

**ROBERT T. MATSUI – UNIVERSITY OF CALIFORNIA  
CONGRESSIONAL FELLOWS PROGRAM  
Application Instructions**

**Instructions:** Fellowship applications are due via electronic mail to [matsufellowship@ucdc.edu](mailto:matsufellowship@ucdc.edu)

Note: **PDF attachments are preferred. Be sure to include your name in the title of each document for example:**

*(1) Mary Byrne Data Sheet, (2) Mary Byrne Short Essays*

A complete application has the following components:

- (1) Completed data sheet (see application form);
- (2) Three short essay responses;
- (3) Resume (not exceeding one page);
- (4) Transcript;
- (5) Two letters of recommendation; and
- (6) Applicant's original writing sample (not to exceed more than five pages on any subject. Your UCDC application writing sample is also acceptable.)

✓ **PART I: DATA SHEET (See application form)**

✓ **PART II: SHORT ESSAY RESPONSES**

On a separate page, please answer with no more than 300 words per question (single spaced):

- 1) Why is public service important to you? Use examples of how you have demonstrated an interest or commitment to public service in the past.
- 2) Describe what role you anticipate public service will play in your career.
- 3) Name any individual – famous or not – whose public service you admire and explain how their contribution inspires you.

✓ **PART III: CURRENT RESUME**

- Please include a one-page resume highlighting your professional and academic accomplishments.

✓ **PART IV: CURRENT TRANSCRIPT OR ONLINE GRADE PRINTOUT**

- You do not need to have an official transcript for this part of the application. An online grade printout is sufficient.

✓ **PART V: 2 LETTERS OF RECOMMENDATION**

- You may use the same letters that you used to apply to the UCDC Program, or you may submit Fellowship-specific letters.
- Please scan and email your letters and send them with your application. If you do not have copies of your recommendation letters, please request your recommender submit a pdf copy of your letter directly to: [matsufellowship@ucdc.edu](mailto:matsufellowship@ucdc.edu) with your name in the subject line of the email.

✓ **PART VI: WRITING SAMPLE ON ANY ACADEMIC SUBJECT, NOT TO EXCEED 5 PAGES**

**Questions? Contact [matsufellowship@ucdc.edu](mailto:matsufellowship@ucdc.edu)**

