



INTERNSHIPS
IN EUROPE

INSTRUCTIONS FOR APPLYING TO THE INTERNSHIPS IN EUROPE STUDY ABROAD PROGRAMS

Print or type all parts of this application, and send all materials to:

Educational Programmes Abroad
Lattimore Hall 206
University of Rochester
Rochester, NY 14627-0375

Tel# 585.275.7532
Fax# 585.276.2167

email: usoffice@epa-internships.org

Application checklist

A completed application consists of the following parts:

- Part 1: General Information
- Part 2: Internship application
- Part 2a: Essay (also in host country language for Germany and Spain)
- Part 3: Academic Recommendation (required), Character Recommendation (optional)
- Part 3a: Foreign language Recommendation (for foreign language internships only)
- Part 4: Academic Information
- Part 5: Housing Information
- Official Transcript* – One from each college attended
- Résumé or C.V.* One page; guidelines can be found here: www.rochester.edu/careercenter/students/Resumes.pdf
- Four passport photos.* Print your name on the back.

Application Deadlines:

Summer: April 1 * Fall: May 1 * Spring: October 15
(Spring: Sept 15 for House of Commons, October 1 for Brussels and Madrid)

Applications are reviewed on a rolling basis. Early applications are encouraged due to processing times for student visa applications.

Part 1: General Information

Do not leave any lines blank.

Part 2: Internship Application

Before completing this section and writing your essay, refer to the detailed internship descriptions at our website. You may apply for more than one internship as long as your language ability qualifies you for the location. Indicate the types of placements in which you are interested, but not the names of actual companies or firms.

Part 2a: Essay

Your essay will be a major criterion for selection into the Internships Program. The ability to write clearly and concisely is a critical asset. Both EPA and your prospective internship supervisor will review your application to the program. If your internship is to be taken in a language other than English, please write the essay in that language.

In a short essay (no more than one page) explain why you would like to do an international internship. You may include information such as how previous coursework or experience relates to the internship field you have selected. Other details might include your short and/or long-term goals, or information about your career plans. For detailed guidelines on writing your essay, go to: <http://www.rochester.edu/College/internships/general/essay.html>

Part 3: Recommendations

One academic reference is required; a character reference is optional, but recommended. Your academic recommender should be someone from whom you have taken college coursework. The character recommender can be an employer or supervisor. Photocopy the form and give one to each person. If you plan to do an internship in a language other than English, you will need a language recommendation (Part 3a). Your foreign language recommender may also write the academic recommendation. Provide your recommenders with a stamped, addressed envelope to send the letters directly to us.

Part 4: Academic Information

Please provide additional academic and international information.

Part 5: Housing Information

Before deciding on a homestay or apartment housing, read the following information carefully.

Apartments. In all program centers, students can live in shared apartments. The advantages of apartment living include independence and easy commutes to city centers. Apartments are fully furnished and fully equipped. The program office makes all of the arrangements for students who request pre-arranged flats. There is a \$300 pre-arranged flat security deposit fee, payable prior to the beginning of the Program. It is refunded approximately six weeks after the end of the program, if no damage is done to the flats.

Information for LONDON students: All arrangements are made in advance for students living in pre-arranged flats. Students are housed together in groups of four to six in fully furnished and fully equipped flats in popular and convenient areas in and near central London. All London students will have a \$25 cleaning fee deducted from their housing refund.

Homestays. Students can request placement with a local family as a paying guest (Bonn, Madrid). Many students have found living with a foreign family a rewarding and culturally enriching experience, although it is important to understand that Europeans tend to rent rooms as a means of augmenting their incomes, rather than as a cross-cultural gesture, as is usually the case when American families take in foreign students. Besides their own room, students in homestays are provided with partial board. This includes Continental breakfast each day and at least four meals per week. Families with extra rooms to rent tend to live outside the city center, so students must be prepared for longer and costlier commutes than students in apartments.

Important note regarding passports and student visas:

You need a valid passport to travel overseas. Processing can take 6 weeks or more; apply or renew NOW. If you are applying to our semester programs in Brussels, Madrid, Edinburgh, or London, you WILL need to apply for a student visa (U.S. citizens and some non-US citizens). Find out NOW what the requirements are, as the application process can be long and very detailed. Note that you cannot apply for a visa until after you have been admitted to a program and that countries may require you to have a certain amount of money in your bank account prior to applying for a visa. Visit these websites for introductory information:

http://travel.state.gov/passport/passport_1738.html

<http://www.embassyworld.com>

<http://www.maec.es/SUBWEBS/EMBAJADAS/WASHINGTON/EN/MENUPPAL/CONSULARES/Paginas/Consular%20Services.aspx>

www.visa4uk.fco.gov.uk

<http://www.diplobel.us/StudyingBelgium/Visas.asp>

General Information – Part I

Name: _____ Ms. Mr.
Last, First M.I.

Home college or university _____

Email address: _____

Home (permanent) address: _____
Your address on campus: _____

Home telephone: () _____ Campus: () _____

Date of Birth (day/mnth/yr): _____ Cell phone: () _____

Country of citizenship (if not U.S., include type of visa): _____

Do you have a passport that will be valid for the duration of the program? Yes No, but I am applying for one.

If 'yes', write your passport number and date of expiration here _____

<p>FIRST CHOICE <i>Please add year on the line:</i> <input type="checkbox"/> Fall _____ <input type="checkbox"/> Spring _____ <input type="checkbox"/> Summer Session _____</p> <p>LOCATION: <input type="checkbox"/> Berlin <input type="checkbox"/> London <input type="checkbox"/> Bonn <input type="checkbox"/> Madrid <input type="checkbox"/> Edinburgh <input type="checkbox"/> Brussels</p>

<p>SECOND CHOICE <i>Please add year on the line:</i> <input type="checkbox"/> Fall _____ <input type="checkbox"/> Spring _____ <input type="checkbox"/> Summer Session _____</p> <p>LOCATION: <input type="checkbox"/> Berlin <input type="checkbox"/> London <input type="checkbox"/> Bonn <input type="checkbox"/> Madrid <input type="checkbox"/> Edinburgh <input type="checkbox"/> Brussels</p>

Emergency Contact Information: Include two people whom we can contact in case of emergency.

Name: _____

Relationship to you: _____

Day Telephone: () _____

Evening Telephone: () _____

Email: _____

Name: _____

Relationship to you: _____

Day Telephone: () _____

Evening Telephone: () _____

Email: _____

What will your class be at the time of the program: Junior Senior Other _____

Your Major(s) _____ Minor(s) _____ G.P.A./4.0 _____

Student Authorization:

I am applying to an Internship in Europe Program and authorize Educational Programmes Abroad to issue a transcript to my home school after my program of study. To ensure acceptance of academic credit, I realize that I must discuss my proposed program of study with the appropriate official of the college or university I expect to attend upon my return. Additionally, I understand that it is my responsibility to discuss the coursework and internship with my departmental advisor, and to secure written approval. I understand that *Educational Programmes Abroad cannot grant academic credit.*

Signature: _____ Date: _____

Internship Application – Part II

INTERNSHIP:

Business Health Sciences HlthSci/Medical Research Arts/Museum Theater Politics Politics/Law

Within the above field, please specify *types* of placement desired, e.g. Business might include marketing, finance, advertising, accounting, banking, publishing.

First Choice: _____

Second Choice: _____

Third Choice: _____

List the two courses from our web site that you're interested in taking (semester only; not relevant for summer):

1) _____

2) _____

Note that final course registration takes place after admission to the Program.

POLITICS AND LAW APPLICANTS ONLY: PLEASE COMPLETE THE FOLLOWING SECTION

Circle the term that best places you on the following political spectrum:

Far Left Left Left of Center Center Right of Center Right Far Right

Here is a list of major substantive and/or administrative policy areas in which you may be involved.

Circle your areas of interest:

Agriculture	Human Rights	Media	Treasury/Economic Affairs:
Arts	Industry:	Overseas Aid & Development	-Domestic Economy of Internship
Civil Service	-Industrial Relations	Penal System	country
Defense	-Small Business	Poverty	-Government Expenditures
Education	Information Technology	Race Relations	- Public Finance
Elderly	International Relations:	Regional Affairs	Urban/Inner-City Affairs
Employment	- W. Eur., E. Eur., Mdl	Sport and Leisure	Women's Issues
Energy/Environment	East, Dvlpg Ctries, US	Tourism	
Health, Social Security	Legal System	Trade	
Housing	Local Government	Transportation	

Brussels/European Parliament Committees: Circle your areas of interest:

- | | |
|-----------------------------------------------|-----------------------------------------------|
| 1. Foreign Affairs | 15. Culture and Education |
| 2. Development | 16. Legal Affairs |
| 3. International Trade | 17. Civil Liberties, Justice and Home Affairs |
| 4. Budgets | 18. Constitutional Affairs |
| 5. Budgetary Control | 19. Women's Rights and Gender Equality |
| 6. Economic and Monetary Affairs | 20. Petitions |
| 7. Employment and Social Affairs | 21. Human Rights |
| 8. Environment, Public Health and Food Safety | 22. Security and Defense |
| 9. Industry, Research and Energy | 23. Financial, Economic and Social Crisis |
| 10. Internal Market and Consumer Protection | |
| 11. Transport and Tourism | |
| 12. Regional Development | |
| 13. Agriculture and Rural Development | |
| 14. Fisheries | |

RECOMMENDATION FORM – PART III

Return to: Educational Programmes Abroad
Lattimore Hall 206
University of Rochester
Rochester, NY 14627-0375
Fax (585) 276.2167

If you will be faxing the recommendation, please also mail the original.

To the Student:

Please complete items 1-6 below, photocopy this form, and give one to each of your recommenders. Form for foreign language recommendation is on the other side of this page.

1. Name _____
Last First M.I. email address

2. Home college or university _____

3. City and type of internship to which you are applying _____
city internship

4. Please check the appropriate application deadline:
- SEPTEMBER 15 Spring House of Commons
 - OCTOBER 1 Spring Brussels, spring Madrid
 - OCTOBER 15 Other spring programs
 - APRIL 1 Summer programs
 - May 1 Fall programs

6. Under the Family Educational Rights and Privacy Act of 1974, I waive my right of access to this recommendation and understand that the information provided will be used only for the purposes for which it was prepared.

Signature _____ Date _____

To the Academic and Character Recommenders:

This student has applied for a place in the Educational Programmes Abroad Internships in Europe program where participants work as interns in London, Edinburgh, Bonn, Berlin, Brussels, or Madrid. The internships vary, but each involves tasks such as carrying out research and reporting to a supervisor, handling correspondence, drafting letters and speeches, making presentations; in short, working three to five days a week in a position of responsibility. The actual work assigned depends on the relationship the student forms with the supervisor. Student interns routinely handle important, and in some cases confidential, information, so we are looking for mature students who can be relied upon to be loyal and discreet.

The student needs to be of above-average intellectual ability. An avid and demonstrated interest in the subject area of the chosen internship is crucial. Please evaluate, to the best of your ability, the student's accuracy, diligence, maturity and judgment. Students will be working in busy offices, so they must have friendly and agreeable dispositions, work well with others, and be able to work independently.

Call (585) 275-8850 if you have questions. Many thanks for your time and assistance. Return this form with your letter, on letterhead, directly to the address above.

FOREIGN LANGUAGE RECOMMENDATION FORM – PART IIIa

Student Name: _____ Email address: _____

Number of years of language study:

Language _____ Years in: high school _____ college _____

Language _____ Years in: high school _____ college _____

To the Foreign Language Professor:

How recently has the student been in your class? _____

1. Present Language abilities:

Please indicate the level that best describes the student's present command of the language:

	<i>speaking</i>	<i>reading</i>	<i>writing</i>
Lacks minimal competence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses and understands simple vocabulary, basic grammar, short sentences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses and understands conventional, non-technical vocabulary, overall syntactical and grammatical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses and understands specialized terminology in fields of interest; complex structural patterns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Projected language Abilities:

Below, or on departmental letterhead, please comment on the applicant's ability to take courses and carry out an internship in the language within a reasonable time after arrival in the host country, and after a one-week intensive language orientation.

Name _____ Title _____

Institution _____ Department _____

Telephone () _____ Email _____

Signature _____ Date _____

Comments- - - - -

Part IV Academic Information

List the courses in which you are currently enrolled

List any additional courses that you plan to take before going abroad:

List any courses you have completed, with grades that are relevant to the internship you are seeking:

Briefly describe any previous international travel, work, or study experience.

Describe any academic or practical experience that directly relates to the type of internship for which you are applying:

List any computer programs you use comfortably:

Part V - Housing Information

Please choose one of the following housing options:

A. Homestay

B. Prearranged Flat (shared housing with other students)

(circle one)

Do you smoke? YES NO *(circle one)*

Do you mind a family or roommate who smokes?

YES NO *(circle one)*

For students who have chosen homestays: do you have objections to living with a family where there are: *(circle one)*

young children? YES NO

dogs? YES NO

cats? YES NO

How did you learn about the Educational Programmes Abroad Internships in Europe Program?

Study Abroad Office Faculty Advisor Past Program Participant

Poster

Study Abroad fair

campus information meeting

website _____

Other _____