

INTERNSHIP PROGRAM APPLICATION

PAPERCLIP FOUR
COLOR 2" X 2"
OFFICIAL PASSPORT PHOTOS
(of your head and shoulders)
HERE.

Write your name on the back of
each photo.

Name: _____
FIRST MIDDLE LAST

What name do you prefer to be called? _____

Are you currently attending a degree program? Yes No

If so, please indicate your home institution: _____

CURRENT ADDRESS:

Street: _____

City: _____

State: _____ Zip: _____ Country: _____

Telephone: () _____

Cell Phone: () _____

Skype Name (optional): _____

T-Shirt Size: Men's Women's

XS S M L XL

PERMANENT ADDRESS:

Street: _____

City: _____

State: _____ Zip: _____ Country: _____

Telephone: () _____

Email: _____

PERSONAL INFORMATION:

Sex: M F Date of Birth (MM/DD/YYYY): _____

Country of Citizenship: _____

Country of Birth: _____

Do you have a passport: YES NO In Process

If no, please obtain a passport application from a post office to begin the process immediately. The issuance of a passport can (at times) take 2 to 3 months.

Date of Expiration: _____ Country of Issuance: _____

Have you lived outside the U.S. for more than 3 months in the last 5 years? YES NO If so, where? _____

SELECT A PROGRAM

#1 PDAC Internship - Credit for this program is provided through Chapman University. Do you wish to transfer this credit to your home university? Yes No

#2 Custom Date Internship - Do you plan on arranging credit through your home institution for this program? Yes No (Credit is not provided by Chapman University for this program.)

#3 PDNC Internship (Only available in Australia and New Zealand) Do you plan on arranging credit through your home institution for this program? Yes No (Credit is not provided by Chapman University for this program.)

PROGRAM DATES

#1 PDAC Internship

January 20 _____

May 20 _____

June 20 _____

September 20 _____

#2 Custom Date Internship

Intended Start Date: _____

Intended End Date: _____

#3 PDNC Internship

January 20 _____

June 20 _____

September 20 _____

COUNTRY OF INTEREST

Australia

New Zealand

Shanghai, China

Hong Kong

No Preference

FOREIGN LANGUAGE PROFICIENCY

Foreign language proficiency is not required, however, if you plan to take foreign language instruction as part of your academic course load, please indicate the language and your current level of proficiency:

Language

Mandarin

Cantonese

Level of Proficiency

Beginner

Intermediate

Advanced

How many semesters of college have you completed in this language?

ETHNIC BACKGROUND (OPTIONAL)

The information requested below is strictly voluntary and will be used only for data collection. It will not be used as a basis for admission or in a discriminatory manner.

African-American

Chicano or Mexican-American

Multi-Ethnic Background

American Indian or Alaskan Native

Hispanic

Pacific Islander

White, Non-Hispanic

Asian

Other

SPECIAL NEEDS:

Do you have any special needs that should be noted in order to accommodate your participation in this program (i.e. academic, learning, mobility, dietary, etc.)? _____

STATEMENT OF PURPOSE:

Please take some time to complete the following questions about the type of internship experience you are seeking:

- Please list the field(s) of study you hope to be placed in for your internship. List up to 3 fields of study in order of preference.
- Please describe your past and current work experience (including any volunteer work) that relates to the type of internship you are seeking. If you do not have any previous work experience, please tell us what skills you will bring to an internship placement. Please be sure to include this same information on your resume.
- How will your participation in this internship abroad compliment your academic and professional objectives?
- Please describe your interests and extracurricular activities.
- How will an organization benefit by having you as an intern?
- What other information or specific requests would you like for us to consider when making your internship match?

ACADEMIC INFORMATION:

Home Institution: _____

Class Standing (circle one): **Freshman** **Sophomore** **Junior** **Senior** Other: _____

GPA (on a 4.0 scale) _____
Canadian students may provide grade average %

Other universities/colleges attended: _____

Major: _____ Minor: _____ Expected Graduation Date: _____

1) Emergency Contact:

Name: _____

Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: () _____ Work: () _____

Cell #: () _____

E-mail: _____

Do you give GlobaLinks Learning Abroad permission to provide advice to your emergency contact, parents and/or guardian with regard to your involvement in the program, including general program details, enrollment, academic, and financial information, as well as personal emergency health and safety matters? YES NO

2) Emergency Contact:

Name: _____

Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: () _____ Work: () _____

Cell #: () _____

E-mail: _____

Do You Receive Financial Aid? YES NO

You should check with your home university's financial aid office about having this financial aid transfer to your program. We are available to consult with you if needed.

STUDENT STATUS AND PROGRAM INFORMATION

Please indicate here if you are currently undertaking a degree program or if you have graduated.

I am undertaking a degree program at my home institution.

(Please have your Study Abroad or International Programs Advisor complete the following Advisor and Participant Academic Standing section.)

I have graduated and am participating on this program on my own.

(Please skip the Advisor, Participant Academic Standing and Credit Transfer sections below.)

Please visit your home institution study abroad/international program advisor to discuss your study abroad plans and to have the following sections completed.

STUDY ABROAD / INTERNATIONAL PROGRAMS ADVISOR

Name: _____

Title: _____

Institution Name: _____

Name of Office: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: () _____ Fax: () _____

Email: _____

ACADEMIC STANDING (To be completed by the home institution advisor.)

1. Is this student seeking a degree at the home institution? Yes No
2. Is the student considered to be in good academic standing? Yes No
3. Has this student ever been involved in any serious legal or disciplinary action while attending your institution? Yes No Unknown (if yes, provide the official record)
4. Has this student ever been on academic probation while attending your institution? Yes No Unknown
5. Does this student have the home institution's approval to study abroad through GlobaLinks Learning Abroad? Yes No

CREDIT TRANSFER

(For students attending the PDAC Internship Program who wish to transfer credit, you must have this section completed by your home institution advisor.)

1. The home institution will transfer credits: Yes No Unknown at this time, as approval will be determined when internship is arranged
2. The home institution will transfer credits if the student receives passing marks (PDAC internships are credited as pass/no pass): Yes No
3. The home institution will transfer failing marks: Yes No
4. The home institution will award: (Circle One)
 Letter Grades Pass/Fail Transfer Credit Other
5. These marks will be calculated in his/her GPA: Yes No

Details and signature of person completing the above questions:

Name: _____ Title: _____

E-mail: _____ Phone: _____

Signed: _____ Date: _____

This application is not complete until all of the following are received

- _____ Completed application with all signatures
- _____ Statement of Purpose
- _____ MyLearn Account
- _____ \$30 USD (do not send cash) non-refundable application fee (make checks payable to GlobaLinks Learning Abroad), or if you have a valid fee waiver code, enter it here _____
- _____ Four 2" x 2" official passport photos
- _____ Official transcript
- _____ Two letters of reference
- _____ Cover letter and resume

Declaration

I hereby certify that to the best of my knowledge the information provided and the statements I have made on this application are true and complete. I understand that if found otherwise, it is sufficient cause for refusal or dismissal.

I hereby authorize GlobaLinks Learning Abroad to forward copies of my application including transcripts and any and all records to the home/host institutions and associated personnel with regard to participation in this program.

I hereby authorize GlobaLinks Learning Abroad to distribute my name, address, email address and telephone numbers to other participants who will be attending the program prior to departure.

I hereby authorize the accrediting institution to forward an original transcript to GlobaLinks Learning Abroad, who will then forward the original to my home university.

I hereby allow the release of information between the host institution/program, the home university and GlobaLinks Learning Abroad when it concerns enrollment, academic, financial, health, safety and disciplinary matters.

I hereby acknowledge and agree to the GlobaLinks Learning Abroad Payment Schedule and Cancellation/Refund Policy as located on the website at www.globalinksabroad.org/refundpolicy.pdf

I hereby give my consent to the GlobaLinks Learning Abroad Resident Director's or other appointed program official, to secure necessary medical treatment through appropriate medical staff in case of extreme medical emergency if I am physically unable to give such consent or when a delay in obtaining such consent could constitute a serious risk of life.

I agree to abide by the rules and regulations of GlobaLinks Learning Abroad, the host institution/program, sponsoring university and/or program provider. I understand that failure to do so may result in immediate dismissal from the program.

Print Name: _____

Signature: _____

Date: _____

STUDENTS SIGN HERE

Application Procedures

Internship programs are open and accessible to all students of varying backgrounds and needs. We seek to work with each intern, their home university, and the internship site to ensure the needs of the intern can and will be met during this international experience.

Applications are accepted as early as 12 months in advance of an internship start date. Placements may be full prior to the application deadline, because applications are accepted and reviewed on an individual basis through rolling admissions. If your desired placement is no longer available, we will try to provide you with other options. Please apply early for the best chance of obtaining your placement choice. There are no guarantees that you will be placed in an internship, but our success rate is very high.

Application Form

You can apply online at www.globalinksabroad.org/apply. Alternately, complete the application form (front and back) including all required signatures. Your program choice can be changed in the initial stages of the process without additional application fees.

MyLearn Account



Once your application has been received, you will be able to view program details, status updates, program specific announcements, application and enrollment checklists, and much more through your personalized MyLearn account. If you have not already created a MyLearn account, one will be created upon receipt of your application and you will be given a login and password at that time.

Official Transcript

Order one official transcript from your home university. If you are applying for a PDAC internship, you must have a minimum of 45 semester credits. PDNC and Custom Date Internships do not require a minimum number of credits. This transcript can be included with your application or your university can mail it directly to our office. If you have attended more than one university or college, you will need to submit official transcripts from each institution.

Internship Program Application Deadlines*

Oct. 1, 2011 for January 2012 PDAC program
Feb. 1, 2012 for May 2012 PDAC program
March 1, 2012 for June 2012 PDAC program
June 1, 2012 for September 2012 PDAC program

Oct. 1, 2011 for January 2012 PDNC program
March 1, 2012 for June 2012 PDNC program
June 1, 2012 for September 2012 PDNC program

For all Custom Date Placements, the application deadline is four months prior to intended start date.

**Dates are subject to change.*

Mail Documents To:

GlobalLinks Learning Abroad - Internships
12050 N. Pecos Street, Suite 320
Westminster, Colorado 80234

Applications are reviewed on an individual basis through rolling admissions. Call 1-800-980-0033 Monday - Friday, 8:00 a.m. - 5:00 p.m. (Mountain Time) if you have any questions.

Letters of Reference

You will need to submit two letters of reference with your application. Those letters can come from professors, advisors, current/previous employers, or any combination of the three. Letters should be submitted on official university or company letterhead and address "To Whom it may Concern."

Cover Letter and Resume

Please submit a current one-page resume and a cover letter along with your application. You should focus your cover letter on describing the type of internship you are seeking and your goals for that internship. Please refrain from referencing a specific internship placement in your cover letter.

Statement of Purpose

This information will be used by the Internship Placement Coordinator in-country who will be locating your internship. Please provide complete responses to each question on a separate document. Please verify that all sentences are complete; spelling, grammar, and punctuation are correct; and questions are answered completely.

Photographs

Obtain 2" x 2" official passport photographs (of your head and shoulders). ONLY color photos are accepted. These are for identification purposes on several forms and must be sent with your application. Please write your name on the back of each photo.

Application Fee

The \$30 USD application fee can be paid by check or credit card. Please make checks payable to GlobalLinks Learning Abroad. Credit card payments can be made through your MyLearn account. Canadian students making payment by check should obtain a U.S. dollar bank draft. Applicants from an affiliate school can waive their application fee by contacting us or their study abroad office.

Program Deposits*

As mentioned on page 32, there will be two different program deposits before you are confirmed into your internship placement. Once your application is reviewed, you will pay a \$400 deposit before we send your application overseas. After your internship has been arranged, you will then secure your place in the program with a \$1,500 payment. **Amounts subject to change.*