



2021 Application for Class of 2024

Application Instructions

- i. Neeley Fellows will begin accepting online applications and file uploads for the Class of 2024 on February 22, 2021 with a deadline of March 19, 2021 at 5:00PM CDT. Links are provided below to use for your submissions.
 - A. **Part 1: Online Application Form with Resume and Cover Letter**
(www.Neeley.TCU.edu/Fellows/ to access the Get Started page)
Have your resume and cover letter finalized before completing the online application form for it cannot be submitted without both documents attached.
 1. [Statement of Values](#) - After carefully reading the *Neeley Fellows Statement of Values* and Program Requirements, enter your digital signature to indicate your understanding of and agreement to comply by both if selected.
 2. [Complete the Online Form](#) - Supply the requested information and submit after attaching your resume and cover letter.
 3. Upload Resume and Cover Letter to Online Application
 - 1) Resume
 - a. Your resume should be written in the [requested format](#).
 - b. Your one-page resume should focus on where you have had the most extensive involvement that covers a breadth and variety of experiences that most impacted you during high school and college, with post high school activities prioritized. Be intentional when determining which to include with their quality (over quantity) being the driving factor.
 - c. Use the following naming convention for the PDF version of your resume before uploading to the online form: “**LastName, FirstName Resume**”.
 - 2) Cover Letter
 - a. Your thoughtful, thorough one-page letter should convey to the selection committee that you have spent time researching the program, talking to its current members and thinking about your future. You are encouraged to be authentic, considering your traits and values in how you communicate who you are and why you are a good fit for Neeley Fellows.
 - b. Should be addressed to Meg Lehman, Program Director, Neeley Fellows
 - c. Use the following naming convention of the PDF version of your cover letter before uploading to the online form: “**LastName, FirstName CL**”.
 - B. **Part 2: Video Response**
While we realize this year has presented challenges and constraints in terms of campus and community involvement, we want to learn more about you, your passions and areas of interest and how you have or plan to live these out during your time at TCU.
 1. In a video (see specs below), describe how you have been able to pursue your passions as a TCU student or your plans to build your involvement in the coming year(s). Be thoughtful and intentional about what you want to communicate in your video as it is another opportunity for you to relay more about yourself to the selection committee.
 2. Your attire should be business casual dress (collared shirt/blouse, jacket or blazer, tie not required).
 3. The video should be filmed in horizontal orientation and be a minimum of 60 seconds in length, but no more than 2 minutes.
 4. Use the following naming convention for your MOV or MP4 video file: “**LastName, FirstName Video Response**”.
 5. Upload to Box folder: <https://tcu.app.box.com/f/a8474f147d664b23b9fd2df093aaedc9> (you will have to be signed into your TCU account in order to submit the video)

6. Box will send a confirmation email upon successful submission (this email may go to a Spam folder).

C. Part 3: Letter of Recommendation

Submitted on Applicant's Behalf by Recommender

1. Provide your recommender with information about the Neeley Fellows program (www.neeley.tcu.edu/Fellows); this information should drive the direction of their recommendation, focusing on the candidate's fit for the program.
 2. The letter should elaborate in detail on your strengths, accomplishments, specific traits such as dedication, leadership, initiative, responsibility, attitude, and integrity, passion for learning, interpersonal and communication skills, and teamwork.
 3. Your recommender should be a high school or college teacher or counselor, employer, or community service leader who knows you well.
 4. A letter from a friend of the family is acceptable only if the person can speak as the applicant's teacher, employer or community service leader.
 5. Your minister or pastor is an acceptable recommender only if the applicant was/is involved as an employee, intern or in community service through their church.
 6. Letters from family members will not be accepted.
 7. A letter from paid independent college counselors will not be accepted.
 8. The letter should be current (i.e. not used for your college application).
 9. Should be addressed to Meg Lehman, Program Director, Neeley Fellows and submitted by your recommender to Cathy Cox, Program Specialist, Neeley Fellows at c.l.cox@tcu.edu.
 10. Approach the person whom you wish to write your recommendation at the beginning of your application process, providing your recommender ample time to research the program and write the recommendation. Deadline for Neeley Fellows Department to receive your letter of recommendation is March 19, 2021. You will receive a confirmation email when this letter has been received by our department.
- II. If you have submitted a complete application (Parts 1, 2 and 3 as outlined above) by 5:00PM CDT on March 19, you will receive an email notification with details regarding the following:
- A. **Part 4: Informational Interviews**
These will occur between March 26 and April 9, 2021 via video conferencing app or face-to-face with Covid safety protocols observed.
1. Each applicant will receive the email addresses of two current Neeley Fellows for the purpose of setting up an interview with each.
 2. Attire for these interviews is casual.
 3. The purpose of the informational interview is:
 - 1) For the Neeley Fellows applicants
 - a. to become more knowledgeable about the program
 - b. to become comfortable with networking, a critical part of the program
 - 2) For the current Neeley Fellows
 - a. to have an opportunity to connect with future Neeley Fellows
 - b. to have an opportunity to give back to the program by actively participating in the program's admissions process
 - 3) For the Neeley Fellows program
 - a. to receive feedback about the applicants from the current Neeley Fellows, which is one of many assessments used by the selection committee.
- B. **Part 5: Neeley Fellows Alumni Interviews (by Invitation Only)**
Applicants will be notified on April 19, 2021 if they will be moving forward in the application process and participating in these interviews.
1. These interviews will occur on Sunday, April 25, 2021 via Zoom.
 2. You will be notified with the time of your session prior to this date. **Therefore, please keep this date open until the time assignments are communicated.**
 3. Attire is business professional.