

Application Instructions

There are several parts to the PIFP application. Please prepare each ahead of time to ensure all requirements are ready before jumping into the online platform to complete and submit your application. You will be able to create an account, save, and exit, while you are working on the application, but don't forget to "submit" when you are done with all pieces.

Complete applications should be submitted through our online application portal no later than February 7, 2024: <https://my.reviewr.com/site/PIFP24>

To get started in the application portal (Reviewr), you will need to create an account. Start with your email address, create a password, and include your first and last name. Your password must be at least 7 characters, one lowercase letter, one uppercase letter, one number, and not based on a dictionary word. Once you have created your account, you will access the portal by logging in with your "existing account".

***Note:** If you need to stop before your application is finished, be sure to click "Save and Log out" (top left corner of your application). Once everything is complete, click the final "Submit" button after uploading your Interest Forms (bottom right corner).

Please read the following instructions on each piece carefully.

Application Content & Short Essays

Within the application, you will be asked for your basic contact information, the name of the person we should contact on your behalf for the recommendation, and several short essay questions.

Please be aware that this application will be submitted to **ALL** nonprofit partner organizations you are granted an interview with. Please do not name organizations you hope to be placed with in your answers. You can, and should, be specific about what you hope to learn, the type of work you hope to be involved with, and the impact you hope to have through this work, but do not specifically name an organization.

You can, and should, prepare your responses before going into the platform. This will allow you to write thoughtfully, proof, and spell check, before copying your responses to the application portal.

Your answers to each of the following should be **approximately 300 words or less** (no more than 2400 characters). We are looking for concise, informational, and impactful responses to learn more about you as a learner, developing professional, and potential future change maker.

You can expect the following short essay questions:

1. **Write a short personal summary.** (Tell us about yourself.)
2. **Share with us what you feel to be your top 5 skills and how these skills will be beneficial to your PIFP fellowship.** (These are skills you've likely gained/learned through life, academic courses, work, volunteering, etc.)
3. **What motivates you to do your best work?**

4. **Provide an example of a time when you took on a new or unfamiliar task or responsibility.** (What knowledge or skill did you need to learn, how did you learn it, and how did you apply what you learned?)
5. **Tell us some of your goals and explain how you think a fellowship with PIFP might be a step in reaching them.**

Recommendation

Within the application, you will be asked for the name, email address, and phone number, of the person who we will reach out to in order to complete a recommendation on your behalf. Make sure this information is accurate, so we are able to reach this individual. Best practice is to ask your recommender if they are willing to provide you with a strong, positive reference 4-6 weeks before the deadline, so please give them as much notice as possible. They will receive an email from PIFP with a notification/invitation to complete your recommendation once you have included their contact information in your online application, so be sure you have talked with them prior to including this information (even if you are just “testing” the application), so please do this part well in advance of the deadline.

You should inform your recommender that you will be including them as your recommender, and they will be receiving a direct notification with instructions on how to complete this step on your behalf. I highly recommend you **download and save a copy** of this **[recommendation form](#)** so you can share a copy with them in advance. This way they aren't waiting for the notification to start thinking about their evaluation of you. They will complete this content directly within the platform. No upload of this form is necessary, however, they may want it to prepare ahead of time.

***Note:** Make sure the checkbox for the “Send Invite Email” is checked. This is your permission to ask them to complete the recommendation on your behalf.

It is your responsibility to remind them and ensure this piece of your application is completed by the deadline – February 7, 2024. While you will not be able to view the recommendation, you will be able to see in your application if this has been submitted.

Resume

Your resume may be 1-2 pages in length to fully share the experiences and activities that demonstrate what you can offer the partner organizations. You are encouraged to refer to [Career Center resources](#) when putting your resume together, and utilize drop-ins and appointments to review your resume with a Career Center staff member. Appointments can be scheduled in [Handshake](#).

Please save the resume as a PDF and name your resume document: Your Last Name, First Name - resume.

Transcript

An unofficial transcript is perfectly acceptable. You do not need to pay for an official transcript for your PIFP application. If you have already ordered an official transcript for another purpose and choose to scan that copy for this purpose, that is fine, but PLEASE do not pay for a transcript for this application alone.

Unofficial transcripts are available to students as a complimentary service from the Registrar's Office. To request an unofficial transcript, click the blue button on the right side of [this page](#). Look for "**Request Unofficial CC Transcript**". This will open a fillable form in a new browser window. Download the fillable

form, complete the required information, and return the complete form to registrar@coloradocollege.edu for processing.

The Registrar's Office uses CC's Secure Exchange to deliver electronic unofficial transcripts in a secure and efficient manner. Once you complete the request form, a Registrar's Office staff member will process your order and you should anticipate an email received from "SecurExchange" where you can download your document. If you have not received an email from SecurExchange, please check your junk/spam folder before reaching out to the Registrar's Office. **Learn more about CC SecurExchange.** **Haven't received your document?** If we've confirmed sending your document through SecurExchange, but you have not received an email notification from the system (even in your junk/spam folder) you may request for the Claim ID and Claim Passcode of the drop-off by following these steps: (1) navigate to the Secure Exchange homepage by typing "Secure Exchange" in the CC Search Bar or by clicking [this link](#), (2) select "Pick-Up" on the screen, and (3) follow the prompts for the Claim ID and Passcode.

Please refer to the [Registrar's Office](#) for more information on how to request a transcript.

***Note:** If you have multiple transcripts (such as from CC and a study abroad program), you will need to scan these into one document in order to upload together. Only one upload will be allowed for the "transcript".

Please save your transcript as a PDF and name your transcript document: Your Last Name, First Name - transcript.

Partner Preference & Commitment to PIFP

This content will only be available to, and used by, our alumni interviewers to better understand your interest in PIFP partner organizations. Here you can use the specific names of organizations and be very honest and direct about your desire for specific fellowship opportunities and what you hope to learn through this experience, and even make comparisons between your interest for one organization vs. another. Do not include any information in this section that you hope specific partner organizations will read.

The questions related to citizenship and visa status help us understand any work authorization considerations we may need to keep in mind regarding your interests and needs. If you have any questions, don't hesitate to reach out to PIFP Director, [Andrea Culp](#), or schedule an appointment in Handshake.

You will be asked one essay question in this section:

1. **What areas of the nonprofit/social sector are you most interested in, and why?**

*Your answer should be **approximately 300 words or less** (2400 characters). Keep your response concise, informational, and impactful.*

You will be asked to rank the organizations you have an interest in being placed with for your fellowship. We highly encourage you to rank as many organizations as you might consider among the fellowships being offered for your summer or yearlong choice. This allows you to continue to learn more about these organizations and fellowships throughout the process. If you absolutely would not consider a specific site, DO NOT rank them. If you only rank one or two organizations, it limits your options, but you also shouldn't take an interview away from someone else who has genuine interest. You will also complete an **Interest Form** for each organization you ranked here.

The commitment details ensure you are doing your best to prepare for next steps in this process and are taking your commitment to be involved in PIFP very seriously.

Interest Forms

You will be able to download the Interest Form within the online application, fill it out, and upload the completed version for each of your preferred organizations. You can also **download and save a copy** of the [Interest Form](#) ahead of time so all you have to do is upload your completed forms to the platform. This form will be provided with your application materials if you are selected for a second-round interview with this organization. If an interest form is not included for an organization, you will not be considered for an interview with that organization because your application will essentially be incomplete for their fellowship.

Within the application portal, you will be asked how many Interest Forms you intend to upload. If that number doesn't match the number of documents you upload, you will not be able to proceed with your application.

This form includes two questions:

1. **Why are you interested in this organization, and how are you prepared for the position they are offering?**
2. **Their Supplemental Question.** On their Job Description, look at the very last question/piece of information. They may have included a question they would like you to respond to which is specific to their needs and the work the fellow will be doing with this organization.

On the Interest Form, you should tell them “why they should hire you.” Be direct, and confident! Any information you want this organization to read about your interest for their fellowship specifically, needs to be on this page. Think of this form as the substitute for your traditional cover letter for an individual job opportunity.

Please save your documents as separate PDFs and name your interest forms: Your Last Name, First Name - Interest “Organization Name”

Reminders For Students on an F-1 or J-1 Visa

Students on an F-1 or J-1 visa need employment authorization to work off-campus. Students on an F-1 visa will pursue Curricular Practical Training (CPT) or Optional Practical Training (OPT) while students on a J-1 visa will pursue Academic Training.

All international students should work directly with International Student and Scholar Services (ISSS) for the process details appropriate for them. As an international student you need to complete the necessary steps well in advance to ensure employment authorization is received BEFORE you start working off campus. It is essential that any work off-campus is directly tied to your academic major. You are highly encouraged to discuss your job search with ISSS in advance of submitting applications and interviewing to ensure you understand all requirements and are on track for work authorization should you receive an offer. Please refer to [ISSS' Employment pages](#) for additional information. There are some videos you can watch to get yourself started if you haven't recently participated in an on-campus workshop. Please DO NOT wait until you receive a job offer to begin these steps. You should have a very clear idea of how each job offer will impact your final steps well in advance of actually receiving an offer. Reach out to [Andrea Culp](#), PIFP Director, if you would like to further discuss your options before submitting your application. We would prefer to support you in finding appropriate opportunities than have to troubleshoot issues too late in the process.

Curricular Practical Training (CPT): If you are offered a PIFP Summer fellowship (or any other summer opportunity off-campus), you will need to be authorized for Curricular Practical Training (CPT). CPT involves multiple steps and offices. You will begin with an application process through ISSS which can be started as soon as you receive an official offer letter but no less than two weeks before the start date of your internship.

Optional Practical Training (OPT): If you are graduating and offered a position to work in the U.S. after graduation, you need to apply for Optional Practical Training (OPT). International Student & Scholar Services (ISSS) recommends that you apply for OPT 90 days before you complete your degree because the OPT application process takes a long time. You do not need to have a job offer in order to apply for OPT. In fact, you may need to start this process long before you receive an offer to have any chance of it being approved before

your intended start date. If you have not participated in a workshop or watched the video, please follow up with ISSS immediately.

Questions about the application?

Please contact Andrea Culp, PIFP Director - PublicInterest@coloradocollege.edu