How To Successfully Apply for The Washington, D.C. Congressional Internship

LETTERS OF RECOMMENDATION
1. Request your faculty and outside letters of recommendation, or two faculty members, for a total of 2 letters of recommendation, IMMEDIATELY, and be sure to FOLLOW UP with your letter writers to confirm the letters are done.
2. Letters should be mailed to:

   Mail letters to: Congressional Internship  
   Dept. of Political Science  
   Northern Illinois University  
   DeKalb, IL 60115  

   NOTE: Letters of recommendation may be faxed, if necessary, to 815-753-6302 and MUST be to the attention of Political Science Congressional Internship. Letter of recommendations can also be emailed to adavis1@niu.edu.

APPLICATION
1. Complete the application in full as incomplete applications will not be considered.
2. Do not staple or place your application in binders or notebooks as the applications (and letters) are scanned for the committee. Please use paperclips only.
3. The committee only sees the application and letters of recommendation. Anything else you may include is not submitted to them.
4. Hand-deliver, mail, fax or e-mail your application so it arrives ON TIME.
5. Check with the April Davis via phone (815-753-1012), e-mail (adavis1@niu.edu) or in person (Zulauf 415) regarding the status of your application.

   NOTE: Last-minute applications, those received just moments before the deadline, are accepted only if all components are accounted for. This means both letters of recommendation (faculty and outside), the fully completed application and your two written responses.

THE PROCESS
1. The workday following the deadline, applications are scanned for committee review.
2. After review, candidates will be selected for personal interviews.
3. The process takes time and you will be notified either way once all final decisions are made.

   Good luck!