

# Institute on Political Journalism (IPJ)

## Application Instructions

### ONLINE APPLICATION

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

- Topical Essay** (250 – 500 words): “Write about a critical policy, economic or social issue of your choice that is relevant to the institute to which you are applying and explain why you believe it is significant.”
- Statement of Purpose** (400 – 500 words): “State your reasons for applying to the Institute, and what you would gain personally, professionally and academically by attending.”
- One-page Resume**
- 2-4 Samples of Journalistic Writing:** 2-4 articles/work scanned onto 8 ½ x 11 sized paper should be uploaded into the online application system. Files that are too big may be sent via email to [admissions@tfas.org](mailto:admissions@tfas.org). Published news articles are strongly preferred, but assignments from a journalism class will be accepted.

### SUPPLEMENTAL MATERIALS

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

- Official Transcript(s):** Transcripts from any university attended must be mailed in a sealed envelope or faxed/mailed directly from the home university’s registrar using the contact information below. This includes community colleges or study abroad experiences. The only exception is if past grades are listed on the current transcript.
- Letter of Recommendation:** One letter from a professor, dean, academic advisor, current/past employer or internship supervisor which must be sent through the online application system, via fax or mail using the contact information. Students with a cumulative GPA of below a 3.0 are required to submit a letter from a professor, dean or academic advisor.
- \$25 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 [www.DCinternships.org/personalfinancial](http://www.DCinternships.org/personalfinancial).

### CONTACT INFORMATION

U.S. Programs Admissions Committee  
The Fund for American Studies  
1621 New Hampshire Ave., NW  
Washington, DC 20009  
Tel: 202.986.0384  
Fax: 202.318.0441

Application Questions: [admissions@tfas.org](mailto:admissions@tfas.org)  
Program Questions: [IPJ@tfas.org](mailto:IPJ@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.