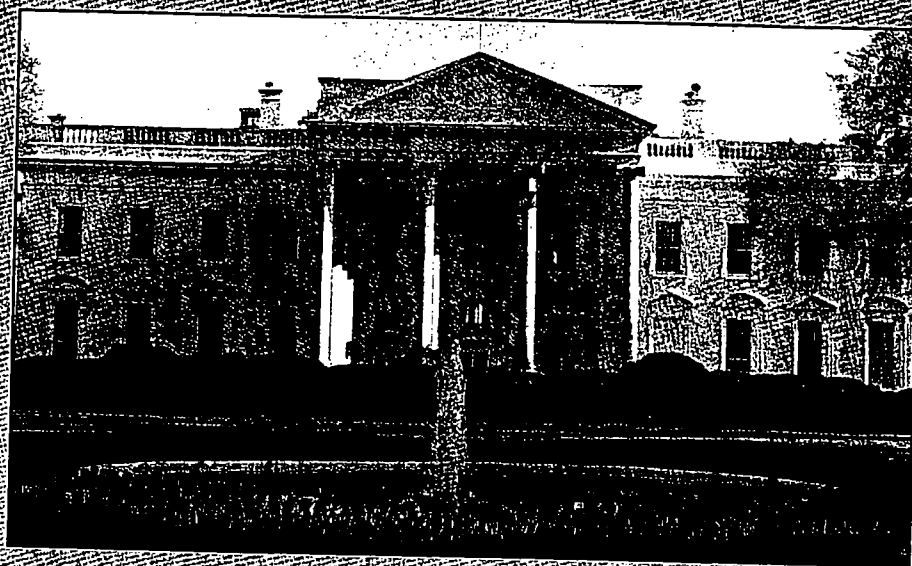




Opportunities for Education Through Public Service
The White House Internship Program



DEPARTMENT DESCRIPTIONS

Please note that the following are department descriptions. The enclosed information is not intended to serve as a job description for each office. Along with special projects, interns will be expected to assist with daily administrative duties. Due to shifting personnel needs, your qualifications, and the number of requests for placement in particular offices, no guarantees can be made regarding office placement.

③ CABINET AFFAIRS

This office functions as the liaison between members of the President's cabinet and the White House.

③ CHIEF OF STAFF

The Office of the Chief of Staff is responsible for directing, managing and overseeing all policy development, daily operations, and staff activities for the President. This office coordinates and communicates with all departments and agencies of the Administration. The staff of this office assists that effort by organizing the affairs of the Chief and Deputy Chiefs of Staff. The staff also assists the

Chiefs of Staff in their duties as advisors to the President.

③ COMMUNICATIONS

This office is the primary coordinator of activities that seek to explain and promote the President's ideas on policies. Speechwriting and general communications research operations are housed within this office.

③ CORRESPONDENCE

This office communicates the President's policies to the American public. The office also informs the President about the public's concerns and interests by analyzing and responding to the President's mail, e-mail, and telephone calls received over the Comment Line. In addition, the department performs individual casework and assists individuals seeking help from the Federal government; oversees the White House Volunteer Program; prepares Presidential messages and proclamations, and acknowledges gifts given to the First Family.

③ COUNSEL TO THE PRESIDENT

The White House Counsel advises the President on all legal issues concerning the Office of the President and the White

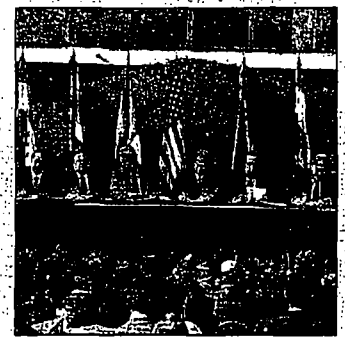
House. The Counsel's Office is responsible for advising on legal aspects of policy questions, legal issues arising in connection with the President's decision to sign or veto legislation, ethics questions and financial disclosures, conflict of interest during and post-employment, and appropriate lines between official and political activities. The Counsel's Office also oversees executive appointments and judicial selection, handles Presidential pardons, reviews legislation and Presidential statements, and handles lawsuits against the President in his role as President.

③ COUNSEL TO THE PRESIDENT — LEGAL INTERN PROGRAM

Five law students are accepted each session to the Legal Intern Program. All legal intern positions are full time. Interested law students should send a cover letter, resume, law school transcripts, and a legal writing sample directly to the White House Intern Office.

③ DOMESTIC POLICY COUNCIL

The Office of Domestic Policy oversees development and implementation of the domestic policy agenda. This office includes policy teams that are devoted to specific domestic issues such as



crime, education, health care, immigration, child care, civil rights, and welfare reform. These teams develop programs and initiatives that are consistent with the administrations stated goals in the various policy areas.

③ ELECTRONIC COMMERCE OFFICE

The Working Group on Electronic Commerce is charged with developing and implementing the Administration's policy on electronic commerce. The Working Group includes representatives from the principle federal agencies involved in e-commerce. The Working Group strives to implement the strategic vision of the Administration to promote the growth of electronic commerce and allow its social and economic benefits to reach all people.

③ EXECUTIVE CLERK'S OFFICE

The Executive Clerk's Office is responsible for the preparation and disposition of all official Presidential documents, such as nominations to the Senate, commissions of appointment, Executive Orders, proclamations, messages to Congress, and memoranda from the President to the units of the Executive Branch.



● OFFICE OF THE FIRST LADY

The Office of the First Lady supports the First Lady's involvement in a wide range of domestic and international issues, particularly those relating to children, women, families, health care, historical preservation and the arts. Components of the First Lady's Office include: press, scheduling, speechwriting, research, correspondence and the office of her chief of staff.

● INTERGOVERNMENTAL AFFAIRS

This office serves as the liaison between the White House and state and local governments. In addition this office represents the views of state and local elected officials in policy formation within the Administration. A major focus is on helping state and local elected officials with their concerns involving the Federal government. As part of this work, Intergovernmental Affairs works closely with organizations representing state and local elected officials such as the National Governors' Association and the United States Conference of Mayors.

● LEGISLATIVE AFFAIRS

The Office of Legislative Affairs serves as a liaison between the White House and the Legislative Branch of the Federal Government and is primarily responsible for developing the strategy used to promote and defend the President's legislative agenda. Legislative Affairs also acts as a contact through which Members of Congress can forward their concerns and priorities to the President and engage in dialogue with the White House.

● MANAGEMENT AND ADMINISTRATION

The Office of Management and Administration directs the management and administrative functions of the entire White House complex and has oversight responsibilities for all of the agencies of the Executive Office of the President. Additionally, this office serves as a liaison between the White House and other Federal Agencies that provide operational support to the White House.

● NATIONAL AIDS POLICY OFFICE

The Office of National AIDS Policy is responsible for the Administration's policies on



HIV/AIDS and deals with issues such as research, prevention, media relations, communications, international affairs, pediatrics, and women's issues regarding the virus and its effects on society.

● NATIONAL ECONOMIC COUNCIL

The National Economic Council coordinates the economic policy-making process with respect to domestic and international economic issues. The Council ensures that economic policy decisions and programs are consistent with the President's stated goals, and ensures that those goals are being effectively pursued.

● PHOTO OFFICE

The White House Photo Office documents, through photographs, the daily schedules of the President and the First Lady. The office is responsible for maintaining the Photo Library, editing and researching photo requests for the media, and individual photo opportunities.

● POLITICAL AFFAIRS

The Office of Political Affairs is charged with ensuring that the Executive Branch and the

President are aware of the concerns of the American citizen.

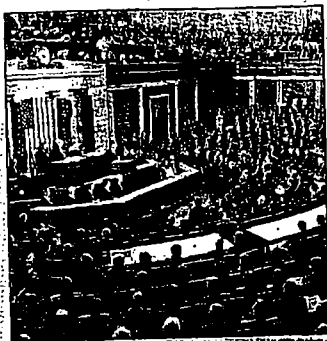
● PRESIDENTIAL PERSONNEL

The Presidential Personnel Office is responsible for recruiting, screening, and recommending qualified candidates for Presidential appointments to Federal departments and agencies.

● OFFICE ON THE PRESIDENT'S INITIATIVE FOR ONE AMERICA

This office ensures that we have a coordinated and focused strategy to advance the policies that will close the opportunity gaps that exist for minorities and the underserved in this country, and build the One America we want for all of our nation's children. The Initiative for One America promotes the President's goals of educating the American public about race, encourages racial reconciliation through national dialogue on race, identifies policies that can expand opportunities for racial and ethnic minorities, and coordinates the work of the White House and federal agencies to carry out the President's vision of One America.





● PRESS SECRETARY'S OFFICE

The Office of the Press Secretary has the primary responsibility of providing information to the national press. Examples of national press include the following: the country's major newspapers, major radio services, major news magazines, the four wire services, and all other the major networks. Additionally, this office serves as the press contact for local, regional, and specialty media in the United States. The Press Office staff coordinates the President's weekly radio address, video tapings, satellite feeds, and provide the press with access to and information about various White House events.

● PUBLIC LIAISON

The Public Liaison Office is responsible for promoting Presidential priorities through outreach to concerned constituencies and public interest groups. This includes planning White House briefings, meetings and large events with the President, Vice President, and pertinent White House staff. This office coordinates national, state, and local activities on behalf of Presidential initiatives.

● SCHEDULING AND ADVANCE

The Office of Scheduling and Advance is responsible for the planning, organization, and implementation of the President's daily and long-range schedules. All requests for appointments, meetings, or time with the President must be directed through this office. In addition to scheduling the President's time, this office is responsible for the design and structure of activities at each location outside the White House complex that the President and First Lady visit.

● SOCIAL OFFICE

The White House Social Office is responsible for the organization and execution of all social and official events that occur in the Executive Residence and surrounding White House grounds. Responsibilities include the planning of entertainment, guest list maintenance, distribution of invitations, and the logistics and sequence of each event.

● SPECIAL ENVOY TO THE AMERICAS

This office advises the President and Vice President on western hemispheric issues, such as the North American Free Trade Agreement (NAFTA), Caribbean Basin

Initiative, strengthening democracies, hemispheric security, human rights, and other existing and emerging issues. The Special Envoy works with the National Security Council, the National Economic Council, and the State Department to promulgate the President's message and promote the nation's interests in the region.

● TRAVEL OFFICE

The Travel Office is responsible for handling the overall coordination of the White House Press Corps, hotel arrangements for White House officials and their staffs, support agencies, as well as advance and motorcade requirements for White House staff.

● OFFICE OF THE VICE PRESIDENT

The Office of the Vice President provides continuing assistance to the President. This includes specific assigned functions by the President. The objective of the Office of the Vice President is to efficiently and effectively advise, assist, and support the Vice President in areas of administration, counsel, domestic policy, press, scheduling, and advance.

Assistance is also provided to the spouse of the Vice President.

● VISITORS OFFICE

The primary responsibility of the Visitors Office is to administer tours to the White House. These include tours for the public (individual or groups), Congressional and Agency ticketed tours, tours when Members of Congress personally escort guests to the gate, and tours at special times for guests of the President. Greeting groups and special guests and planning special events such as the Pageant of Peace and the Easter Egg Roll are also responsibilities of the Visitors Office.

● WOMEN'S INITIATIVES AND OUTREACH

This office serves as a liaison for the President and his Administration with women and women's groups across the nation, amplifying the President's pro-woman/pro-family agenda and listening to the concerns of the women's constituency.





A GREETING FROM THE PRESIDENT'S CHIEF OF STAFF

The White House Internship Program is a tangible expression of this Administration's commitment to both education and public service. Each year, 1,000 students from across the United States have the opportunity to actively participate in government while learning about the Presidency and the workings of the Executive Branch.

Students selected for the Internship Program are given the unique opportunity to learn about the White House through their daily experiences in one of over 30 offices in the Executive Office of the President. The substantive work of participants in the White House Internship Program contributes significantly to the efforts of the White House staff who serve the President and the American people.

We appreciate your interest in the White House Internship Program and value the contributions of all whom are selected for the Program.

Sincerely,


John D. Podesta
White House Chief of Staff



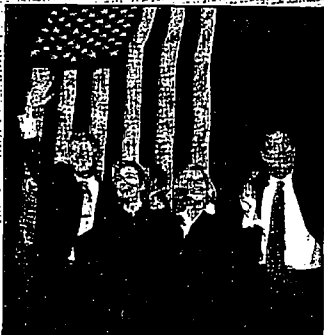
THE WHITE HOUSE INTERNSHIP PROGRAM

The White House Internship Program responds to the President's call for active participation in government by providing students with an opportunity to learn through service in the Executive Office of the President. In addition, the program enables interns to contribute to work in over 30 offices in the White House Office, Office of the Vice President, and Office of Policy Development on behalf of the Administration. We all share your enthusiasm for the Clinton Administration, and the White House Internship Program serves as one of the best opportunities available for you to participate in the Executive Branch of government.

The White House Internship Program is designed to challenge and reward a select number of students from across the country with an opportunity to work in the Executive Office of the President. The goal of the program is to provide an outstanding educational experience within the offices of the White House. The program is intended to provide knowledge, tools, skills, and experiences that an intern can readily apply to future challenges and professional pursuits. The White House Internship Program proves to be an unparalleled experience.

In addition to the opportunity to work in various departments of the Executive Office of the President, the White House Internship Program includes a speaker series, tours to Washington sites, opportunities to volunteer in the community, and attendance at special events. Lastly, the program facilitates intern involvement on a variety of committees dedicated to recruitment, outreach, and program development.

While participation in the program is limited to those students who are 18 years of age or older and U.S. citizens, the White House Internship Program welcomes all applicants who have demonstrated academic excellence and have displayed a commitment to public service. The White House Internship Program strives to admit students who represent the diversity of America. Students from all backgrounds are strongly encouraged to apply. Although interns are primarily college juniors and seniors, opportunities are available for non-traditional aged students, graduate, and law students.



Intern Summer 1999-

The best experience I had was getting a firsthand view of how government works - meeting the people who make important decisions and getting to see those decisions made from the inside.

Intern Summer 1999-

The best things about my internship were working with fellow interns of so many diverse backgrounds and interacting with the friendly staffers in the Office of Public Liaison. I especially liked the special events such as the Bald Eagle Event and the Women's Soccer Event.

Intern Fall 1999-

It is an honor to have been selected for the Program and awe inspiring to work in a place where history is literally being made before your eyes.

Intern Summer 1998 -

My internship at the White House has brought my dreams to reality. After my time here, I had a whole new understanding of my future and what it was that I wanted to do. The lessons that I learned have brought me at age 22 to become the Executive Assistant to one of the top Presidential aides. I have been able to start my career at the White House. How many people can say that?

Intern Fall 1999-

I have come to find a profound sense of meaning working here. I can't explain the satisfaction of contributing to a brief for the President, then watch him deliver that same message to the American People via Press Conference or other White House Event. When you are here, you quickly realize that you are part of a very important team.

Intern Fall 1999-

I have the upmost respect for the White House employees. They are the most professional staff I have ever been around. They are very particular to detail and everything moves very quickly. The staff is very educated and you can learn a great deal by just observing them. I'm learning more than I ever would have from a normal internship.



THE WHITE HOUSE INTERNSHIP PROGRAM
Old Executive Office Building, Room 84
Washington, DC 20502
Phone: 202-456-2742 Fax: 202-456-5123

APPLICATION DETAILS

INSTRUCTIONS TO APPLY

Please complete all aspects of this application thoroughly and honestly. Providing the information requested is voluntary. However, failure to provide complete answers to all questions contained in the application may affect the review and consideration of your application.

Your Social Security number is needed to keep accurate records, due to the fact that people may have the same name and birth date. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

Your application must include **all** of the following in order to be considered:

- ☐ Application cover pages
- ☐ Current resume
- ☐ One page statement of intent describing why you want to be a White House Intern
- ☐ Answers to each of the following questions in 150 words or less:
 - (1) Describe a formative experience in your life.
 - (2) What is one of your greatest accomplishments?
- ☐ Writing sample (The topic should relate to your major, personal history, or current events, and be 500 words or less. A paper excerpt with the thesis clearly stated is acceptable).
- ☐ Two letters of recommendation
- ☐ An unofficial transcript

All requested materials must be submitted together in the application.

All requested materials should be submitted directly to the White House Intern Office.

Send one original and one copy of everything except sealed recommendations.

The application should be collated together once with a staple or clip. No internal staples.

Please keep a photocopy of your completed application for your files. We will not be able to return any of the materials we receive.

Failure to meet any of the above mentioned requirements will result in a delay in the review or disqualification of your application.

SESSION DATES AND APPLICATION DEADLINES

Spring 2000 Session

January 11 – May 5, 2000

Early Decision Deadline Application Deadline: November 1, 1999

Summer 2000 Session

May 17 – August 25, 2000

Early Decision Deadline Application Deadline: February 15, 2000

Fall 2000 Session

September 4 – December 22, 2000

Early Decision Deadline Application Deadline: June 23, 2000

DEADLINES

For the fall and spring sessions, the application deadlines represent the date by which applications must be postmarked, in order to be considered for early notification. Applications received after the deadline will be considered and accepted on a rolling basis. **For the summer session(s), the deadline represents the date by which applications must be postmarked in order to be considered.** Applications postmarked after the deadline for the summer session(s) will not be considered. Please do not call the White House Intern Office to inquire about the status of your application (except to confirm that your application has been received). Notification of the status of your application will be mailed to you.

MAIL TO:

White House Internship Program
Old Executive Office Building, Room 84
Washington, DC 20502
Phone (202) 456-2742, Fax (202) 456-5123

ELIGIBILITY

In order to be eligible to apply you must meet the following requirements:

- be 18 years of age or older at the time at which you submit an application
- be a U.S. citizen
- submit a completed application

FUNDING

Please note that all White House internships are unpaid. Although we are unable to offer any financial compensation, we have included suggestions for alternative sources of funding. If you are planning to apply for any type of funding or assistance, please read carefully the enclosed Funding Guidelines before completing the application.

ACCREDITATION

If you would like to pursue the internship for credit, accreditation is at the discretion of your college or university. The White House Internship Program will assist you in providing appropriate information as requested by your college or university. Arrangements for accreditation by your university should be made before you begin the internship.

BACKGROUND INVESTIGATION AND DRUG TESTING

If you are selected as a White House Intern, you will be asked to complete paperwork as part of a standard security investigation, in order to determine access privileges to the White House complex. The paperwork requires that you provide extensive personal information about you and your family. It is important that you be truthful and comprehensive in answering such questions. Applicants selected for intern positions may also be required to submit to urinalysis, in order to screen and confirm no illegal drug use. A negative drug test result is required for appointment.

OFFICE PLACEMENT

More than 30 offices within the White House Office, Office of the Vice President, and Office of Policy Development participate in the White House Internship Program. Please see the enclosed list of the participating offices for further information on the nature and variety of offices available through the program. In addition, please note the request for placement information on the application. We suggest you list **four** options in order of preference. Efforts will be made to accommodate your preferences in regards to office placement; however, no guarantees can be made about your placement. **Placement will be announced during orientation on the first day of your internship.**

FUNDING GUIDELINES

White House Interns are unpaid volunteers. Some students may need assistance to finance their expenses (e.g., housing, transportation, board) during the period of their internship in Washington, D.C. If you are considering applying to a foundation or not-for-profit organization for a grant or stipend, you should review the requirements of the foundation organization before completing the White House Internship application.

The bylaws of some foundations and not-for-profit organizations do not permit them to give grants or stipends to aid persons who are, or potentially might, engage in partisan activities. If you will be applying for financial aid for this internship from a foundation or not-for-profit organization that is precluded from providing stipends to individuals who may engage in partisan activities, check the box in the lower left corner of the application page.

Students who check the box in the lower left corner of the application page are choosing to be considered solely under the competitive service criteria listed below. Under these criteria, the White House will not consider experience in campaign or political activities, campaign work for Clinton/Gore, recommendations from elected, White House, or any other political officials, including political appointees of the President (e.g., the Secretary of Labor, the General Counsel of the Department of Health and Human Services, etc.).

The White House also will not consider any other factors in making decisions to offer such students an internship that might be construed by an organization or foundation with the aforementioned limitations as potentially partisan in nature.

Competitive Service Criteria

- Demonstrated commitment to community service
- Leadership potential
- Academic progress or accomplishment
- Accomplishments in extracurricular activities
- Writing ability
- Ability to pass an appropriate background investigation to determine access privileges to the Executive Office of the President complex

No other factors will be taken into consideration in selecting interns under these criteria.

The White House Internship Program responds to the President's call for active participation in government by providing students with an opportunity to learn through service in the Executive Office of the President. In addition, the program enables interns to contribute to work in over 30 offices in the White House Office, Office of the Vice President, and Office of Policy Development on behalf of the Administration. We all share your enthusiasm for the Clinton Administration, and the White House Internship Program serves as one of the best opportunities available for you to participate in the Executive Branch of government.

The White House Internship Program is designed to challenge and reward a select number of students from across the country with an opportunity to work in the Executive Office of the President. The goal of the program is to provide an outstanding educational experience within the offices of the White House. The program is intended to provide knowledge, tools, skills, and experiences that an intern can readily apply to future challenges and professional pursuits. The White House Internship Program proves to be an unparalleled experience.

In addition to the opportunity to work in various departments of the Executive Office of the President, the White House Internship Program includes a speaker series, tours to Washington sites, opportunities to volunteer in the community, and attendance at special events. Lastly, the program facilitates intern involvement on a variety of committees dedicated to recruitment, outreach, and program development.

While participation in the program is limited to those students who are 18 years of age or older and U.S. citizens, the White House Internship Program welcomes all applicants who have demonstrated academic excellence and have displayed a commitment to public service. The White House Internship Program strives to admit students who represent the diversity of America. Students from all backgrounds are strongly encouraged to apply. Although interns are primarily college juniors and seniors, opportunities are available for non-traditional aged students, graduate, and law students.

APPLICATION FOR WHITE HOUSE INTERNSHIP

COVER PAGES

Please type or print legibly.

Please number in order of preference which sessions you are applying for and indicate days and hours available.

Spring 2000 Session _____
(January 11 – May 5, 2000)
Deadline: November 1, 1999

Summer 2000 Session _____
(May 17 – August 25, 2000)
Deadline: February 15, 2000

Fall 2000 Session _____
(September 4 – December 22, 2000)
Deadline: June 23, 2000

Note: Application deadlines represent the date by which early decision candidates must submit their application. Following those deadlines applications will be reviewed on a rolling basis.

Summer Internships are full time. Internships in the fall and spring have a commitment of 3 days/ 25 hours per week.

PERSONAL INFORMATION

Full Name: _____ Today's Date: _____

Date of Birth: _____ Social Security #: _____ - _____ - _____ Male Female

Place of Birth: _____ City _____ State _____ U.S. Citizenship: yes _____ no _____

Current Address: _____ Permanent Address: _____

Current Phone: _____ Home Phone: _____

Are you a registered voter? yes _____ no _____ If yes, in what state: _____

Prior Campaign/Political Experience: _____

How did you hear about the White House Intern Program? _____

ACADEMIC INFORMATION

College/University: _____

School's Address: _____

Select One: Undergraduate Masters/Graduate Degree Doctorate Not presently a student

Year of Graduation: _____ GPA: _____ Major: _____

OFFICE PLACEMENT

Please list in order of preference the four offices that most interest you.

Efforts will be made to accommodate preferences; however, no guarantees can be made.

1) _____ 3) _____

2) _____ 4) _____

☐ Check this box if you want your application to be considered solely under the competitive service criteria.
(See: Funding Guidelines for details)

PRELIMINARY SECURITY QUESTIONS

1. Have any disciplinary or administrative actions (i.e. probation, suspension, expulsion) been taken against you by your school or are any pending? yes _____ no _____

2. Have you ever been charged with or convicted of any criminal offense, DWI or misdemeanor offense? yes _____ no _____

3. Have you ever used, possessed, supplied or manufactured any illegal drugs? yes _____ no _____

If you answered "Yes" to any questions mentioned above, please explain and include the dates of the actions on a separate page.

CERTIFICATION THAT MY ANSWERS ARE TRUE

My statements on this form, and any attachments to it, are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that falsification of any of my answers will lead to the rejection of my application or immediate dismissal from the program.

Signature

Date

FUNDING SOURCES

As you know, all White House Internships are unpaid positions. The White House is prohibited by law from seeking private funds to underwrite its internship programs. We can however, provide you with guidelines and suggestions for obtaining funds for your internship. Below is a summary of possibilities for funding or in-kind support.

Please note that this information is for your assistance only. The White House is not involved in any way in funding decisions for internships and makes no representations with respect to the availability of funds or selection criteria.

Finally, we appreciate and recognize the financial burden that is inherent in an unpaid internship. We hope that your accomplishments here are as invaluable to you as they are to us.

I. FINANCIAL AID, GRANTS, AND SCHOLARSHIPS

The following list is not a comprehensive listing of all sources available. This list is provided as a helpful starting point to a funding search and does not imply endorsement of any of these sources or their contents.

Directory of Private Scholarships and Grants by Student Financial Services. 1997.
The Financial Aid Book by Student Financial Services. 1996.
The Complete Grants Sourcebook for Higher Education (3rd Edition) by David Bauer. 1995.
Scholarship Directory 1996 : Minority Guide to Scholarships and Financial Aid. 1996.
Chronicle Financial Aid Guide : 1997-98 School Year. 1997.
Directory of Research Grants (22nd Edition) by Lynn E. Miner. 1997.

II. INTERNET RESOURCES

The following list is not a comprehensive listing of all sources available. This list is provided as a helpful starting point to a funding search and does not imply endorsement of any of these sources or their contents.

http://tram.rice.edu/TRAM	http://www.studentservices.com
http://www.finaid.org/nasfaa	http://www.fastweb.html
http://www.ed.gov/prog_info/SFA	http://www.finaid.org

III. ACADEMIC AND COMMUNITY SOURCES

Previous interns have found financial support through:

- hometown civic organizations
- religious affiliations
- women's and men's organizations
- professional societies and organizations
- college discretionary funds
- fraternities or sororities
- rotary clubs

The best sources of information about these programs are your career center or your academic department. Students on many campuses have created student funded programs to provide internship grants to students who take low-paid or unpaid public interest and government internships.

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INSTRUCTIONS TO APPLY

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