

## Application for the U.S. Department of State 2021-2023 Frasure-Kruzel-Drew Memorial Fellowship

Approximate dates for two-year fellowship: July 1, 2021 – June 30, 2023

**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 12, 2020; 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), the institution's name, and 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 required. Referrers must submit a signed, PDF letter of recommendation directly to the Fellowship Coordinator at the email address: [matlocbn@jmu.edu](mailto:matlocbn@jmu.edu) before the application deadline. Letters should contain referrer's original signature in pen ink and be specific to this fellowship opportunity. All other materials should be included in the candidate's application packet delivered via the US postal service (USPS) or a package delivery service (i.e., FedEx or UPS).

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. 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.

**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 as instructed at the CISR office before 5:00 PM EST on Thursday, November 12, 2020.** The deadline is for arrival of mailed applications; it is not a postmark deadline. CISR will NOT accept any electronic application materials other than the letters of recommendations sent directly from the referrer. *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 [matlocbn@jmu.edu](mailto:matlocbn@jmu.edu) or call 540-820-4408.*

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

**Frasure-Kruzel-Drew Memorial Fellowship 2021-2023 – Application Form**

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

**References** (submit three signed letters of recommendation before deadline)

Name:	Professor/Academic Reference	Phone:
Organization:		Email:
Name:	Supervisor/Professional Reference	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, and cover letter with question responses? Did you request three letters of reference? All materials must meet requirements and arrive before the deadline of 5:00pm Thursday, Nov. 12, 2020 to be considered.