

**INTRODUCTION:** The Presidential Management Fellows (PMF) Program administers an annual online application to solicit current and recent graduates to apply. General information about eligibility and how to apply can be found on the “Become a PMF” webpage at <https://www.pmf.gov/become-a-pmf/overview.aspx>.

**REQUIRED DOCUMENTS:** During the application process, applicants must submit a resume and an advanced degree transcript (and/or alternative). Applicants may also submit supporting documentation for claiming veterans’ preference and/or requesting a reasonable accommodation for the online assessment, and may submit an *optional* undergraduate degree transcript.

1. **RESUME:** The resume can be in any format, but is limited to a file size of 3MB. The resume must be accessible, legible, in English, not password-protected, no embedded scripts/macros, and no photos.
  - a. At a minimum, the resume must contain the following:
    - i. Applicant’s Name
    - ii. Contact Information (address, email, and phone number)
    - iii. College/University Name
    - iv. Qualifying Advanced Degree Program (completed or pursuing)
2. **ADVANCED DEGREE TRANSCRIPT (AND/OR ALTERNATIVE):** The submission must reflect the advanced degree the applicant is using to qualify him/her for applying to the PMF Program.
  - a. At a minimum, the transcript (and/or alternative) must contain the following:
    - i. Applicant’s Name
    - ii. College/University Name
    - iii. Advanced Degree Program (completed or pursuing)
    - iv. Date of Degree Conferred for Recent Graduates or Anticipated for Current Graduate Students
      1. Anticipated refers to the date the graduate student expects to complete all degree requirements (including the successful defense/completion of any required thesis/dissertation), not necessarily the date of graduation.
  - b. The transcript can be an unofficial version, but must identify the above required elements.
    - i. Applicants are **not** required to ensure a Student ID# or Social Security Number appears on these documents.
    - ii. **NOTE:** Many academic institutions utilize third-party systems and many of these do **NOT** clearly identify the above required elements; therefore, the applicant’s application will be considered incomplete and disqualified from further consideration.
  - c. If the transcript is unavailable or missing ANY of the above required elements, the applicant may submit an “alternative letter” (or equivalent) from a school official/department (e.g., Admissions, Department Head, Counselor, Career Services, Dean, etc.) associated to the academic institution where the applicant has completed or anticipates completing their advanced degree from. The letter must be on letterhead, providing the information above, and signed (electronic signature is acceptable).
    - i. The letter can compliment or supplement the need for an advanced degree transcript; however, applicants are strongly encouraged to submit their advanced degree transcript and also submit an alternative letter identifying the missing required elements. Applicants can merge the two documents or submit separately during the application process.
    - ii. On the following page, you will find a **SAMPLE TEMPLATE** of the alternative letter you may use to request alternative documentation from your academic institution to meet the above transcript requirements.

Applicants must submit all documentation by following the instructions under the “Upload Documents” section of the online application. Once the applicant submits their one-time application, he/she may access their application and upload new or updated documents up until the application closes.

Additional information about required documents can be found on the “Become a PMF\Application Process\Application Tips” webpage at <https://www.pmf.gov/become-a-pmf/application-process/application-tips/>.

# ***SAMPLE ALTERNATIVE LETTER***

[Academic Institution Letterhead]

[Date (mm/dd/yyyy)]

[Name of Academic Institution  
Mailing Address  
City, State, ZIP Code  
Country]

## **RE: PMF Program Transcript Requirements**

This letter has been prepared as supplemental documentation for the below referenced graduate student in applying to the Presidential Management Fellows (PMF) Program.

**Graduate Student's Name:** [First and Last Name]

**Advanced Degree Type/Program:** [Insert Type of Advanced Degree (e.g., Master's, Ph.D., etc.) and Name of Advanced Degree Program]

**Anticipated Degree Completion Date:** [Date (mm/dd/yyyy); the graduate student anticipates to completing all degree requirements (including the successful defense/completion of any required thesis/dissertation), not necessarily the date of the commencement ceremony for that graduate student.]

Please direct any questions to [Academic Institution's Contact (name and phone number)].

Sincerely,

[Signature]

[Academic Institution Official's Name]

[Academic Institution Official's Title; such as Career Services Director, Counselor, Dean, Department Head, Admissions]