



*Strengthening Indigenous Governance*

## 2024 NATIVE AMERICAN CONGRESSIONAL INTERNSHIP

Please read all instructions to ensure that the information you provide is accurate and complete. Applications that do not follow instructions or are incomplete will not be considered by the selection committee.

- The application must be typed, using 1" margins and no smaller than 12 point font.
- The resume must be typed, using 1" margins and no smaller than 12 point font. The resume should not exceed two pages.
- The short answer questions should be single-spaced. Please do not exceed the maximum word count for each question.
- The essay should be double-spaced and include a references/citations page.

### **Application Deadline: emailed by 11:59 PM PST on January 24, 2024.**

- Application materials must be emailed to Jason Curley, Education Programs Manager, at [curley@udall.gov](mailto:curley@udall.gov).
- Please do not mail your application materials to the Udall Foundation.

### **Letters of Recommendation: emailed by 11:59 PM PST on January 24, 2024.**

- Writers of recommendation letters must email signed digital copies of their letter to Jason Curley, Education Programs Manager, at [curley@udall.gov](mailto:curley@udall.gov).
- Please do not mail recommendation letters to the Udall Foundation.

### **Transcripts: emailed by 11:59 PM PST on January 24, 2024.**

- Current and previous school transcripts must be emailed to Jason Curley, Education Programs Manager, at [curley@udall.gov](mailto:curley@udall.gov).
- Please do not mail transcripts to the Udall Foundation.

### **A COMPLETE APPLICATION CONSISTS OF:**

- Signed application form (Section 1)
- Resume (Section 2)
- Completed short answers (Section 3)
- Essay, signed and dated (Section 4)
- Three recommendation letters (Section 5)
- Current official transcript (Section 6)
- Other transcripts from colleges/universities attended for credit within the past 6 years (Section 6)
- Copy of Tribal enrollment card or Tribal verification documents (Section 6)
- (If applicable) Proof of U.S. permanent residency (Section 6)

**Section One: Application Form**

**Personal Information**

Legal Full Name:			
Date of birth:			
Are you a	<input type="checkbox"/> U.S. Citizen	<input type="checkbox"/> U.S. Permanent Resident	
Tribal affiliation:			
Enrollment Status:	<input type="checkbox"/> Enrolled	<input type="checkbox"/> Not Enrolled (Descendant of enrolled member)	
Additional Tribal affiliation(s):			
State of Permanent Residence:			
Congressional Voter Registration (State/District No.):			

*Permanent residence is established by at least two of the following: home address for school registration; place of registration to vote; family's primary residence.*

**Contact Information**

Mailing Address:					
City:		State:		Zip:	
Best telephone:			Best email address:		

**Education**

Current Grade level:	<input type="checkbox"/> Junior	<input type="checkbox"/> Senior	<input type="checkbox"/> Graduate	<input type="checkbox"/> Law Student	<input type="checkbox"/> Recent Graduate
Undergraduate Institution:					
Location:				Start Date:	
Undergraduate Major:					
Undergraduate Minor:					
Undergraduate Completion Date (month/year):					
GPA:			On a scale of:		
Graduate Institution (if applicable):					
Location:				Start Date:	
Graduate Degree Program:					
GPA:			On a scale of:		
Graduate Completion Date (month/year):					

I, \_\_\_\_\_ have read and understood the conditions of the Internship. I waive the right to access letters of recommendation written on my behalf. This application, including the essay, is my own work or formally cited from other sources. The information contained herein is true and accurate to the best of my knowledge and belief.

Signature:

Date:

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## **Section 2: Resume**

Your resume should observe the following general format: Objective, Education History, Professional Experience, Clubs and Organizations, Awards and Recognition, Related Experience (i.e. coursework, research, and extracurricular activities). Please submit your resume as a separate document. (1-2 pages)

## **Section 3: Short Answer**

1. Describe your educational and professional goals. Indicate in which area(s) you hope to work and what issues you hope to address in your career. How will the Udall Internship assist you in achieving your goals? (250-300 words)

2. As a Udall intern, you may be asked to work with a variety of staff, fellow interns, and stakeholders. Please describe situations in which you have worked effectively as part of a group or team. Provide examples that illustrate your approach to group dynamics, problem-solving, and/or conflict. (250-300 words)

3. What specific policy issues or legislative areas are you most interested in? (100-150 words)  
(Please indicate three or more areas of interest).

4. Describe any additional skills or accomplishments that you consider relevant to an internship with a Congressional office or Federal agency. (300-350 words)

5. Describe a specific activity or experience that has been important in clarifying or strengthening your commitment to working in Indian Country. (250-300 words)

6. Describe any public service and/or volunteer activities in which you have participated that demonstrate your interest in Tribal public policy and/or Tribal communities. Explain the duration, degree and significance of your involvement. (300-350 words)

7. What else would you like for us to know about you? (250-300 words)

**Section 4: Essay**

Briefly summarize a legislative act or policy statement of Congressman Morris K. Udall or Secretary of Interior Stewart L. Udall that relates to your interest in an area of Tribal public policy. Analyze its impact or potential impact and relate the issues it addresses specifically to your educational and career goals. (650-800 words)

*Please submit your essay as a separate document. There is no required citation style but applicant should be consistent in the style used.*

*If selected as an Intern, your essay will be used as a writing sample when arranging your office placement.*

**Section 5: Recommendation Letters**

Please provide names, titles, and contact information of three individuals who have written your letters of recommendation for the Internship. Letters should be written on official letterhead, signed by the recommender, and can be submitted separately from the application.

Name:		Email:	
Title:		Phone:	
<input type="checkbox"/> Tribal Official <input type="checkbox"/> Community Leader <input type="checkbox"/> Faculty Member <input type="checkbox"/> Other			
Name:		Email:	
Title:		Phone:	
<input type="checkbox"/> Tribal Official <input type="checkbox"/> Community Leader <input type="checkbox"/> Faculty Member <input type="checkbox"/> Other			
Name:		Email:	
Title:		Phone:	
<input type="checkbox"/> Tribal Official <input type="checkbox"/> Community Leader <input type="checkbox"/> Faculty Member <input type="checkbox"/> Other			

Please tell us how you heard about the Native American Congressional Internship.

<input type="checkbox"/> Advertisement	<input type="checkbox"/> Alumni	<input type="checkbox"/> Direct mailing	<input type="checkbox"/> Email
<input type="checkbox"/> Tribe	<input type="checkbox"/> Faculty/Staff	<input type="checkbox"/> Law school	<input type="checkbox"/> Native program
<input type="checkbox"/> Web search	<input type="checkbox"/> Social media	<input type="checkbox"/> Conference	<input type="checkbox"/> Udall Foundation
<input type="checkbox"/> Other (please specify):			

Please tell us who referred you to our program:	
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Please provide names and contact information of organizations or people with whom to share information about our programs.

Name & Contact	
Name & Contact	

**Section 6: Supporting Documents**

- Current official transcript – *may be submitted separately.*
- Other transcripts (unofficial) from colleges or universities attended **for credit** within the past 6 years – *may be submitted separately.*
- Proof of Tribal enrollment or descentance – *please **do not** submit original documents:*
  - Copy of enrollment forms, cards, and/or descent documentation such as a certificate of degree of Indian or Alaska Native blood.
  - Descendants of enrolled Tribal members must provide copies of their parent's or grandparent's enrollment and birth certificates that demonstrate the applicant's relationship to the enrolled Tribal member.

## Application Resources

- Link to application materials:  
<http://udall.gov/OurPrograms/Internship/Apply.aspx>
- Link to advice for the application:  
<http://udall.gov/OurPrograms/Internship/AdviceAndGuidance.aspx>

## 2024 Program Important Dates:

The following dates are subject to change. Please monitor the [important dates](#) section of our website to get updates on any changes. Your understanding is greatly appreciated.

<b>October 13, 2023</b>	<i>The application is available at <a href="http://www.udall.gov">www.udall.gov</a></i>
<b>January 24, 2024</b>	<i>Internship application, letters of recommendation, transcripts (current/other), and other supporting documents must be emailed and received by 11:59 PM PST on this date. Incomplete applications will not be reviewed by the selection committee.</i>
<b>February 5 – 9, 2024</b>	<i>The Internship selection committee conducts video interviews with finalists.</i>
<b>February 15, 2024</b>	<i>The Udall Foundation will notify all applicants of the Internship results.</i>
<b>February 20, 2024</b>	<i>Deadline for Udall Foundation receipt of Intern Consent and Release form.</i>
<b>February 23, 2024</b>	<i>Deadline for Udall Foundation receipt of all Intern forms.</i>
<b>March 29, 2024</b>	<i>Udall Interns announced at <a href="http://www.udall.gov">www.udall.gov</a></i>
<b>May 29 to Aug. 3, 2024</b>	<i>Udall Native American Congressional Internship Program, Washington, D.C.</i>

**Thank you for your interest in the Udall Native American Congressional Internship!**

### **Privacy Act Notice**

**General:** This notice is provided pursuant to Public Law 93-579, Privacy Act of 1974, 5 U.S.C. Section 552a, for individuals supplying information to the Morris K. Udall and Stewart L. Udall Foundation (Udall Foundation) in the course of seeking a scholarship, internship, and/or fellowship.

**Authority:** Sections 5604, 5605 of Title 20 of the U.S. Code authorize collection of this information.

**Purposes and Uses:** This information is collected for the purpose of evaluating applicants for scholarships, internships, fellowships, and similar positions. This information will be disclosed to personnel within the Udall Foundation and to other personnel outside of the Udall Foundation as required by Udall policies and procedures for the review, award, and administration of the scholarship, internship, and/or fellowship program(s). Contact information for alumni of the scholarship, internship, and/or fellowship program(s) may be used the Udall Foundation to contact individuals about events or issues related to the Udall Foundation programs and mission.

**Effects of Nondisclosure:** Individuals are not required to apply for scholarships, internships, or fellowships through the Udall Foundation programs. Submission of applicant information is voluntary. Failure to supply the information could prevent the Udall Foundation from considering the individual for a scholarship, internship, and/or fellowship.