

The White House Fellows Application

Written applications for the White House Fellows program are submitted on-line via the government website at: www.whitehouse.gov/get-involved/fellows/apply/

The application goes “live” on November 1st of each year, and the completed applications must be submitted by mid-January. The exact deadline may vary slightly from year to year.

The application has six major sections:

- 1: Personal information**
- 2: Recommendations**
- 3: Declarations**
- 4: Resume**
- 5: Essays**
- 6: Certification**

Applications must be submitted on-line. Applications submitted by post, fax, or email will not be accepted.

1: Personal information -- You will be required to provide the following (all elements are required unless specified as optional):

- Full name
- Citizenship
- Gender (this field is optional)
- City of birth
- Country of birth
- State of birth
- Birthdate
- Social Security Number
- Hometown
- Home State
- Occupation
- Occupational Category
- Mailing address
- Current Employer’s Name
- Current Employer’s Address
- Employer’s City
- Employer’s Country
- Title or Rank (if military)
- Supervisor’s Name and contact information

- Are you a Federal Employee?
- How did you hear about the White House Fellows program?
- Have you ever been a Regional or National Finalist?
- Will you have your bachelor's degree by the date of the application submission?

2: Recommendations

You will be asked to provide the name and email address of up to four (4) recommenders. Three are required. You will be able to provide a fourth (optional) recommender if you wish.

3: Declarations

1: (Required for active-duty military personnel only) I acknowledge that my commanding officer and those who make my assignments have granted me permission to apply for the year-long White House Fellowship. I understand that my participation in the White House Fellowship is contingent upon approval from my military service branch.

2: Have you ever been discharged from the armed forces for reasons other than honorable conditions? (Required)

3: Are you currently a registered lobbyist? (Required)

4: With the exception of military personnel are you currently working for the Federal Government and/or being paid by Federal Funds? (Required)

If you answer Yes to question 2, 3, or 4 above you will need to provide an explanation of the details and resolution.

4: Resume

- A. Education History:** You will be asked to provide the degree, school, city, state, start and end dates for each degree. You will also have the opportunity to enter information regarding both activities and awards for each school/college/university you have attended.
- B. Employment History:** You will be asked to provide dates of employment, job title, employer, employer's address, nature of business, number of workers you supervised, as well as a description of the nature of the work you performed (not to exceed 100 words) for every job you have held since graduating from college.
- C. Voluntary and Civic Activities:** You will be asked to provide the name of the organization, city and state, purpose and objective of the organization, size of the organization, your level of participation, dates of participation, and awards received for all major voluntary, civic, and professional activities going back no more than 10 years.

5: Essays

- A. **Current Employment:** Provide a brief description of the work you currently perform. This should expand on, not repeat, the information provided in the resume section of the application. Please limit your narrative to 200 words. (Required)
- B. **Most Significant Achievement – Professional:** Describe in 200 words or fewer what you consider to be your most significant professional contribution. If you exceed 200 words, your application will be disqualified. (Required)
- C. **Most Significant Achievement – Community Service:** Describe in 200 words or fewer what you consider to be your most significant voluntary contribution to your community. If you exceed 200 words, your application will be disqualified. (Required)
- D. **Lifetime Goals:** Describe in 300 words or fewer your life's ambition, what you hope to accomplish or achieve in your lifetime, and what position you hope to attain. If you exceed 300 words, your application will be disqualified. (Required)
- E. **Memorandum for the President:** Write a memorandum for the President making a specific policy proposal. Explain why you think it is important, what issues it raises, and why you think the President should support your proposal. Please limit your memo to 500 words. (Required)
- F. **Motivation for Becoming a White House Fellow:** Describe your motivation for applying to the White House Fellows program, what you consider to be your major strengths and qualifications for the program, and what benefits you feel are likely to result for society from your participation. Please limit your narrative to 300 words. (Required)

6: Certification

- A. Applicants must certify that the information they have submitted to the President's Commission on White House Fellowships is valid. Failure to certify will disqualify you from certification.
- B. Applicants are asked to acknowledge that all complete applications will be reviewed by outside readers on behalf of the President's Commission on White House Fellowships. In addition, National Finalists will be subject to investigation and verification by duly accredited investigators of the Federal Government. Failure to acknowledge this statement will disqualify you from consideration for the White House Fellows program.