

Application for the U.S. Department of State 2020-2022 Frasure-Kruzel-Drew Memorial Fellowship

Approximate dates for two-year fellowship: July 1, 2020 – June 30, 2022

Eligibility: College seniors, graduate students and recent graduates (within one year) from accredited, four-year institutions of higher education in the United States.

Preference for one of the two fellowship slots available will be given to eligible candidates from James Madison University (JMU). The corresponding fellowship slot is open to candidates from all other eligible institutions, excepting JMU.

Each selected candidate must be able to qualify for a U.S. SECRET security clearance. Clearance guidelines are strict and can be grounds for rejection or cause significant delay in the review process. Applicants must be able to certify on the application that they know of no reasons, such as past illegal drug use or police record, why their application for a security clearance would be rejected or substantially delayed. For more information on security clearances, see the [DoS Security Clearance FAQs](#). **Actual start date of each fellowship depends on when security clearance is received.**

Primary consideration for all applicants will be given to those who have a cumulative GPA of 3.0 or higher and who demonstrate the ability to write and communicate well. Attention will also be given to strong reference letters, alignment with career goals, and relevant experiences in and out of the classroom.

Deadline: 5:00 PM EST on Thursday, November 7, 2019; late or incomplete applications will not be considered.

To Apply: Please print the application form (page three of this document), fill out completely, sign and return the original hard copy by postal mail along with all required supporting documents to arrive before the deadline. Detailed mailing and delivery instructions are below.

Full and complete application packet includes the following items (A-E):

- (A) Completed application form with original pen-ink signature of applicant certifying known eligibility for security clearance;
- (B) Unofficial transcript(s) from all undergraduate and graduate institutions attended, as applicable. Documents must be printed legibly for the review committee and show full enrollment period(s) including the current semester if applicable;
- (C) Professional resume including relevant academic, service, work and/or internship experiences;
- (D) Three current, signed letters of recommendation* specific to this fellowship opportunity. One from a faculty member; the second from an employer, internship supervisor or other person who can attest to work habits and reliability outside the classroom, and the third at the applicant's discretion. Please see special instructions below;
- (E) One-page, professional cover letter that addresses the questions below:
 1. What are your career and academic plans and how do the fellowship duties align?
 2. What interests you the most about the U.S. conventional weapons destruction program?
 3. What makes you a great candidate for this particular fellowship?

***Special instructions for letters of recommendation:** The three reference letters are part of the application packet and must be submitted in individual sealed envelopes with the referrer's signature across the flap, or may be mailed directly from the referrer to the address above to arrive before the deadline. Letters should contain referrer's original signature in pen ink and be specific to this fellowship opportunity. As with all required materials, any letters of recommendation sent directly from the referrer must be received at the address provided before the deadline. All other materials should be included in the candidate's application packet.

Late letters and/or letters that do not meet these verification requirements will not be accepted and will result in your application not being considered. Exceptions may be made for reference letters being mailed from outside

of the U.S., but the applicant must communicate with the CISR Fellowship Coordinator (cisr@jmu.edu) at least 24 hours before the deadline to make arrangements. It is the applicant's responsibility to communicate these special instructions and deadline requirements to all referrers, and to conduct timely follow-up as needed. Note for JMU applicants: campus mail is not recommended for letters or other materials within two weeks of the deadline.

Mailing and delivery: Mail the signed, completed application packet to the Fellowship Coordinator at the Center for International Stabilization and Recovery at James Madison University. **Completed applications and all required supporting documents must arrive by postal mail at the CISR office before 5:00 PM EST on Thursday, November 7, 2019.** The deadline is for arrival of mailed applications; it is not a postmark deadline. ***Late or incomplete applications will not be considered.***

Mail all completed application materials to:

Physical address for FedEx and UPS:

CISR Fellowship Coordinator
Attn: Brenna Matlock
JMU MSC 1028
1077 S. Main St.
Harrisonburg, VA, 22807

or

Postal delivery via USPS:

CISR Fellowship Coordinator
Attn: Brenna Matlock
JMU MSC 1028
800 S. Main St.
Harrisonburg, VA, 22807

Questions? Contact CISR at cisr@jmu.edu or call 540-568-2718.

*****APPLICATION FORM ON NEXT PAGE*****

Frasure-Kruzel-Drew Memorial Fellowship 2020-2022 – Application Form

Applicant full name (First, Middle, Last):	
Address:	Phone:
City, State, Zip:	Email:

References (submit three signed letters of recommendation before deadline)

Name:	Check all that apply: <input type="checkbox"/> Professor <input type="checkbox"/> Supervisor <input type="checkbox"/> Other _____	Phone:
Organization:		Email:
Name:	Check all that apply: <input type="checkbox"/> Professor <input type="checkbox"/> Supervisor <input type="checkbox"/> Other _____	Phone:
Organization:		Email:
Name:	Check all that apply: <input type="checkbox"/> Professor <input type="checkbox"/> Supervisor <input type="checkbox"/> Other _____	Phone:
Organization:		Email:

College/University Academic Record

Institution name (last attended):	
Location (U.S. state):	Student status: <input type="checkbox"/> Senior <input type="checkbox"/> Graduate student <input type="checkbox"/> Recent graduate (within one year)
Graduation mm/yyyy (or expected):	Type of degree (e.g. BA, BS, MA):
Major or concentration:	Cumulative GPA:
Second major or minor(s):	First major GPA:

Most relevant courses completed; list course name, level and final grade for each (or expected if currently enrolled):	
1.	3.
2.	4.

Have you ever held a U.S. security clearance? If so, what level and year? _____

How did you hear about the FKD Fellowship (be specific)? _____

Applicant statement: I verify that all information provided in my application is correct to the best of my knowledge and that I understand I must receive a U.S. SECRET security clearance in order to assume the fellowship position. I certify that I know of no reasons why my application for a security clearance might be rejected or substantially delayed.

APPLICANT SIGNATURE: _____
(Required original signature in pen ink)

IMPORTANT: Did you remember to sign this form and include your unofficial transcript(s), resume, three letters of recommendation, and cover letter with question responses? All materials must meet requirements and arrive before the deadline of 5:00pm Thursday, Nov. 7, 2019 to be considered.