Appropriate Original Documents Suitable and Acceptable for Employment Eligibility Verification of United States Citizenship are Required

Under New York State Senate guidelines coordinating with U.S. Citizenship and Immigration Services standards, those selected to be Session Assistants shall be required to confirm their United States citizenship before enrollment (see Title 8, United States Code, Sec. 1324A).

The following original documents qualify as independent or stand-alone forms of verification:


Alternatively, inter-dependent forms of identification that satisfy rules of verification may be assembled — that is, matched — one from each of the following two lists:

List B: A current New York State driver’s license or NYS DMV non-driver ID with photograph, or A United States Military Card.

List C: An original Social Security Card — other than a card stating it is not valid for identification or not valid for employment — or A Certificate of Birth issued by a state, county, or municipal authority and bearing certification.

If you have a special situation or set of circumstances, discuss it with your CLO or the Office of Student Programs.

NOW, If you are selected, you must be able to present the necessary and appropriate identification at the time of enrollment or you will not be allowed to join the program and you may be separated from the program for cause at any time.

Faculty Certification of Endorsement and Coursework-in-Progress

I am the on-campus Advisor-of-Record of the applicant and a member of the faculty/administration with authority to certify that the applicant was enrolled full-time throughout the immediately previous spring semester, is enrolled full-time during the current fall semester, and has the endorsement of the faculty of this college/university to apply for and, if selected, to enroll and earn on-campus credit for participation in the Undergraduate Session Assistants Program under the standards and rules of this college, and Senate guidelines.

I have reviewed the academic record and determined that the applicant is currently enrolled in and making satisfactory progress toward completion of each of the following courses:

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<th>CODE/NO.</th>
<th>NAME</th>
<th>CREDIT</th>
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I certify that I have established that all the above is true and accurate and that the applicant has the endorsement of this college as an able student suitable for mature off-campus experiential participation in the Senate program; and that I understand academic planning, tracking, and evaluation of the applicant are the responsibilities of faculty and/or administration of this college.

Title: ____________________________
Typed name of Authorized Campus Official

Signature: Authorized Official

Date: ____________________________

Title: ____________________________
Department: ____________________
College: ________________________
Tel.: ____________________________
Fax: ____________________________
Email: _________________________

NEW YORK STATE SENATE
UNDERGRADUATE SESSION ASSISTANTS PROGRAM — 2018
Sponsored by the New York State Senate since 1978
APPLICATION

Student Statement in Regard to Preparations and Understandings

I have read the attached information in its entirety and I understand the program is not financial aid for on-campus study.

I understand that if I am selected:

• I must be able to present original documentation verifying my United States citizenship in order to be enrolled;
• home campus faculty are responsible for academic planning/tracking/evaluation of student enrollees;
• the Office of Student Programs will contact selected candidates by phone to conduct an initial information exchange. Students will be afforded the opportunity to ask questions relating to program expectations and activities during this time;
• participation in orientation, all aspects of the experiential program and placement, is expected of each enrollee;
• the on-site program at the New York State Senate in Albany includes a minimum 35 hours per week that may be extended from time to time during the legislative session or as a matter of the daily routine in the office of my individual placement;
• Session Assistants are required to work a minimum of 35 hours per week or 70 hours per biweekly pay period. Due to the nature of legislative work, longer hours may sometimes be necessary and are to be expected during some portions of the Undergraduate Session Assistants Program. Additionally, Session Assistants must work through the last scheduled date of the Program in order to receive the final and timely payment of their final biweekly stipend check;
• unreadiness in any matter is cause for dismissal;
• application materials submitted become part of a confidential file [Public Law 93-380, Sec.438(a) (1)(B)] to be copied for dispatch during the screening and selection processes, for placement and periodic review if I am selected;
• the file may become a resource if I am considered for further education or employment during or after the conclusion of the program;
• all materials furnished by me are original where required and the information accurate and true to the best of my knowledge; and
• I am expected and agree to meet all obligations of the program.

Signature of Student: ____________________________ Date: ____________________________

Please submit this application in coordination with your Campus Liaison Officer (CLO)

Campus Liaison Officer
Zoe Nelson
Cornell University, 126 State Street, Suite 200, Albany, NY 12207
518-434-4157, email: zmn2@cornell.edu
Undergraduate Session Assistant Internship Application Instructions

1. Carefully read the Descriptive Brochure and Application.

2. If you have a Campus Liaison Officer (CLO) at your college or university who coordinates applications for this program, you must contact them for further instruction before you apply.

3. Contact your CLO, Academic Advisor, Department Chair, Dean or other duly authorized campus personnel to determine: the requirements for off-campus study; if you are eligible to participate in such a program; the amount of credit you may receive for such participation; and the identity of your on-campus evaluator.


5. Request confidential official transcripts of all collegiate level work. These should be sent directly to your CLO/advisor (or Senate Student Programs).

6. Include a one-page resume.

7. List in order of preference the three legislative policy areas you prefer for placement. Refer to the policy list on page iv.

8. Request three confidential letters of reference from persons familiar with your academic abilities and professional aptitude. These should be sent to your CLO/advisor (or Senate Student Programs).

9. Attach the required writing samples: a) an original recent paper or essay, which should be titled, double-spaced and limited to 6 to 8 pages; and b) two one-page, single-spaced memoranda:
   - a policy proposal: this can be either enacted or proposed legislation. Describe the problem you are trying to solve, what your proposal would do, and the expected outcome; and
   - a rebuttal of the proposal: Why wouldn't the proposal create the expected outcomes? What are the unintended consequences? What are the costs versus the benefits?

10. Include a Statement of Purpose explaining why you are applying for the internship (single-spaced and confined to one page only).

11. Submit completed Faculty Certification of Endorsement and Coursework-in-Progress form certifying your current coursework.

12. Campus Liaison Officers: E-mail (students@nysenate.gov) or use certified mail/return receipt requested when mailing application materials to the Senate to protect the interests of the applicant(s) should mail be delayed or lost.

*Be certain to use the mailing address, not building location.*

NAME: ____________________________  (Last) (First) (MI)

YOUR CAMPUS RESIDENCE:

(Street & No./Bldg./Apt.)  (City)  (State)  (Zip)

CAMPUS TELEPHONE(S):   &  

YOUR PERMANENT ADDRESS:

(Street & No./Bldg./Apt.)  (City)  (State)  (Zip)

HOME TELEPHONE(S):   &  

SIGN STUDENT STATEMENT  IF YOU VOTE. Give City & State

E-MAIL ADDRESS:

EDUCATION: List all colleges and universities you have attended; begin with the most recent and work back in time. Request all official transcripts to be sent to your CLO. Complete the statement of coursework-in-progress, signed/certified by a campus official.

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<th>Institution</th>
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Your application is not complete without the required transcripts and all specified certifications.

REQUEST ALL TRANSCRIPTS  REQUEST AND INCLUDE REQUIRED CERTIFICATIONS

SPECIAL SKILLS: Selectively list your most pertinent skill(s), talent(s), interest(s), achievement(s), honor(s), and employment in this space. Do not write “see resume”.

RESUME: Include a resume with your application — one page only.

PREFERRED POLICY AREAS: (See overside. List in order of preference: 1 being the first) those topical areas of most interest to you.

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CONFIDENTIAL REFERENCES: Ask that three confidential letters of reference be sent directly to your CLO.

NAME: ____________________________  Position/Title: ____________________________  Institution: ____________________________  Direct Telephone Number: ____________________________

ESSAY: Submit original recent work only, double-spaced, limited to 6 to 8 pages.

GIVE TITLE OF ESSAY: ____________________________

TWO MEMORANDA: 1) A policy proposal. 2) A rebuttal. (Each one page only, single-spaced).

STATEMENT OF PURPOSE: Discuss your purpose in applying, limited to one side of an 8 1/2 x 11 sheet, single-spaced.

New York State Senate

UNDERGRADUATE SESSION ASSISTANTS PROGRAM

Use only the official application, here or online. Type or print legibly. Incomplete, illegible or inappropriately completed applications may not be considered. Application materials are not returnable. Applications should be complete upon receipt, including all signatures, and should be in the hands of the Campus Liaison Officer by the deadline of October 25, 2017. Questions should be directed to the Campus Liaison Officer, Zoe Nelson, 518-434-4157 or by email zm22@cornell.edu. Please mail application to Zoe Nelson, Cornell University, 126 State St., Suite 200, Albany, NY 12207.