

### Archer Fellowship Program Recommended APPLICATION TIMELINE

Thank you for your interest in the Archer Fellowship Program. Outlined below is a recommended timeline for completing your application by the deadline on **February 15, 2021**. Please be advised that much of the information and resources mentioned in this timeline are available on our website at [archercenter.org](http://archercenter.org).

<b>Early and Mid-Fall</b>	Attend an <b>information session</b> to learn more about the program.
	Learn who the <b>Campus Coordinator</b> is on your campus. Campus Coordinators are here to help answer any questions you may have about the program or the application process. Visit our website to find your Campus Coordinator.
	<b>Look at funding</b> for the Archer Fellowship Program. We work hard to ensure that everyone is able to participate in the program, however, we understand that the financial aspect of the program is an important decision. Take time to look into funding opportunities and talk to your Campus Coordinator.
	Over the next few months stay informed on current events to prepare for the application interview.
	Begin thinking about a topic area for your <b>policy paper</b> .
	Begin investigating <b>potential internships</b> .
<b>November 2020</b>	Consider who you would like to write a <b>letter of recommendation</b> on your behalf. Remember, one letter of recommendation must be from from a university professor who has taught you in class. The second letter can also be from a faculty member or it can be a professional recommendation.
	<b>Create your application account once the system opens up in November 2020.</b>
	Once letter writers have been confirmed, <b>send recommenders an official invitation from your online application account</b> to give them ample time to write your letter.
	<b>Begin working on your resume, policy paper, personal statement, and list of potential internship locations.</b> Note: there are detailed instructions, including extensive guidelines for how to write a policy paper, on our website.
<b>December 2020</b>	<b>Contact your campus' Career Center to receive feedback on your resume.</b> Career Centers will offer detailed feedback on how to professionally structure and phrase your resume so that it is ready for the Archer application process and future internship applications as well.
<b>Winter Break 2020</b>	<b>Edit your resume</b> based upon feedback you received from the Career Center or another trusted source.
	<b>Develop the personal statement.</b> During this period, we recommend having multiple people read your statement and provide feedback.
	<b>Write a draft of your policy paper.</b> Remember to carefully review the guidelines on the Archer Center website.
	<b>Take time to continue researching potential internship locations.</b> Look into duties of the internship, length of time, application materials, and eligibility requirements to see if it will be a good fit for you.

<b>January 2020</b>	Attend an Archer-sponsored application Q&A session to ask questions about the application and interview requirements and process.
	<b>Send a reminder e-mail to your letter writers that the deadline for their letter of recommendation is February 15.</b> Confirm that they received submission instructions from the Archer Center and remind them that the letter must be submitted in <b>PDF</b> format. Send them your written application materials if they think it will be helpful to their letter writing process.
	<b>Contact your Registrar Office to request an official PDF version of your transcript. We cannot accept emailed transcripts or grade summaries.</b>
	<b>Meet with your campus' Writing Center to go over your personal statement and policy paper.</b> Make sure there is a coherent flow to the document, a well-structured argument, and that grammatical and spelling errors have been corrected.

**February: Submit Application on or before February, 15, 2021 at 11:59 p.m. CST**

***\*You can access the application through the Archer Center website in November 2020.***

Finalize application written materials and run through the application checklist:

- ✓ Resume
- ✓ Personal Statement
- ✓ Policy Essay
- ✓ List of Potential Internships
- ✓ 2 Letters of Recommendation
- ✓ Official transcript
- ✓ Signed Disclosure Statement
- ✓ FERPA form

**Note: Make sure all documents are saved in PDF format**

### **What comes next?**

After submitting the application, begin working on **interview preparations**. After reviewing written applications, select students will be invited to interview with a committee comprised of an Archer Center representative, your Archer Fellowship Campus Coordinator, and campus faculty and administrators. An Archer Center representative will let you know by email if you have been selected for an interview. Helpful information to assist you in preparing for Archer Fellowship Program interviews is available on the Archer Center webpage.

Interviews will take place between late February through the end of March. Students will be notified of final decisions by mid-April.

*If you have questions regarding the Archer Fellowship Program application or need special accommodations for an interview, please contact your Archer Center Campus Coordinator or the Archer Center at [archer@utsystem.edu](mailto:archer@utsystem.edu). Prospective students are also encouraged to visit our website at [archercenter.org](http://archercenter.org) for application guidelines and support materials.*