

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 assessment process, 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 5MB. 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 (issuing the advanced degree)
 - 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 meet eligibility in 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 (issuing the advanced degree)
 - 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 advanced degree 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, if applicable.
 - c. If the transcript is unavailable or missing ANY of the above required elements, the applicant may submit an “alternative letter” (or equivalent; e.g., proof of enrollment) from ANY academic official (e.g., Admissions, Department Head, Advisor/Counselor, Committee Chair, 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 (official or unofficial 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** of the alternative letter you may use to request alternative documentation from your academic institution to meet the above advanced degree transcript requirements.

Applicants must submit all documentation by following the instructions under the “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 Advanced Degree 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: [Enter the date (mm/dd/yyyy) the graduate student is expected to complete all advanced degree requirements (including the successful defense/completion of any required thesis/dissertation), not necessarily the date of the commencement ceremony for that graduate student. The date may be listed as mm/yyyy; however, applicants will be instructed to enter a full date (e.g., mm/01/yyyy).]

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

Sincerely,

[Signature; e-signature accepted]

[Academic Institution Official's Name]

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