Checklist to be Returned with President’s Nomination Letter

Please check each item to confirm that the following criteria have been met in the presidential selection process:

____ Student is a matriculating student during the internship;
____ Student has not taken part in this program during previous years;
____ Student has exhibited superior academic achievement;
____ Student has demonstrated commitment to community and public service;
____ Student is willing to accept work assigned to interns that will involve the practical application of what is learned in the classroom;
____ Student is willing to take on assigned tasks and work hard;
____ Student has exemplary maturity and leadership abilities;
____ Student has demonstrated ability to be a good team member;
____ Student has good character and acts with discretion and sound judgment;
____ Student has excellent English written and oral skills, and clarity of speech appropriate for constituent phone calls and visits;
____ Student is willing to live in assigned group housing with other interns during the entire program;
____ Student submits a two-page written essay stating the reasons for her/his interest in the Panetta Institute’s Congressional Internship Program, and one of the student’s graded papers so that the selection committee can review it to ensure excellent English language proficiency;
____ Student has never been sanctioned under the California Code of Regulations, Title 5, Article 2 (Student Discipline), Section 41301;
____ Student is willing to accept and abide by the Institute’s Code of Conduct Confidentiality Agreement;
____ Student is willing to undergo a background investigation;
____ Student is a U.S. citizen;
____ Student is a California resident; and
____ Student must have proof of health insurance that is compliant with the Affordable Care Act and that covers the student while residing and working in Washington, D.C. metropolitan area.

The following documents are to be included with the nomination letter signed by the president:

____ Complete college transcripts including community/junior college work and/or other college/university work;
____ Resume;
Two-page written essay from the student stating the reasons for her/his interest in the Panetta Institute's Congressional Internship Program;

A copy of one of the student's most recently graded paper (at least three pages long) with the professor's comments and grade accompanying or written on the paper.

*Signature ________________________________

Printed Name ________________________________

Title ________________________________

Date ________________________________

* Once completed, signed by president or his/her representative.