

# The *Legislative Fellows* Program

# Application Guide

To apply for the Legislative Fellows Program, fill out the online application form at <http://ipaforms.wufoo.com/forms/the-legislative-fellows-program-application-form>.

This guide describes each section of the program application and the required documents. We recommend that you prepare your answers prior to filling out the application form.

## *Submittal Documents*

In order for your application to be considered complete, the following documents must be submitted.

1. **Recommendation Form** (Printable PDF and online form available).
2. **Unofficial Transcript**  
Send as a PDF attachment via email to Lisa Moreland Allred ([lisamk@udel.edu](mailto:lisamk@udel.edu)).

If submitting hard copies, send in a sealed envelope to:

Legislative Fellows Program  
c/o Lisa Moreland Allred, Program Director  
Institute for Public Administration  
180 Graham Hall  
University of Delaware  
Newark, DE 19716-7380

## *About the Program*

The Legislative Fellows Program, managed by the Institute for Public Administration, provides an innovative link between the research capacities of the partner universities and the research needs of the Delaware General Assembly.

For more information visit [www.ipa.udel.edu/legfellows](http://www.ipa.udel.edu/legfellows).

*The University of Delaware is a non-discriminatory, equal opportunity, and affirmative action institution. See [www.udel.edu/aboutus/legalnotices.html](http://www.udel.edu/aboutus/legalnotices.html) for detailed policy information.*

## *Application Sections*

### **A: CANDIDATE**

Candidate information, do not refer to your resume.

### **B: ACADEMIC BACKGROUND**

List colleges and/or universities attended, degree(s) earned, and year received (or month and year expected), as well as grade point average (GPA) and base.

### **C: PROFESSIONAL OR VOLUNTEER EXPERIENCE**

List relevant educational, volunteer, or professional experience.

### **D: CURRENT COURSES**

List course titles.

### **E: COMPLETED COURSES**

List course title, final grade, and semester completed.

### **F: RELEVANCE TO YOUR GOALS**

Indicate why you want to participate in the Legislative Fellows Program. Include the relevance of the program to your educational and career goals.

### **G: SAMPLE MEMORANDUM**

Take a few minutes to think about the multitude of problems facing state governments. Identify a significant problem of interest to you. Write a two-page memo to a legislator explaining the problem and recommend several possible solutions. Upload the memorandum to the application form as a file attachment.

### **H: REFERENCES**

Must provide three.

### **I: RESUME**

Upload to the form as a file attachment.

### **J: FERPA CONSENT TO RELEASE STUDENT INFORMATION**

Read and agree to the consent form.