

# Georgetown Justice Fellowship - Application Instructions

*Law is but the means, justice is the end.*

Georgetown University Law Center is pleased to offer Georgetown Justice Fellowships for 2021 JD graduates interested in beginning their careers in public interest law. The Georgetown Justice Fellowships provide partial funding of \$20,000 towards one year fellowships at nonprofits, government offices, and other eligible host organizations, helping create a launching pad for new public interest attorneys to begin their careers.

To apply for a Georgetown Justice Fellowship, applicants must meet the eligibility criteria outlined below and submit a complete application by **April 1, 2021**. Georgetown Justice Fellowship recipients will be announced in May 2021.

## Eligible students are:

- Graduates in the JD Class of 2021 completing their degree no later than May 2021  
*Note: LLM students and students completing a joint degree program that will not confer a JD in May 2021 are not eligible.*
- Planning to take the Bar exam on or before July 2021 (with limited pre-approved exceptions) *Pre-approval may be sought by emailing [opics@georgetown.edu](mailto:opics@georgetown.edu) with an email titled "Georgetown Justice Fellowship Pre-Approval Request"*
- Otherwise unemployed post-graduation for the term of the Georgetown Justice Fellowship
- Able to commit, if offered the fellowship, to full-time work at their host (at least 35 hours per week) for a full one year term
- Willing, if accepting the fellowship, to withdraw all other applications for employment for the one-year term of the fellowship

## Eligible host organizations:

- Must be US-based nonprofits with 501(c)(3) status or local or state government offices;  
*Note: Federal government agencies and international nonprofits, government agencies, or courts/tribunals may be eligible, but applicants must obtain pre-approval before applying with such an employer. Pre-approval may be sought by emailing [opics@georgetown.edu](mailto:opics@georgetown.edu) with an email titled "Georgetown Justice Fellowship Pre-Approval Request"*
- Must be able to sign the Georgetown Justice Fellowship Memorandum of Understanding (MOU) ([Sample Georgetown Justice Fellowship MOU](#)); and  
*Note: Applicants with hosts who request changes to the sample MOU must have the changes approved by Georgetown before the application is submitted. A negotiated MOU may be sought by emailing a redlined version of the MOU with suggestions made to [opics@georgetown.edu](mailto:opics@georgetown.edu) with an email titled "Georgetown Justice Fellowship Revised MOU Request"*
- Must commit to hire the fellow at a salary of at least \$40,000 and to provide the fellow with the same benefits that the host organization would ordinarily provide to an employee at the fellow's level (e.g., other entry-level fellows, entry-level attorneys with similar levels of experience, etc.), for a term of at least one year.

## Eligible fellowship work:

- Is law-related public interest work that either requires Bar passage or for which a JD is a preferred qualification.
- Is either project-based (e.g., a new initiative designed by the fellow) or a staff attorney-type position.
- Is not partisan political campaign activity (i.e. involving tasks in any way related to a political campaign or political action committee) or lobbying.

**Priority will be given to applicants who can demonstrate:**

- The applicant’s longstanding commitment to public service and to Georgetown’s motto: “Law is but the means, justice is the end”
- The impact of this fellowship on serving unmet needs, expanding services, moving forward cause, or otherwise increasing justice
- The applicant’s commitment to a future career in the public interest that will be supported by this fellowship
- A strong commitment on behalf of the host organization to train, mentor, and otherwise support the work of the fellow

**Application components:**

1. Georgetown Justice Fellowship Application CoverSheet
2. Two essays answering the following questions:
  - a. What is your anticipated work and how will the fellowship allow you to serve unmet needs, expand services, move forward a cause, or otherwise increase justice? (500 words maximum)
  - b. How will this position set you up for a career in public interest? (500 words maximum)  
*Note: if preferred, the applicant may submit one letter of interest that responds to both questions and that is 1000 words or less.*
3. Resume detailing public interest experience (two page resumes welcome)
4. Host organization letter of support including:
  - a. An acknowledgement that host will:
    - i. Receive a payment of \$20,000 from Georgetown;
    - ii. Agree to the terms of the Georgetown Justice Fellowship Memorandum of Understanding (MOU) (or to the terms of a pre-negotiated MOU);
    - iii. Be the employer of the fellow;
    - iv. Employ the fellow for at least one year in a position that requires Bar passage and/or a JD (or strongly benefits from them);
    - v. Offer liability insurance as needed; and
    - vi. Consider the fellow for full-time paid employment if a position/funding becomes available during or following the fellowship period.
  - b. A description of the supervision and training/support the fellow will receive.
  - c. Information about the salary and benefits the host will offer the fellow (annual salary must be at least \$40,000).
  - d. 501(c)(3) tax-exempt status qualifying letter or equivalent tax-exempt status documentation for international organizations.
5. Letter of Recommendation from one faculty member or former employer who can speak to the student’s commitment to public service and the importance of the fellowship.  
*Note: if preferred, your recommender may send the letter directly to [opics@georgetown.edu](mailto:opics@georgetown.edu) with the title “Georgetown Justice Fellowship Recommendation \_ Applicant’s Name”*
6. Unofficial transcript that lists all courses, including experiential.

**Application instructions:** To be considered for a 2021 Georgetown Justice Fellowship, please send one email with the application components listed above as separate PDF documents by **April 1, 2021** to [opics@georgetown.edu](mailto:opics@georgetown.edu) with the title “Georgetown Justice Fellowship Application \_ Applicant’s Name”

# Georgetown Justice Fellowship - Application Cover Sheet

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## **Applicant information**

Name:

Email:

Graduation Date:

Cell Phone:

Anticipated Bar Exam Date and Jurisdiction:

Anticipated Start Date:

*Note: Fellowships must be for a full one-year term. Most fellowships begin in August or September following graduation. If you anticipate a start date outside of this window, please include an additional note explaining your request and confirming that the host has agreed to the dates.*

## **Host employer information**

Host Organization:

Name and Title of Supervisor:

Name and Title of Primary Contact (if different):

Primary Contact Email:

Primary Contact Phone:

**Fellowship description:** Please briefly describe the work you will do if granted this fellowship (limit to 250 characters; this information may be publicized on Georgetown's website).

**Additional funding sources:** Please list other potential sources of funding for this fellowship for which you have applied that are still outstanding, along with the source's anticipated timeline.

**Original connection with host organization:** Please briefly describe how you connected with your host organization around this opportunity (e.g, applied to an open solicitation for fellowship candidates, had an informal conversation with contact, etc.). If you applied to an active solicitation, please provide the URL for the position or attach a copy of it to this application.

**For an international placement:** Please briefly describe 1) how you will ensure you are complying with relevant employment and tax laws in the country where you will be based, and 2) how you will obtain the appropriate visa status and work authorization to work in the foreign country where you will be based.

**Recommender information:** Please include information below for the individual who wrote your recommendation letter as well as two additional recommenders who the selection committee may contact to learn more about your commitment to service and the importance of this fellowship.

**Recommendation Letter Author:**

Name, Title:

Email address:

Phone number:

Relationship to applicant:

**First Additional Recommender Information:**

Name, Title:

Email address:

Phone number:

Relationship to applicant:

**Second Additional Recommender Information:**

Name, Title:

Email address:

Phone number:

Relationship to applicant:

**Student Affirmations**

By submitting this application, I confirm that (check all that apply):

- The information in this application is true and correct to the best of my knowledge. I understand
- that falsified statements on this application shall be considered sufficient cause for disqualification from fellowship consideration.
- I authorize OPICS to share my application and relevant student education records with members
- of the official Selection Committee, which is composed of faculty, staff, and alumni and has a legitimate educational interest.
- I am on track to become a graduate of the JD Class of 2021.
- I am otherwise unemployed post-graduation
  - OR I have an offer for employment at least one year following the term of my fellowship with: .
- I am able to commit to full-time work at my host (at least 35 hours per week) for twelve consecutive months following the start date listed above.
- I will withdraw all other applications for employment for the one-year term of the fellowship and
- will not seek other employment during the term of the fellowship if I accept the Georgetown Justice Fellowship.
- The work of my fellowship requires that I pass the Bar.
  - OR The work requires or prefers a JD.

Signature:

Date: