



## **The Chancellor's U.S. Capitol Internship Program Program and Scholarship Application Information Fall 2025 Semester**

The Chancellor's U.S. Capitol Internship Program was established to provide financial support for TXST students seeking the unique opportunity to serve as Congressional and public policy interns in Washington, D.C. Interns will engage with and develop a greater understanding of the policymaking and legislative processes while gaining invaluable professional skills, practical government work experience, and a more robust professional network.

The ability to apply academic theory in a professional work environment is critical to a successful internship experience. To ensure student success in this area, program participants will enroll in a public policy research course, in addition to a six-credit-hour internship course during their internship semester.

This opportunity is available each fall and spring semester. Interns work full-time for the duration of the semester for which they are chosen. While interning in the nation's capital will require hard work and some late nights, it can also be an extremely rewarding experience, giving students valuable policymaking skills and helping them achieve long-term career goals.

### **Eligibility Requirements**

Students from all disciplinary backgrounds are eligible for consideration, but you must have a demonstrated interest in public policy and government. Note: U.S. Citizenship is required for internships in Congressional offices. Those interested in applying will be required to submit an application with an essay, résumé, photograph, and two letters of recommendation. Applicants must be in good standing with TXST and meet the below academic requirements:

- **Undergraduate Students** – have completed a minimum of 60 TXST semester credit hours with a minimum cumulative 3.0 TXST GPA.
- **Graduate Students** – have completed a minimum of 15 TXST semester credit hours with a minimum cumulative 3.25 TXST GPA.

Please note that the financial support offered to selected students is in the form of a scholarship designed to cover housing and airfare. The receipt of scholarship funding may affect a student's overall financial aid. Students should check with the Texas State Financial Aid and Scholarships office if they have any questions.

### **Application Deadline**

**Applications are due October 6, 2025 by 5:00 p.m.** Applications must be submitted and received by TXST Global in their entirety (with all components) via email or in person/mailed to:

[uscapitolintern@txstate.edu](mailto:uscapitolintern@txstate.edu)

**or**

Associate Vice President of Operations for TXST Global  
J.C. Kellam Building, Suite 480  
San Marcos, Texas 78666  
(open Monday-Friday 8 a.m. – 5 p.m.).

## **All Applicants Must Provide the Following Information**

### **Recent Photograph**

Attach a recent headshot of yourself to the application.

### **Résumé**

Include a one-page résumé outlining your educational background, honors and recognitions, work experience, special skills (including foreign language proficiencies), etc.

### **Letters of Recommendation**

Two letters of recommendation are required. At least one letter **must** be from a TXST faculty or staff member. Letters may be given to the student in a sealed envelope with the recommender's signature over the flap. The letters should then be included with the application packet. If students do not include the letter with their application packet, letters may be sent directly to [uscapitolintern@txstate.edu](mailto:uscapitolintern@txstate.edu) by the person making the recommendation. It is the student's responsibility to make sure that the recommendation is transmitted by the deadline.

### **Essay**

The essay is an essential part of your profile and may be sent to potential placement sites. Intern supervisors will rely heavily on your writing and communication skills to determine whether you will be a good match with their office.. The essay also allows you to provide more details about your life experience and aspirations beyond your transcript and résumé. Take time to write a clear, thoughtful essay about your interests and goals to present yourself in the best possible manner. Do not specify a specific office or type of internship, but rather discuss your abilities and career plans and how they relate to your interest in this U.S. Capitol Internship Program. Your essay will be evaluated on content, style, and writing ability. This essay should be typed, double-spaced, and not exceed 1,000 words.

Your essay can include:

- Academic, professional, and personal goals for the internship.
- Demonstrated leadership on campus and in your community.
- A brief discussion of your personal background.
- Major issues related to the field in which you wish to work. Included in this discussion should be your personal views on at least one of these issues.
- Skills you want to learn and those you want to improve.
- How your previous experience or interests have helped you prepare for this internship.

### **Social Media Accounts**

Due to the nature of the internship, part of the application process includes research into an applicant's social media history. It is important that all interns represent themselves in a positive and professional image both in person and online. Freedom of speech is an important aspect of social media, but applicants must understand that any content posted to the Internet can be seen as a reflection of TXST, the Chancellor's Internship Program, and the office in which an intern may be placed. Please note that any content posted under "privacy" settings are still considered "public." Please take the time to clean up content on your social media accounts.

You must include the handle/link to your accounts, even if they have been deactivated. If you do not and are found to have accounts that you leave out of this application, it will count as an incomplete application.

Note: Though you do not need to submit your TXST transcript, your transcript will be evaluated as part of the selection process.



## The Chancellor's U.S. Capitol Internship Program Application for Fall 2025 Semester

Complete the following application and attach additional materials listed below. Type or print clearly.  
**Applications are due October 6, 2025 at 5:00 p.m. for Fall 2025 internships.**

### General Information

Name: \_\_\_\_\_  
First Middle Last

TXST Email Address: \_\_\_\_\_ Personal Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_

Residence Classification: In-State ☐ Out-of-State ☐ International (Non-U.S. Citizen) ☐

Name of Your Home District U.S. Representative: \_\_\_\_\_

Facebook URL: \_\_\_\_\_

Twitter URL: \_\_\_\_\_

Other social media accounts: \_\_\_\_\_

### School Information

TXST Student ID#: \_\_\_\_\_ TXST Net ID#: \_\_\_\_\_

Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Masters ☐ Doctoral ☐

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

TXST Cumulative GPA: \_\_\_\_\_ Anticipated Date of Graduation: \_\_\_\_\_

### Please attach the following to this application:

- Recent Photograph
- Résumé
- Two Letters of Recommendation (One letter from a TXST faculty or staff member)
- Essay: Explain why you are interested in U.S. Capitol internship, how it will enhance your educational or career goals, and the issues or policy areas of interest to you. This essay should be typed, double-spaced, and not exceed 1,000 words.

Note: Though you do not need to submit your TXST transcript, your transcript will be evaluated as part of the selection process.