

NAME _____
(Please print)

**COLUMBIA UNIVERSITY
INSTITUTE FOR COMPARATIVE LITERATURE AND SOCIETY**

INSTRUCTION SHEET for 2009-2010 APPLICATION

PLEASE READ, SIGN, AND RETURN THIS INSTRUCTION SHEET

GENERAL INSTRUCTIONS

1. **Fill out** all application materials completely, using a typewriter.
2. **Submit completed application with non-refundable application processing fee of \$20.00 made payable to Columbia University.** All checks and money orders must be drawn on a US bank. Credit card payment will be accepted by phone- MC/V. Contact Institute at 212-854-8850.
3. **Application, processing fee, and supporting materials should be mailed to:** The Director, Institute for Comparative Literature and Society, Heyman Center, Mail Code 5700, Columbia University, 2960 Broadway, New York, NY 10027.
4. **Deadline:** Applications for 2009-2010 Fellowship must be postmarked by **January 31, 2009**. There are no exceptions or extensions to this deadline.

APPLICATION MATERIALS

1. **Instruction Sheet.** Sign and date. No application will be considered without a signed instruction sheet.
2. **Application Form.** Complete fully.
3. **Curriculum Vitae.** Include curriculum vitae with the application form and personal statement.
4. **Personal Statement.** **MUST NOT EXCEED 1500 WORDS.** Describe the intellectual project which will occupy you here if you receive a fellowship, including its relation (if any) to your doctoral dissertation. Indicate what type of undergraduate or graduate course you would ideally like to teach.
5. **Letters of Recommendation.** Three letters of recommendation should come from members of the academic profession who are able to state from personal knowledge your qualifications for teaching undergraduates and conducting post-doctoral research. A placement dossier with recent letters can serve for these evaluations. If you have not been awarded the Ph.D. your dissertation director is expected to provide assurance that you will have the doctorate by July 1, 2009. The letter or

dossier should be sent directly to the Director, Institute for Comparative Literature and Society. All letters of recommendation must be postmarked by January 31, 2009.

- 6. Previous Education.** Indicate on your curriculum vitae each college and university you have attended, with the inclusive dates. Have a copy of the transcript of your graduate record sent to the Director.

ADDITIONAL INFORMATION

- 1. Notification.** You will receive only one notice from the Institute indicating whether your application is acceptable or unacceptable to enter the fellowship competition based on the application materials received by the postmark deadline of January 31, 2009. If you are concerned about the status of the application prior to that date you may phone the Institute office at (212) 854-8850.
- 2. Interview.** Finalists are invited for a personal interview with members of the Institute's Executive Committee. Invitations to interview will be extended in early February with interviews occurring in early March.
- 3. Additional Information.** If you have any questions or wish additional information, please write or call the Director.

I certify that the information given by me on the application and all supplementary pages is complete and accurate.

I understand that:

- **IT IS THE APPLICANT'S RESPONSIBILITY TO MAKE CERTAIN THAT ALL DOCUMENTS PERTAINING TO HIS/HER APPLICATION ARE SUBMITTED BY THE JANUARY 31, 2009 POSTMARK DEADLINE AND SUBSEQUENTLY RECEIVED BY THE INSTITUTE OFFICE.**
- **IT IS NOT POSSIBLE TO CONSIDER ADDITIONAL PAPERS OR WRITINGS OR TO RETURN THEM.**
- **ALL EVALUATIONS MADE BY THE INSTITUTE FOR COMPARATIVE LITERATURE AND SOCIETY IN CONNECTION WITH APPLICATIONS RECEIVED ARE CONFIDENTIAL.**

APPLICATION PROCESSING FEE OF \$20.00 ENCLOSED BY:

CHECK _____ OR MONEY ORDER _____

SIGNATURE _____ DATE _____

**INSTITUTE FOR COMPARATIVE LITERATURE AND SOCIETY
APPLICATION FOR FELLOWSHIP 2009-2010
cont'd.**

10. UNDERGRADUATE MAJOR(S) or FIELD(S) OF CONCENTRATION _____

11. ATTACH CURRICULUM VITAE including the following information:

- Education. Name and location of colleges, graduate and profession schools.
List dates of attendance and degrees earned
- Employment – business or professional experiences
- Academic honors
- Publications (**Please do not send to us**)
- Languages read, spoken and written

12. REFERENCES. List the names and institutional affiliation of individuals you have asked to submit letters of recommendation:

REFERENCE _____

REFERENCE _____

REFERENCE _____

PLACEMENT DOSSIER IS BEING SENT FROM YOUR INSTITUTION IN LIEU OF INDIVIDUAL LETTERS:

YES _____ NO _____

**COLUMBIA UNIVERSITY
INSTITUTE FOR COMPARATIVE LITERATURE AND SOCIETY**

REFERENCE LETTER FOR FELLOWSHIP 2009-2010

TO THE APPLICANT

Please complete section A below and then give one of these forms to each of the sponsors you select. Letters of recommendation should be separately prepared and stapled behind page 2 of this form. For the convenience of your sponsors, please include a stamped envelope addressed to the Director, Institute for Comparative Literature and Society, Heyman Center, Mail Code 5700, Columbia University, 2960 Broadway, New York, NY 10027.

YOUR NAME _____

YOUR ADDRESS _____

NAME OF ACADEMIC SPONSOR _____

As you may know, Under US Public Law 98-380 as amended by 93-568 (known as the Buckley Amendment), you have the right to inspect files that your various schools may keep concerning your admission and progress in residence. Should you be awarded a fellowship, your files here will be opened for your inspection upon your written request.

Some instructors or employers, in preparing evaluations of students whom they know, would prefer to preserve the confidentiality of any statements they make. In order to elicit the most candid evaluations possible from your sponsors who prefer to write confidential letters of recommendation, we offer you the opportunity of signing the waiver below.

Your decision not to sign the waiver will not prejudice your chances for a fellowship.

WAIVER

I agree to respect the confidentiality of all letters of recommendation written in support of my application for a teaching fellowship in the humanities. I hereby waive all rights to view, inspect, or read the letter or copies thereof at any time.

Signature of Applicant

<http://www.columbia.edu/cu/ICLS>

INSTITUTE FOR COMPARATIVE LITERATURE AND SOCIETY

REFERENCE LETTER FOR FELLOWSHIP 2009-2010

TO THE ACADEMIC SPONSOR

This form is submitted to you for an opinion of the applicant's qualifications for post-doctoral teaching and research. We are interested in your appraisal of the applicant's potential for success in teaching in the humanities or social sciences, in carrying out collaborative teaching and scholarly work with the senior professors in related disciplines, and in designing innovative or experimental academic courses and programs. You may use the space provided on this form or prepare your letter of recommendation separately and staple it to the form. **THIS LETTER MUST BE POSTMARKED NO LATER THAN JANUARY 31, 2009.**

Please also note that if the applicant has signed the waiver above, we will undertake to preserve the confidentiality of the letter of recommendation you write on his or her behalf. The waiver in no way affects the rights of the applicant to inspect the files that we may keep should he or she become a member of the Institute for Comparative Literature and Society. However, if the waiver has been signed, your letter will be removed from the file and withheld from the applicant during his or her inspection of the file.

[] Please check if this letter may be used by the Office of the University Placement if the applicant becomes a Fellow.

NAME (Signature) _____ TITLE _____

INSTITUTION _____ DATE _____