

**Application Instructions for the Junior Summer Travel Fellowships
awarded by the Fellowships Office**

**Mary and Nathaniel M. Lawrence Traveling Fellowship
Robert G. Willmers, Jr. 1990 Memorial Student Travel Abroad Fellowship
Class of 1945 Student World Fellowship**

Application Deadline: February 15, 2007

You will apply for any or all of the summer travel fellowships by submitting your application via Blackboard. This is the **ONLY** way to apply. If you are studying abroad and do not have access to the internet, be in touch with Lynn Chick in the Fellowships Office.

Two faculty recommendations must be received by the application deadline. They may be sent via mail to Office of Career Counseling, Stetson Hall LL, Williamstown, MA 01267, email to mchick@williams.edu or fax to 413-597-4078. Applications without recommendations will be considered incomplete.

You must log in to the Williams Blackboard. Go to the tab for the Williams Community and to the Organization Catalogue and enroll as a user in the Organization called *Fellowships*. Be sure to hit the **SUBMIT** button to enroll in the organization. Click on the tab at the left ***Junior Summer Travel***.

Your application document (ONE DOCUMENT ONLY) should follow the format below:

Page 1:

- **Heading:** Your name, student ID, major, campus address or study abroad address, email address.
- **Project Title:** A four to 6 sentence summary of your project. Include the country or countries you will visit.
- **Fellowships for which you are applying:** Specify World, Wilmers, and/or Lawrence (you may apply for any one or all three). Do not submit three applications unless the projects are three distinctly different projects.
- **Recommenders:** The names of the two faculty members who will write letters supporting this application. Remember that recommendations are due to the Fellowships Office on the same day as your application.
- **List any other sources of funding for this project** (Alumni Sponsored OCC internships, CES grants, WIA funding, etc, and the amount you have requested).

Page 2: A one-page resume that details your work, volunteer, and other relevant experience.

Pages 3 and 4: Project description and methodology: No more than 1,000 words. You should describe your proposed travel project in detail and explain why you want to undertake the project, how you will accomplish its various elements, and how it meets the goals of the fellowship(s) for which are you applying.

Page 5: Project Budget. The budget should itemize all anticipated expenses as accurately as possible. When estimates are used, a rationale for the amount of the estimate must be provided. The total amount requested should be noted, as well as the minimum amount required for the project to be undertaken at all. You must also specify any other sources of funding for which you have applied or intend to apply in support of your project, on page 1 (see above)