



*MARC U\*STAR Honors Program*  
*Maximizing Access to Research Careers Undergraduate Student Training in Academic Research*  
University of the District of Columbia  
4200 Connecticut Avenue, NW  
Building 44/Suite 114  
Washington, DC 20008

### UNDERGRADUATE STUDENT APPLICATION

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**APPLICATION FOR** \_\_\_\_\_ **Fall Semester 2014**

**Status:** **JUNIOR**    **SENIOR** – Expected Graduation Date: May 2016    **(Please circle one)**

### PERSONAL INFORMATION

Name \_\_\_\_\_ Student ID N \_\_\_\_\_

Current Address \_\_\_\_\_  
(Number & Street) (City) (State) (Zip)

Current Telephone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Cellular Phone \_\_\_\_\_ UDC E-mail Address \_\_\_\_\_

Permanent Address \_\_\_\_\_  
(Number & Street) (City) (State) (Zip)

Permanent Telephone \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Telephone \_\_\_\_\_

Are you a US Citizen? \_\_\_\_\_ Do you possess a Green/Permanent Residence Card? \_\_\_\_\_

## ACADEMIC INFORMATION

Major: \_\_\_\_\_

What degree are you pursuing? (e.g., BA, BS) \_\_\_\_\_

Expected date of completion? \_\_\_\_\_ Cumulative UDC GPA \_\_\_\_\_

Have you worked with a research mentor? ☐ Yes ☐ No

If yes, where and when (dates)? \_\_\_\_\_

What were your main duties? \_\_\_\_\_

Languages other than English (indicate fluency): \_\_\_\_\_

**List any relevant activities or experiences NOT listed above.**

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## MENTORSHIP PREFERENCE for MARC U\*STAR Honors Program students:

Mentorship placements will be determined during the first two weeks of the semester. This gives directors an opportunity to evaluate the skills and talents of each Honors Mentee, and for Honors Mentees to explore the many opportunities for research first hand. Please indicate your preference for research by prioritizing your interest in the types of internships (1 = first choice):

\_\_\_\_ Laboratory/Bench      \_\_\_\_ Behavioral/Outreach

## FINANCIAL AID INFORMATION

Have you applied for financial aid in previous years? ☐ Yes ☐ No

Did or will you file a 2013-14 Student Aid Application? ☐ Yes ☐ No

## UNIVERSITY OF DISTRICT OF COLUMBIA AGREEMENT

The information I am providing is complete and accurate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **ADDITIONAL APPLICATION MATERIALS:** *Please include with your application.*

- **Resume** (follow guidelines and see attached example)  
Include relevant jobs, mentorships, volunteer work, activities and coursework.
- **Current official or unofficial transcripts** from all post-secondary schools attended. **NOTICE:** All original or reproduced transcripts you submit must include your name. Transcripts with your name added after printing will not be accepted.
- **Two letters of recommendation**  
Letter writers should be people who know you well and can speak to your academic and professional abilities and potential. At least one of the letters must be from a UDC faculty member, or faculty member from an earlier post-secondary experience (transfer and exchange students). The other letter may be from an employer, mentorship supervisor, advisor, or another equivalent individual. Letters from friends or relatives will not be accepted.
- **Application Essay**  
What experiences, skills, and knowledge do you hope to gain from the semesters and summers spent as a mentee trainee in the MARC U\*STAR Honors Program and why? Please be as specific as possible. Provide examples of activities or experiences that show you are prepared for the professional, academic, and personal challenges of the program (350 word limit)

Please provide a copy of your birth certificate or proof of permanent residence and a social security card with application.

**Providing the following information is not optional. It will be used for statistical and eligibility purposes only.**

Date of Birth \_\_\_\_\_ Gender: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Are you a re-entry student? \_\_\_\_\_ Are you a person with a disability? \_\_\_\_\_

How did you find out about this program? \_\_\_\_\_

**Applicant must have a cumulative Grade Point average of at least 3.0 on a 4.0 scale to apply.**

**Applicant must have attended the University for 2 semesters or 1 year before applying.**

**Applicant expected graduation date May 2016.**

**Applicant, if awarded, can work for only 1 Federally funded program at the University.**

**Applicant must complete the 2013-14 FASFA form and 2014-2015 FASFA.**

## UDC MARC U\*STAR Honors Program Application Checklist

Use the guidelines below, along with the sample resume provided, to create your resume for the UDC MARC U\*STAR Honors Program application. If you are admitted to the program, we will use your resume to find a mentorship for you. Other resume formats will be accepted as long as they adhere to these guidelines. Refer to your campus' UDC representative or career center if you would like additional resume guidance.

### Formatting

- ✓ Single side of single page only. No exceptions.
- ✓ Font size 10pt or greater
- ✓ Side margins at least ¾"; Top and bottom margins at least ½"
- ✓ Highlight sections using bold, small caps, or underlined font only. DO NOT use italics, outlined, or shadowed fonts

### Contact Information

- ✓ Name in bold at the top of the page
- ✓ Basic contact information included: mailing address, phone number, email address
- ✓ DO NOT include labels (e.g. "email:" or "cell:")

### Objective

- ✓ A brief one or two line statement explaining what experiences, knowledge, and/or skills you hope to gain from an internship. Also include the type of organization you hope to intern for as the ideal location. DO NOT list a specific organization.

### Education

- ✓ Include name, location, major, minor, degree(s) earned or expected for each post-secondary school attended. DO NOT include high school
- ✓ List study abroad experiences here, using sample as a guide
- ✓ GPA if 3.5 or higher
- ✓ Include Dean's list or Phi Beta Kappa or other nationally recognized honor societies

### Relevant Coursework (optional)

- ✓ List names of college level classes you've taken that are relevant to the type of internship you want.
- ✓ DO NOT list course designations (e.g. POL 134). Instead, use the title of the course (e.g. Global Politics).
- ✓ Leave this section out if you cannot fit in all of your relevant experiences and keep the resume on a single page

### Relevant Experience

- ✓ Reverse chronological list of paid or unpaid experiences where you gained skills relevant to what you want to do in Sacramento. Not necessarily a complete list – just the most relevant experiences you've had.
- ✓ Include your title, name of organization, and dates of participation
- ✓ Provide bulleted summary of your relevant activities at this experience
- ✓ Depending on the internship sought, relevant experiences **could** include: leadership experience in a student group; independent academic research; babysitting; volunteer activities, etc.

### Skills (optional)

- ✓ By-category list of skills you have that the internship supervisor is explicitly looking for. Common categories include: language, computer, communication, laboratory
- ✓ Omit this section if you already provided evidence of having these skills in your 'Relevant Experience' section **SAMPLE RESUME**

## NAME

1859 Evolution Ave. Apt. #6 • Santa Cruz, CA 95060 • 831.308.3170 • epperez@ucsc.edu

## OBJECTIVE

Gain experience with immigration policy and advocacy through an internship in Sacramento

## EDUCATION

**University of California, Santa Cruz** Santa Cruz, CA

B.A. in **Political Science** and **Spanish**; Minor in **Women's Studies** (Expected June 09)

GPA: 3.51/4.00; Dean's List Fall 2007 – Present

**Universidad Nacional Autónoma de México** Mexico City, Mexico (Jan – May 07)

Education Abroad Program, University of California

**Cabrillo College** Aptos, CA

AA degree in Communication Studies (June 06)

### Relevant Course Work

American Government

Comparative Politics

Political Theory

Scientific Study of Politics

Latin American Politics

American History

## RELEVANT EXPERIENCE

**Tour Guide and Front Desk Attendant**, UC Santa Cruz, Santa Cruz, CA (Sept 07- present)

- Scheduled and conducted general campus tours, private tours, and large group tours
- Gave up to date information to visitors about events on campus and the academic undergraduate and graduate departments
- Tour Guide of the Month, Jan 08; Front Desk Attendant of the Month, Apr 08

**Intern**, Law Offices of Cruz and Meyer, Modesto, CA (Jun - Sept 07 and 08)

- Provided general administrative and clerical services in Spanish and English for law firm specializing in immigration and citizenship legal services
- Provided written and spoken Spanish-English and English-Spanish translation services for clients and attorneys
- Attended and provided assistance at depositions, court appearances, and other legal proceedings

**Waitress and Hostess**, The Water Boy, Santa Cruz, CA (June 03 - present)

- Worked in a fast paced environment at a popular upscale restaurant
- Developed customer service skills by booking reservations, serving customers, and resolving patron complaints

## SKILLS

**Language:** Fluent in written and spoken Spanish

**Communication:** Comfortable and accomplished public speaker. Experienced with professional and legal writing styles.

**Computer:** Proficient with both Mac and PC formats. Experienced with MS Office Suite, webpage design, and publishing software