The UCLA Center for American Politics and Public Policy (CAPPP) Quarter in Washington, DC offers an exciting combination of research and internships to 30 UCLA undergraduates each fall, winter and spring quarter. The program encourages students from all majors to apply.

**INTERNSHIPS AND RESEARCH**

In DC, students intern three to four days a week, take classes, and write a 20-30 page research paper. All CAPPP participants enroll in 12 units while in Washington: an 8-unit graded research seminar and a 4-unit internship course.

The Research Development Seminar (M191DC) guides students from proposal to finished paper. This 8-unit, upper division course helps students design, execute, write and present an original project, while placing their work in the broader context of empirical research in many disciplines. Students receive intensive, individualized attention to their intellectual development and writing and research skills.

Aided by resources and support from program administrators, students secure internships at Washington non-profits, think tanks, government agencies, trade groups, etc., such as the American Enterprise Institute, congressional committees, the Smithsonian, the Climate Institute, or the US Department of Justice. CAPPP students receive four units of P/NP academic credit for the internship (M195DC).

**ELECTIVES**

Students can also take one of several elective courses offered by the UC Washington Center. Instructors from a variety of Washington, DC fields, such as political speechwriters and foreign policy scholars, teach these upper-division courses. The classes, held in the evenings, take advantage of Washington’s unique intellectual and cultural resources and are worth four upper division UC units each.

**ELIGIBILITY**

- All majors welcome
- 3.0 minimum GPA
- Full-time UCLA undergraduate
- One upper division UCLA course that provides broad background for proposed research project

**FINANCIAL AID**

For students accepted to CAPPP who receive financial aid, the UCLA Financial Aid Office adjusts its estimated cost of education to that of the CAPPP program (See “Budgeting for a Quarter in Washington” hand-out).
REQUIRED APPLICATION MATERIALS

1. Application Form - Submit online or in person.

2. Short Essay - Submit online or in person.
Submit a well-written, well-organized, one-page, single-spaced essay on the topic and question you wish to research in Washington. Your essay might focus on a current domestic policy question, an international issue, an economic or sociological phenomenon, a historical question, or a politically relevant debate in art or literature—any topic that has national or international political or policy implications. Please give this essay a title and include your name, but exclude your student ID number. For more detailed guidelines on the essay, please see the “Essay Writing Guide,” available from the CAPPP office and on the CAPPP Quarter in Washington website.

3. Resume - Submit online or in person.
Submit a one-page resume, listing educational and work experiences, any special skills, honors, or awards, and other experience such as internships, study abroad or volunteer work. It is not necessary to state a career objective. Do not include any activities or jobs from high school. Be sure to include an email address and telephone number.

4. Letter(s) of Recommendation - Submitted online by recommender or in sealed envelope signed across seal by recommender.
Submit at least one letter of recommendation, preferably from a UCLA professor who knows your writing, thinking, and academic performance. A letter from a professor in your area of interest is best. A letter from a TA or employer is acceptable. You can submit additional letters if you wish. If chosen to participate in the program, you will be asked to submit a second letter of recommendation to assist in internship placement. We recommend that you secure this second letter as early as possible.

All letters must be written on OFFICIAL STATIONERY of department, organization, etc., and addressed “To Whom It May Concern.” PLEASE NOTE: All letters of recommendation MUST either be submitted online by the recommender, sent to directly to CAPPP by the recommender by mail, or submitted with your other application materials in a SEALED ENVELOPE, SIGNED ACROSS THE SEAL BY THE RECOMMENDER. Recommenders can also email letters to cwald@cappp.ucla.edu. Open letters submitted directly by the applicant will not be accepted. Letters must be received by the application deadline.

5. Unofficial Transcript - Submit online or in person.
Include a current UNOFFICIAL transcript, available as a pdf from your My.UCLA.edu account. This is NOT a DAR. If you are a transfer student, provide unofficial transcripts of all course work at your previous institution.

6. Dean’s Certification: Consideration for admission to the CAPPP Quarter in Washington Program is contingent upon review from the UCLA Office of the Dean of Students. Upon receipt of your application, we will contact the Office of the Dean of Students to request a “Dean Certification.” A Dean’s Certification is verification of a student’s disciplinary history at the institution. It is completed in accordance with the guidelines in the UCLA Student Conduct Code. In some cases, students must also complete a second portion that requires certification of their academic history or progress. Please note, the UCLA Office of the Dean of Students will charge a $5.00 fee for a Dean’s Certification Letter. This fee will be charged to your BruinBill account.

FOR QUESTIONS CONTACT:
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LAST NAME
UCLA ID#
LOCAL MAILING ADDRESS
PERMANENT (PARENT) ADDRESS
PERSONAL PHONE NUMBER
MAJOR(S)
ETHNICITY--CHOOSE ONE:
AMERICAN INDIAN/ALASKA NATIVE
BLACK/ AFRICAN AMERICAN
CHICANO/ MEXICAN AMERICAN
CHINESE/ CHINESE AMERICAN
EAST INDIAN/PAKISTANI

FIRST NAME
BIRTH DATE
CITY
STATE
ZIP CODE
CITY
ZIP CODE
EMERGENCY CONTACT/ PARENT PHONE NUMBER
E-MAIL ADDRESS
MINOR(S)/ SPECIALIZATION(S)
YEAR IN SCHOOL (E.G. JR., SR.)
CUMULATIVE UCLA GPA
EXPECTED GRADUATION (MONTH & YEAR)
HAVEN'T YOU FILED A FAFSA FOR 2019-2020? YES ☐ NO ☐
ARE YOU A FIRST GENERATION COLLEGE STUDENT (FIRST IN YOUR FAMILY TO ATTEND COLLEGE)? YES ☐ NO ☐
NAME OF RECOMMENDER
RECOMMENDER'S EMAIL ADDRESS
OPTIONAL: NAME OF 2nd RECOMMENDER
2nd RECOMMENDER'S EMAIL ADDRESS
List three (3) internships that interest you:
How did you hear about CAPPP? Flyer ☐ Class Announcement ☐ Friend ☐ Email ☐ Counselor ☐

The following items must be submitted with this signed application form OR online:
• Essay: One page, single-spaced, presenting a proposed research project;
• Resume: Not to exceed one page;
• Letter(s) of Recommendation: Submitted online by recommender; or by mail in a sealed envelope, signed across seal by recommender; or via email from the recommender to cwald@cappp.ucla.edu;
• Unofficial Transcript: NOT a DAR; unofficial transcripts are available as pdf through My.UCLA.edu;
• Other Transcripts: If you have transferred from another school, please include unofficial transcripts.
• Dean’s Certification: Applicants must authorize CAPPP to obtain a Dean’s Certification through the UCLA Office of the Dean of Students. This certification will result in a release of information to CAPPP regarding disciplinary action, per the reporting guidelines outlined in the UCLA Student Conduct Code. The Dean of Students will charge applicants $5.00 via BruinBill for this service. Your signature on this form is your authorization for this screening.

Signature _____________________________ Date __________________________

The information I have given is true and correct to the best of my knowledge. By signing below, I understand that by submitting my application and supplemental materials, I am waiving my right to privacy under the Family Educational Rights and Privacy Act (FERPA) for the purpose of participating in this program. I also waive my rights under FERPA to view any and all documents associated with my application. I understand that applicants will be screened through UCLA Residential Life. I also understand that I am authorizing a Dean’s Certification, which is a verification of a student’s disciplinary history at the institution, completed in accordance with the guidelines in the UCLA Student Conduct Code. If selected to participate in the program, I grant CAPPP the right to use my image in its advertising and marketing.

Signature _____________________________ Date __________________________