

# Kirkland & Ellis New York City Public Service Fellowships at New York University School of Law and Columbia Law School

## 2023-2024 FELLOWSHIP YEAR APPLICATION PROCEDURE

The Kirkland & Ellis New York City Public Service Fellowships are awarded yearly to one New York University School of Law graduate and one Columbia Law School graduate to pursue public service work for one year in New York City. Fellows are selected for their demonstrated commitment to public interest law and their potential to make a positive contribution to the New York City community.

Attached are the materials necessary to complete a Fellowship application. All application materials must be received by 5:00 p.m. on Friday, February 5, 2024. Finalists will be notified in late February and interviews will be conducted on February 23, 2024. Fellowship offers will be made that same day.

### A completed application consists of each of the following items:

- Fellowship Application
- Official Law School Transcript
- Résumé
- Two Letters of Recommendation from any of:
  - Law School Advisor,
  - Law School Professor, or
  - Former Employer
- Materials from Potential Sponsoring Institution:
  - Commitment Letter
  - 501(c)(3) Tax-Exempt Status Qualifying Letter
  - Sponsorship Letter

Application materials should be submitted electronically, as one pdf, to the public interest program at the applicant's law school at the addresses listed below. The subject line should read "K&E Fellowship Application." Letters of recommendation may be submitted with the application or emailed separately to the email addresses below.

**New York University School of Law**  
Public Interest Law Center  
pilc.info@nyu.edu

**Columbia Law School**  
Social Justice Initiatives  
rebecca.hinde@law.columbia.edu

# APPLICATION FORM

## Applicant Information

Applicant Name

Address

Telephone No.

Law School

Date of Graduation

Advanced Degree

School

Year

Course of Study

Undergraduate Degree

School

Year

Major/Concentration

Honors

## Sponsoring Organization

Name

Address

Telephone No.

Type of Work

Name/Title of Person to Contact

## Previous Employment

(Include public service and other employment, both paid and volunteer. Please list all positions held in the last five years.)

1.

Employer

Address

Position

Dates

Contact Person

Telephone No.

# APPLICATION FORM

## Previous Employment Continued

2. \_\_\_\_\_  
Employer  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Position \_\_\_\_\_ Dates  
\_\_\_\_\_  
Contact Person \_\_\_\_\_ Telephone No.

3. \_\_\_\_\_  
Employer  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Position \_\_\_\_\_ Dates  
\_\_\_\_\_  
Contact Person \_\_\_\_\_ Telephone No.

4. \_\_\_\_\_  
Employer  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Position \_\_\_\_\_ Dates  
\_\_\_\_\_  
Contact Person \_\_\_\_\_ Telephone No.

**\*Please copy this page if additional pages are necessary**

## Names of the Two References Who Will Be Providing Letters of Recommendation

1. \_\_\_\_\_  
Name  
\_\_\_\_\_  
Affiliation/Address  
\_\_\_\_\_  
Position \_\_\_\_\_ Telephone No.

2. \_\_\_\_\_  
Name  
\_\_\_\_\_  
Affiliation/Address  
\_\_\_\_\_  
Position \_\_\_\_\_ Telephone No.

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## PERSONAL ESSAYS

1. State briefly the proposed goals of the public service project you wish to pursue as a Kirkland & Ellis Fellow. Please include in this statement a discussion of the short-term and long-term goals for your project, including the reasons for selecting your sponsoring organization. Explain how you have the background, skills, experience, and personal characteristics necessary to carry out the project effectively. (600 words)
2. Discuss what persons, experiences, or events have influenced and inspired your commitment to public service. (300 words)

I hereby certify that the facts set forth in the above application are true and complete to the best of my knowledge. I understand that falsified statements on this application shall be considered sufficient cause for denial of receipt of a Fellowship.

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Applicant's Signature

Date

### **Non-Discrimination Policy**

The Kirkland & Ellis New York City Public Service Fellowships Program is committed to a policy against discrimination based on race, color, creed, religion, sex, pregnancy or childbirth, personal appearance, family responsibilities, sexual orientation, gender identity, political affiliation, source of income, place of residence, national or ethnic origin, ancestry, age, genetic information, marital status, military veteran status, unfavorable discharge from military service, physical or mental disability, or any other basis prohibited by applicable law.

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**SPONSORING ORGANIZATION LETTER OF COMMITMENT**

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(Name of organization willing to sponsor)

Re:

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(Name of Fellowship applicant)

Thank you for agreeing to sponsor the above-named applicant for a Kirkland & Ellis New York City Public Service Fellowship. In order for the Selection Committee to fully understand and appreciate the goals of the applicant and his or her proposed project for the Fellowship year, we require a Letter of Commitment from your organization (no more than 500 words).

**The Letter of Commitment must**

- Discuss why the addition of this particular applicant and project to your organization would be beneficial to your work in the New York City community.
- Describe the supervision and training that you would provide the Fellow.
- Provide (in the letter or in supplemental materials) information regarding the history and current programs of your organization.

In addition to the above, please provide a copy of the 501(c)(3) determination letter granting your organization tax-exempt status.

Thank you.

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**SPONSORING ORGANIZATION LETTER OF SPONSORSHIP**

\_\_\_\_\_  
(Name of organization willing to sponsor)

Re: \_\_\_\_\_

(Name of Fellowship applicant)

Thank you for agreeing to sponsor this applicant for a Kirkland & Ellis New York City Public Service Fellowship. The Fellowships are awarded each year to one New York University School of Law graduate and one Columbia Law School graduate to pursue a year of public service work to benefit the City of New York.

To sponsor an applicant, an employer must be a 501(c)(3) organization.  
If this applicant becomes a Fellow, the conditions of employment will be as follows:

- A grant of \$60,000 will be made to your organization, which you are to disburse as salary to the Fellow over the duration of the Fellowship.
- You will provide the Fellow's health insurance and the same benefits package that is offered to other lawyers or professionals at your organization with the same seniority or status as the Fellow.

Signature of this letter indicates understanding of and agreement to these terms.

\_\_\_\_\_  
Employer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date