

Institute on Business and Government Affairs (IBGA)

Application Instructions

ONLINE APPLICATION

Complete and submit the online application including the following uploaded materials:

- Topical Essay** (250 – 500 words): “Identify the most important economic, political or social issue facing your country. Please explain its significance and offer at least one solution.”
- Statement of Purpose** (400 – 500 words): Part 1: “State your reasons for applying to the Institute, and what you would gain personally, professionally and academically by attending.” Part 2: “Describe the type of internship that is a good fit for your skills, interests and experiences, and why you are qualified for such a placement. Please be as specific as possible.”
- One-page Resume**

SUPPLEMENTAL MATERIALS

The following materials must be submitted in addition to the online application:

- Official Transcript:** Must be mailed in sealed envelope or faxed/emailed directly from the home university’s registrar using the contact information below.
- Letter of Recommendation:** One letter from a professor, dean or academic advisor must be sent through the online application system, via fax or mail using the contact information below.
- \$45 Application Fee:** Must be paid via credit card at the time of submission of the online application or via check mailed to the address listed below.

SCHOLARSHIP APPLICATION

Students wishing to apply for a scholarship **MUST** do so when submitting their application for admission.

- Scholarship Statement** (250 words): “Write a brief statement describing your need for a scholarship.” Must be uploaded into the online application system.
- Personal Financial Materials:** Must be uploaded into the online application or sent via fax or mail using the contact information below.
 - For more information on what materials are required, please visit <http://www.dcinternships.org/images/2010/financial.pdf>.

CONTACT INFORMATION

U.S. Programs Admissions Committee
The Fund for American Studies
1621 New Hampshire Ave., NW
Washington, DC 20009
Tel: 1.800.741.6964
Fax: 202.318.0441

Application Questions: admissions@tfas.org
Program Questions: IBGA@tfas.org

Please note that **ALL** application and scholarship materials must be received before an application will be considered complete and sent to the admissions committee for review.