application is available at* [*www.udall.gov*](https://udall.gov/OurPrograms/Internship/Apply.aspx) |
| **February 5** | *Udall Internship applications must be postmarked by this date.* |
| **February 12** | *Letters of recommendation, transcripts (current/other), and other supporting documents must be received by this date. Incomplete applications will not be reviewed by the selection committee.* |
| **February 25-26** | *The Internship selection committee video interviews finalists.* |
| **March 1** | *The Udall Foundation will notify all applicants of the Internship results.* |
| **March 8** | *Deadline for Udall Foundation receipt of Intern Consent and Release form.* |
| **March 15** | *Deadline for Udall Foundation receipt of all Intern forms.* |
| **March 31** | *Udall Interns announced at* [*www.udall.gov*](http://www.udall.gov) |
| **May 26 to July 31** | *Udall Native American Congressional Internship Program, Washington, D.C.* |

**Thank you for your interest in the Udall Native American Congressional Internship!**