

NAME _____
(Please print)

**COLUMBIA UNIVERSITY
SOCIETY OF FELLOWS IN THE HUMANITIES
INSTRUCTION SHEET**

Please **READ, SIGN, AND RETURN** this Instruction Sheet

General Instructions

1. **Fill out** all application materials completely.
2. **Submit two stapled sets** of the **application, curriculum vitae, and personal statement.**
3. **Submit completed application with nonrefundable application processing fee of \$20.00**, made payable to Columbia University. **All checks must be drawn on a U.S. bank.** Foreign checks **will not** be processed.
4. **Application, application processing fee, and supporting materials** should be mailed to: The Director, Society of Fellows in the Humanities, Heyman Center -- Mail Code 5700, Columbia University, 2960 Broadway, New York, NY 10027. **Do not use this address** for sending your application by private courier.
5. **Deadline:** Applications for 2005-2006 Fellowships must be **postmarked** by October 1, 2004. 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**
 - * **Education** - Name and location of colleges, graduate and professional schools. List dates of attendance and degrees earned.
 - * **Employment** - Business or professional experience
 - * **Academic** – Honors
 - * **Languages** - Read, spoken, and written

Please do not send publications

4. **Personal Statement.** **MUST NOT EXCEED 1500 WORDS.** Describe the intellectual project that will occupy you here should you receive a fellowship, including its relation (if any) to your doctoral dissertation. Keep in mind the Society's commitment to the broad scope characteristic of significant intellectual discourse. It is appropriate to discuss the relation of your research to the teaching for Columbia's Core Curriculum.
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 postdoctoral 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, 2005. The letters or dossier should be sent directly to the Director, Society of Fellows in the Humanities. All letters of recommendation must be postmarked by October 1, 2004.

ADDITIONAL INFORMATION

1. **Notification.** You will receive notice from the Society indicating whether your application is complete. For inquiries, e-mail sof-fellows@columbia.edu.
2. **Interview.** Finalists are invited for a personal interview with members of the Society's governing board. Invitations to interview will be extended by mid-December with interviews occurring in late January.

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 OCTOBER 1 POSTMARK DEADLINE AND SUBSEQUENTLY RECEIVED BY THE SOCIETY OFFICE.**
- **IT IS NOT POSSIBLE TO CONSIDER ADDITIONAL PAPERS OR WRITINGS OR TO RETURN THEM.**
- **ALL EVALUATIONS MADE BY THE SOCIETY OF FELLOWS IN CONNECTION WITH APPLICATIONS RECEIVED ARE CONFIDENTIAL.**

APPLICATION PROCESSING FEE of \$20.00 ENCLOSED BY:

CHECK _____ OR MONEY ORDER _____.

SIGNATURE _____ **DATE** _____

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