



## Internship and Policy Apprenticeship Fellowship Application

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

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Student Name: \_\_\_\_\_ UT EID: \_\_\_\_\_  
 Student Email: \_\_\_\_\_ Date of Submission: \_\_\_\_\_  
 LBJ Program (mark all that apply):  MPaff  MGPS  DC  Dual      Current GPA \_\_\_\_\_  
 Semester applying for:  Fall  Spring  Summer      Number of LBJ School hours registered: \_\_\_\_\_  
 Name of Organization: \_\_\_\_\_ Location\*: \_\_\_\_\_  
\*The city in which you will be located during the term of your internship.

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Please indicate if your internship or policy apprenticeship (PA) meets any of the following criteria. *Please note, this does not affect your receipt of a fellowship; it provides assistance in assigning specific fellowship endowments.*

- DC Program student
  - Internship or PA with an organization that conducts development projects in the developing world
  - Summer internship or PA in Texas
  - DC Program; PA at Partnership for Public Service
  - Internship or PA with a congressional office or on federal and state committee and agency staffs
  - Unpaid; internship or PA with congress or the legislature
  - Second year student; summer internship or PA in the area of workforce development policy
  - Traveling abroad for internship or PA
  - Applying specifically for The Paul L. Leventhal Fellowship in International and Nuclear Security
  - Applying specifically for The Terrell Blodgett Fellowship for Government Services in Urban Management and Finance
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### 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; for DC Program students: a copy of your approval form and email from the Washington Center.
2. A copy of the offer letter for your internship/policy apprenticeship (optional for DC Program students).
3. A copy of your current resume.
4. A completed budget worksheet - 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?  Yes  No Degree-seeking?  Yes  No Good academic standing?  Yes  No

Included:  Approved internship application  Offer letter  Resume  Budget and Documentation

GPA \_\_\_\_\_

Verified by: \_\_\_\_\_ on \_\_\_\_\_

Internship Request:  Approved  Denied on \_\_\_\_\_ Award amount: \_\_\_\_\_

Fellowship Awarded: \_\_\_\_\_

Approved by: \_\_\_\_\_ on \_\_\_\_\_