

## The Center for the Study of the Presidency Fellowship Program

**Campus Deadline: January 15, 2008**

Thank you for your interest in the Center for the Study of the Presidency Fellowship. Please read the entire application packet *carefully*, and refer to the Center website: <http://www.thepresidency.org>. Students who receive advising from UAR fellowships advising staff consistently outperform students who do not.

**Eligibility:** The Center for the Study of the Presidency Fellowship is by nomination through Stanford only. Open to currently-enrolled Stanford sophomores and juniors majoring in History, International Relations, Political Science, or related fields. Students must have strong academic record, a demonstrated interest in the Office of the Presidency, demonstrated leadership skills, and the demonstrated ability to research, write, and present original material.

**Award:** A Center for the Presidency Fellow will participate in a non-residential program. Students will have the opportunity to study the U.S. Presidency, the public policy-making process, and the Chief Executive's relationship with Congress, allies, the media, and the public. Fellows attend two conferences in Washington D.C., one in the spring and one in the fall of academic year 2008-2009, where they have the opportunity to develop and present a research paper and to discuss vital issues with important government officials and leaders at think tanks.

### Application Procedures:

1. Fill out UAR's pre-application form at [http://vpue-fmpform1.stanford.edu/URP/FGSAS/pre\\_application.html](http://vpue-fmpform1.stanford.edu/URP/FGSAS/pre_application.html) to participate in the campus competition.
2. Ask one faculty member who knows you well to write a letter of recommendation that addresses the value of your research to the field and your level of preparedness. We also request that faculty address your ability to engage with your peers at the CSP events. Ask the faculty member to return his or her evaluation to Undergraduate Advising and Research office, First Floor Sweet Hall, Stanford University, Stanford, CA 94305-3085.
3. Work with your faculty mentor to write a maximum 1,000-word statement of purpose explaining:
  - 1) your intellectual motivations for applying for the Center Fellows Program
  - 2) your current research interests and how your course of study supports those interests
  - 3) your educational and career goals.

You are strongly encouraged to consult with advisors who have experience with this competition in the office of Undergraduate Advising and Research. To schedule an appointment with someone in the UAR regarding fellowships or graduate school, go to <http://vpue-fmpform1.stanford.edu/uar/advappts/fs.htm>. **If you reside in Wilbur, Stern, or Florence Moore, contact your academic director instead.**

4. Submit all application materials to Undergraduate Advising and Research office, First Floor Sweet Hall by January 15<sup>th</sup>, 2008. Your completed application must include:
  - Your statement of purpose
  - One letter of recommendation from a Stanford Faculty member
  - Official Stanford transcript
  - One copy of your resume

5. A committee of UAR Staff and Stanford Faculty will review applications and select the finalist.

Thank you for your interest in this competition. We hope to support you in this and other endeavors.

Renee Courey  
Senior Associate Director, Undergraduate Advising and Research

## ASKING FOR LETTERS OF RECOMMENDATION

Scholarship selection committees depend heavily on recommendation letters to gain insight into applicants' personal strengths, weaknesses and accomplishments. This kind of information cannot be readily gleaned from transcripts and test scores, so it is in your best interest to help your recommenders write the most accurate and detailed letters possible.

You should begin to cultivate close working relationships with faculty early in your undergraduate career. Once you've become acquainted with faculty members through coursework, research or other ways, consider stopping by their offices once a quarter to discuss your interests and to keep in touch. When the time comes, you need not feel shy about requesting a recommendation. All faculty members and graduate students had the same service done for them, and they regard this as a familiar process. Refer to the following guidelines for managing your letter requests:

- **Choose the people who know you best.** Many students wonder whether they should ask a “big name” professor who knows only their face and final grade or a less-known professor who knows them better? Letters by famous people or well-known scholars *only* carry more weight if the famous person knows you *well* and can write a substantial, convincing letter. The more detailed and personalized a letter is, the more likely it is to make a strong impression on a selection committee, so you should ask your instructors with the most extensive, personal knowledge of you and your work.
- **Ask early.** It is common courtesy to allow recommenders *at least* three weeks to prepare and submit their letters. We highly recommend involving them in the early stages of your application process, while you are deciding what to write about and how to present yourself in the application materials. Their insights will prove invaluable, and they will be well-informed of your interests when they write their recommendations. You should thus begin your request with a substantial conversation about your interests and goals, and then ask them if they can write a strong letter of recommendation. Most likely they will say yes. In some cases, however, the faculty member may say no or that he or she can only write a recommendation citing certain qualifiers or weaknesses. In this case, you should accept his/her judgment graciously and consider asking for more feedback about your goals and plan for study.
- **Once faculty have agreed to write your letters, provide them with copies of your application materials.** The following items will help them to write accurate and purposeful letters:
  - photocopies of key pages from the application brochure, describing the nature and purpose of the scholarship
  - a copy (or a draft) of your application essays, or a summary of your career and educational goals
  - a list of your activities (sports, organizations, leadership and volunteer positions, etc.)
  - a description of pertinent work or research experiences
  - a copy of your transcript
  - If a number of quarters have passed since you worked with a recommender, you should also provide her/him with a copy of your paper or class project.
- **Write out all submission instructions and deadlines.** There should be no question as to when and where to submit the finished letters. Provide properly addressed, typed and stamped envelopes.
- **Keep in touch with your recommenders.** After submitting your application, send recommenders a thank you note expressing your appreciation for their guidance and support. Update them on your progress throughout the stages of the competition and inform them whether you are selected for the award or not. Should you need a recommendation in the future, this kind of follow-up communication will continue to foster a close, positive relationship with your faculty sponsors.