



Internship and Policy Apprenticeship Fellowship Application

Attach the required documentation and return to the LBJ Fellowships Office
lbjfellows@austin.utexas.edu

Student Name: _____ UT EID: _____
Student Email: _____ Date of Submission: _____
LBJ Program (mark all that apply): MPaff MGPS DC Dual: _____
Semester applying for: Fall Spring Summer Number of LBJ School hours registered: _____
Current GPA: _____

Available Fellowships

Please select the specific fellowship(s) for which you qualify and would like to be considered:

Barbara Jordan Fund
Charls & Harmolyn Walker Public Policy Excellence Fund
Eleanor Crook DC Fellowship
Frances Goff Texas State Government Fellowship
Helen J. and Robert S. Strauss Fellowship Fund for Internships
J.J. "Jake" Pickle Internship Fellowship
Paul L. Leventhal Fellowship
Steve Lowell Spinner Internship Fund
Terrell Blodgett Fellowship for Government Services in Urban Management and Finance
William H. Crook Program in International Affairs

Required Documentation

For your application to be considered complete, you must attach the following:

1. A copy of your completed Internship Approval Request Form signed by your Graduate Advisor and approved by the Career Management Office.
2. A copy of the offer letter for your internship/policy apprenticeship.
3. A copy of your current resume.
4. A completed budget worksheet and the following. Include any documentation of estimated costs

Budget Worksheet

Student Name: _____

Start / End date: _____

Please provide a line-item budget proposal for expenses you will have during or due to your internship/policy apprenticeship. Where applicable, include the link to or documentation of your sources of information that allowed you to estimate costs. In the description, indicate if it is a one-time or recurring cost. The amount should be the total amount needed for the expense for the duration of your internship. Please note that internship funds cannot cover tuition and fees or travel and housing unrelated to your professional internship. The committee may award amounts that differ from your budget estimate, based on available funds and the assessment of the budget estimate.

Budget Item	Description (indicate one-time or recurring)	Amount (USD)(total)
e.g. Airfare	e.g. One-way flight to Washington D.C. (one-time; see attached documentation)	e.g. \$350.00
e.g. Rent	e.g. Shared two-bedroom apartment in DC (recurring; \$700 per month; see attached documenatation)	e.g. \$2,100

Description	Amount (USD)
Total Funding from internship (salary/stipend)(for entire term of internship)	
Funding from internship (other such as transportation allowance): Describe	

Notes

Eligibility Requirements

A student must have an approved internship/policy apprenticeship prior to applying for a fellowship award (excludes the Paul L. Leventhal Fellowship).

A student is eligible to receive only one LBJ School of Public Affairs fellowship for an internship/policy apprenticeship during the course of his/her studies at the LBJ School.

Students who have waived their internship or otherwise completed the internship requirement are not eligible for these awards.

Students enrolled in the PhD or EMPL programs are not eligible for these awards.

Students must have an established direct deposit bank account to receive an internship/policy apprenticeship fellowship award.

Students completing their internships abroad are required to submit travel paperwork and receive travel approval prior to receiving internship funding.

I agree to notify the Fellowships Office if I switch internships. If a student receives an internship fellowship for an unpaid internship and switches to a paid internship, the student will be required to reimburse the LBJ School for the full award amount prior to graduating. I understand and agree that my failure to do so may result in a non-financial administrative bar on my student record and this bar may not be lifted until the reimbursement is made.

Fellowships are awarded until the funds are exhausted. There are no guarantees of receiving an award.

Student Signature

By signing this application, I verify that I have read and understand the Internship/Policy Apprenticeship Fellowship application requirements and the eligibility information provided by the LBJ School and will comply with all of the above requirements.

Student Signature: _____ Date: _____

Internal Use Only			
Full-time student?	<input type="radio"/> Yes <input type="radio"/> No	Degree-seeking?	<input type="radio"/> Yes <input type="radio"/> No
		Good academic standing?	<input type="radio"/> Yes <input type="radio"/> No
Included:	<input type="checkbox"/> Approved internship application	<input type="checkbox"/> Offer letter	<input type="checkbox"/> Resume <input type="checkbox"/> Budget and Documentation
GPA	_____		
Verified by:	_____ on _____		
Internship Request:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied on _____	Award amount:	_____
Fellowship Awarded:	_____		
Approved by:	_____ on _____		