

Law and Leadership Summer Program 2017

July 10th – July 28th

Application Materials Checklist

Application Form

Resume

Transcripts (if applicable)

Personal Statement

Application Instructions

Email or mail your completed application form and all application materials (resume, transcripts, personal statement) to KARAMAH at:

E-mail: LLSP@KARAMAH.org

Mail: KARAMAH: Muslim Women Lawyers for Human Rights
1684 East Gude Drive, Suite 300
Rockville, MD 20850

Application Deadlines:

Applications are accepted and reviewed on a rolling basis. We will review all submitted applications. However, because spots fill up quickly, earlier applicants have a better chance of being accepted. We recommend that applicants submit applications as early as possible, preferably before **December 31, 2016**. International applicants – especially those from countries where US visas are difficult to obtain – should submit applications immediately to ensure time for acquiring a visa.

Program Costs:

The registration fee for the program is **\$500 (USD)**. The LLSP program costs \$2,500 per participant, and KARAMAH subsidizes all but \$500 of these costs. This fee covers only a small portion of the actual cost per participant of the program, most of which is subsidized by generous donations from individuals and foundations. Participants are also expected to cover the cost of their meals, lodging, airfare, local travel, or other incidental costs incurred while in the US. **All payments must be received by KARAMAH at least 30 days before the program begins.**

Housing:

Program participants are responsible for making their own travel and living arrangements. KARAMAH is able to provide recommendations for accommodations, but participants will be required to make final arrangements. The housing that KARAMAH recommends and reserves costs approximately \$1700 (USD) for the three weeks.

Visa and Travel:

All participants are responsible for securing their own visa and arranging their own travel. Participants are encouraged to apply for a US visa no later than 60 days prior to the program, and it is recommended that they apply by the end of February. If accepted, KARAMAH will be able to provide participants with invitations if requested for visa applications. It is also recommended that participants make travel arrangements as far in advance as possible.

Application Form

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A. Personal Information:

1. Name _____
(First Name) (Middle Initial) (Last Name)

2. Date of Birth ___ / ___ / ___ 3. Gender M ___ F ___ 4. Religion _____
Month Day Year

5. Place of Birth _____

6. Position/Title _____

7. a. For U.S. Applicants

Social Security #: _____

Passport #: _____

b. For International Applicants

Passport #: _____

Some international applicants may be required to obtain a US Visa for travel prior to their arrival.

Please refer to <https://travel.state.gov/content/visas/en.html> for more information about obtaining a US Visa.

B. Contact Information:

1. Please write your mailing address as it would appear on an envelope, using one line for each line of your address.

a. Current Address:

(Valid until ___ / ___ / ___)
Month Day Year

b. Permanent Address: (Check here if same as your Current Address ___)

2. Phone _____ 3. E-mail _____

4. Phone number to contact you during the program (if known) _____

5. Emergency Contact:

Name _____ Relationship to you _____

Address _____

Phone (1) _____ Phone (2) _____

E-mail _____

C. Other Information:

1. How did you first learn of this program? _____

2. Do you have any special needs or require any special services during the program (dietary, medical, learning aids, facilities with handicap access, etc.)? Yes___ No___ If yes, please attach a description. (Note: Your answer to this question will not affect the rest of your application.)

3. KARAMAH reserves corporate housing for LLSP every year. Each participant is obligated to pay for their own housing. Would you like to reserve a spot in the corporate housing or would you like to arrange for your own housing in D.C.?

D. Short Answer Questions:

You may either answer in the space provided or attach a separate sheet.

1. List and describe any previous leadership training or experience:

2. Describe any experience or training you have had, either formal or informal, in Islamic Law.

3. List all languages you speak and rank your proficiency in the areas of speaking, writing, and comprehension.

4. Describe your community involvement/service.

I acknowledge that all statements in this application are complete and accurate to the best of my ability. I understand that knowingly omitting or falsifying any information may lead to my immediate dismissal from the program.

(Applicant's Signature)

(Date)

(Applicant's Name in Type or Print)

E. Personal Statement:

Please include a 300-1,000 word description of how this program fits into your long-term personal and professional goals and how it will help you lead your community. If there are projects or initiatives you would like to undertake after the program, using the knowledge, skills, and network you will develop during LLSP, please include a succinct description of these as well. Projects should be logistically and economically feasible given your current capacity, and will be assessed by their projected impact and potential for success.

F. Financial Support:

KARAMAH has limited funds with which to offer financial assistance to accepted participants. Partial assistance is available for participants who can demonstrate a significant need. Applications for financial support will be reviewed once an applicant has been admitted to the program, and proper documentation must be provided to be considered for assistance.