Application Instructions

Application Deadline

January 15

Please review these instructions carefully. If you have any questions about the program or application process, feel free to contact Carolyn Swabek at carolyn.swabek@marquette.edu or Alisha Klapps Balistreri at alisha.klapps@marquette.edu.

To be considered for a Trinity fellowship, you must submit your application online by the above deadline. This deadline, set by the Trinity Fellows Program, supersedes the application deadline set by your Marquette University graduate program of choice.

1. Apply to the Marquette University Graduate School/Graduate School of Management for your chosen field of study. You’ll find complete details regarding your chosen graduate program, application requirements, and on-line application materials below.

   - **Graduate School of Management** (Corporate Communication, Economics, Human Resources, and MBA)
     [http://www.busadm.mu.edu/graduate/programs/index.shtml](http://www.busadm.mu.edu/graduate/programs/index.shtml)

   - **Graduate School** (all other graduate programs)
     [http://www.grad.mu.edu/programs/index.shtml](http://www.grad.mu.edu/programs/index.shtml)

2. Your Graduate School application will ask if you are applying to the Trinity Fellows Program. Click YES. By selecting yes, you will be prompted to complete the Trinity Fellows application requirements as part of the Graduate School/Graduate School of Management application.

   Please note the following:

   - **Application FEE WAIVER**
     The Graduate School/Graduate School of Management application fee is waived for Trinity Fellows Program applicants. Selecting YES will activate the fee waiver.

   - **Letters of Recommendation**
     Trinity Fellows applicants are required to submit 4 letters of recommendation: 2 academic letters and 2 letters related to the applicant’s service experience. These same letters may also be used to satisfy the letter of recommendation requirements of your academic program and need only be submitted once. Follow the submission guidelines given in your Graduate School/Graduate School of Management application. Additional details are given below.

3. Complete Graduate School/Graduate School of Management and Trinity Fellows Program application requirements. The Trinity Fellows Application has the following questions, essays, and required uploads:
• **Full-time service and/or nonprofit sector experience**
  Select the option that best describes how you meet the service/nonprofit work eligibility requirement:
  - Completion of Peace Corps, Jesuit Volunteer Corps, Lutheran Volunteer Corps, AmeriCorps, Teach for America and other comparable full-time service commitment
  - Completion of 2+ years of full-time employment in the non-profit sector
  - Completion of both a service commitment and 2+ years of full-time employment in the non-profit sector

  Service and/or nonprofit sector experience summary should include: service/nonprofit, location, title, type of work, year(s) served, skills developed (suggested maximum 300 words)

• **Resume**  (1-2 pages, upload)
  Submit a resume that includes the following information:

  Name
  Contact Information
  Education
  Honors and Awards
  Experience — detail your full-time service experience and relevant work experience. Include:
  - Dates
  - Organization, Title
  - Type of work
  - Skills developed
  Other relevant service experience, activities
  Additional Skills and Interests

• **Essay Question 1: Statement of Purpose for Proposed Area of Graduate Study**  (suggested maximum 300 words)
  Please explain your choice of academic program and how this program will help you meet your professional goals. This may be a summary or abbreviation of the statement of purpose submitted for your academic program application.

• **Essay Question 2: Trinity Fellows Program Essay**  (suggested length 2-4 pages or 1000 words)
  Describe the motivation behind your application to the Trinity Fellows Program, and your goals or ambitions after completing the fellowship.

• **Diversity and Inclusion**  (suggested maximum 300 words)
  Comment on how your experiences and/or interests would contribute to fostering diversity and inclusiveness in the Trinity Fellows program.

• **Nonprofit Assignment**  (suggested maximum 300-words per question, feel free to use bullet points)
  If accepted, you will be assigned to work at an area nonprofit agency for the 21-month fellowship period. With this in mind, describe your preferences regarding your work assignment. Please include the following points in your answers (each bullet point will have a separate text box):
  - Skills to be Developed
    *List or describe the skills you hope to develop through your work placement.*
  - Strengths to Continue Developing
    *When considering your professional experience thus far, list or describe the skills or strengths you hope to continue to develop through your work placement.*
  - Job Duties
    *Indicate whether there is any type of work you would rather not do.*
  - Additional Comments
    *Is there anything else you’d like to tell us about a nonprofit assignment?*
**Special Circumstances** (suggested maximum 300 words)

Are there any special circumstances that the Trinity Fellows selection committee should consider when reviewing your application?

**Letters of Recommendation**

The Trinity Fellows Program requires 2 academic letters and 2 letters related to your service experience, for a total of 4 letters of recommendation.

- **2 Service/Professional**: submit two letters of recommendation related to your service experience. You may substitute one work-related letter here.

- **2 Academic**: submit two letters of recommendation related to your academic experience.

For additional guidance on Letters of Recommendation, see (pdf)

NOTE: The above letters may also be used to satisfy the letter of recommendation requirements of your academic program and need only be submitted once. All letters should be submitted electronically using the invitations available on the *Recommendations* tab of your online application. Follow the submission guidelines given in your Graduate School/Graduate School of Management application.

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**Additional Information**

- **Admission and Award Decisions:**
  - You will receive two decisions, one from the Graduate School/Graduate School of Management, and one from the Trinity Fellows Program. These two decisions will be sent separately.

  - Trinity Fellowship Award Decisions: applicants will be notified of award decisions by the end of March.

- **To check on the status of your MU Graduate School/Graduate School of Management application:**

  Log-in to your application- [https://graduate.admissions.marquette.edu/apply/](https://graduate.admissions.marquette.edu/apply/) to see the remaining items in your checklist. Please note application materials that have been recently submitted may not be processed yet. It may take 3-4 business days to process received materials and mark them as received on your checklist.

  If you have questions regarding what application materials are required, or how to submit application materials, please consult the Application Instructions and Guidelines ([http://marquette.edu/grad/future-apply.php](http://marquette.edu/grad/future-apply.php)).

  If you believe that your Checklist is inaccurate, or if you have a question regarding any items that are remaining on your list, please contact the Graduate School by emailing gradadmit@marquette.edu.

- **To check on the status of your Trinity Fellows Program application:**

  See above, or contact Peggy Mead, Trinity Program Assistant, at peggy.mead@marquette.edu or (414) 288-5473.

- **Questions regarding Trinity Fellows Program application:**

  Contact Carolyn Swabek at carolyn.swabek@marquette.edu, 414-288-0637 or Alisha Klapps Balistreri at alisha.klapps@marquette.edu, 414-288.3259.

- **Questions regarding MU Graduate School/Graduate School of Management application:**

  Contact Mary Wacker at mary.wacker@marquette.edu, 414-288-0327.