

# Capital Semester (CS) – Public Policy Track Application Instructions

## ONLINE APPLICATION

Complete and submit the online application including the following uploaded materials:

- Topical Essay** (250 – 500 words): “Identify the most important economic, political or social issue facing your country. Please explain its significance and offer at least one solution.”
- Statement of Purpose** (400 – 500 words): Part 1: “State your reasons for applying to the Institute, and what you would gain personally, professionally and academically by attending.” Part 2: “Describe the type of internship that is a good fit for your skills, interests and experiences, and why you are qualified for such a placement. Please be as specific as possible.”
- One-page Resume**
- Economics Pre-requisite:** Indicate an economics course taken or planned to be taken before the start of the program that will satisfy the pre-requisite. (May be waived with program staff permission – contact [admissions@tfas.org](mailto:admissions@tfas.org) for waiver information)

## SUPPLEMENTAL MATERIALS

- Official Transcript:** Must be mailed in sealed envelope or faxed/emailed directly from the home university’s registrar using the contact information below.
- Letter of Recommendation:** One letter from a professor, dean or academic advisor must be sent through the online application system, via fax or mail using the contact information below.
- \$45 Application Fee:** Must be paid via credit card at the time of submission of the online application or via check mailed to the address listed below.

## SCHOLARSHIP APPLICATION

Students wishing to apply for a scholarship **MUST** do so when submitting their application for admission .

- Scholarship Statement** (250 words): “Write a brief statement describing your need for a scholarship.” Must be uploaded into the online application system.
- Personal Financial Materials:** Must be uploaded into the online application or sent via fax or mail using the contact information below.
  - For more information on what materials are required, please visit <http://www.dccinternships.org/images/2010/financial.pdf>.

## CONTACT INFORMATION

U.S. Programs Admissions Committee  
The Fund for American Studies  
1621 New Hampshire Ave., NW  
Washington, DC 20009  
Tel: 1.800.741.6964  
Fax: 202.986.0390

Application Questions: [admissions@tfas.org](mailto:admissions@tfas.org)  
Questions: [Semester@tfas.org](mailto:Semester@tfas.org)

Please note that **ALL** application and scholarship materials must be received before an application will be considered complete and sent to the admissions committee for review.