## Application Components

When completed, your application should consist of the following items and be placed in the following order:

- Application form, with all required signatures
- Résumé
- Internship request statement
- Essay on topic related to one of the U.N. Millenium Development Goals
- Two letters of recommendation
- Transcript
- Phone interview with a Washington Center staff (may also be required)

Secure the application and supporting documents with one paperclip. Please do not use any staples.

### Important note about consideration for other Washington Center programs:

If you would like to be considered for The Ford Motor Company Global Scholars Program in addition to other opportunities at The Washington Center do not submit this application. Instead, submit the regular application, located at: http://www.twc.edu/students/how_to_apply.shtml and then email your additional essay about one of the U.N. Millenium Development Goals to enrollment@twc.edu. The additional essay is described more fully on the last page of this application.

## Additional Eligibility Requirements

1. **Passport:** Provide a copy of the first page of passport.
2. **TOEFL:** Applicants must present a valid TOEFL score of 80 or higher in order to qualify (equivalent to 550 on the paper based scale).
3. **J-1 VISA:** Foreign nationals who wish to enter the U.S. to participate in TWC training programs come under a J-1 Visa. To qualify for the J-1 Visa, you must:
   - Have two years of education or work experience in a field related to the training.
   - Know English well enough to perform successfully in the proposed position.
   - Plan to leave the U.S. within 30 days after completion of the program.
   - Have not held the J-1 Visa in the Trainee category previously.

### To apply for the J-1 Visa you must:

- Submit the complete TWC application before the deadline.
- Once accepted, TWC will send you the DS-2019 and DS-7002 forms with the acceptance letter.
- Make an appointment at the local U.S. Consulate in your country.
- At the appointment, submit the DS-2019 and DS-7002 forms along with your other required materials to obtain your J-1 Visa

4. **Health Insurance:** All applicants must be covered by an insurance plan that satisfies the requirements of the U.S. Department of State for the duration of the training program. Once you are accepted, you will receive more information on how to comply with these requirements.

5. **Financial Support:** The grant will cover most of the expenses associated with the program for the selected fellows. Awardees will have to provide a credit card for the housing deposit.

6. **Home Country Presence Requirement:** Some participants are required to spend two years in their home country before they are allowed to apply for another U.S. Visa. This requirement applies if:
   - Participation in the program was financed by the U.S. or a foreign government.
   - The skills that you are going to develop are listed as “special” in the State Department skills list.
   - A waiver procedure exists in certain cases.

### The Washington Center

actively strives for equal access to its programs for all regardless of race, religion, national origin, gender, sexual orientation, age, physical challenge or veteran status. All Washington Center programs attempt to include a diversity of students in order to enhance the educational experience for all participants.
Language proficiency (For placement purposes)
Use the following code to indicate your proficiency in (a) foreign language(s)
1 = Basic Knowledge, 2 = Proficient, 3 = Fluent, 4 = Native Speaker.

LANGUAGE(S)

NATIVE LANGUAGE
If English is not your native language you need to take the TOEFL
DATE TOEFL WAS TAKEN
SCORE

ADDITIONAL INFORMATION

HOUSING

For Students with special needs or requirements related to housing: The Washington Center’s Application for Services Form should be completed after acceptance into the program.

SIGNATURE:
DATE:

Home Institution’s Academic Calendar

Semester ☐ Quarter ☐ Trimester ☐ Year ☐ 4-1-4 ☐ Other

Status During Program—Select Highest Level of Education Attained

Second Semester Sophomore ☐ Junior ☐ Senior ☐ Received Undergraduate Degree ☐ 1st year Graduate Student ☐ 2nd year Graduate Student

3rd year Graduate Student ☐ Received Graduate Degree ☐ Other

II.I understand that I must live in The Washington Center housing AND I understand I must submit a completed Housing Reservation Contract in order to reserve my space

SIGNATURE:
DATE:

For Students with special needs or requirements related to housing: The Washington Center’s Application for Services Form should be completed after acceptance into the program.

Home Institution’s Academic Calendar

Semester ☐ Quarter ☐ Trimester ☐ Year ☐ 4-1-4 ☐ Other

Status During Program—Select Highest Level of Education Attained

Second Semester Sophomore ☐ Junior ☐ Senior ☐ Received Undergraduate Degree ☐ 1st year Graduate Student ☐ 2nd year Graduate Student

3rd year Graduate Student ☐ Received Graduate Degree ☐ Other
PROGRAM AND AREAS OF INTEREST

Internship Area Selection (From the list below, number your selections 1, 2, 3, indicating your first, second and third choices only.)

The Washington Center welcomes applications from students in all major fields. We are equipped to handle a wide variety of placement preference areas. In order to direct your application to potential placement agencies, please provide us with some initial information about your internship interests.

___ Arts
___ Education

BUSINESS
___ Accounting
___ Administration
___ Economics
___ Finance /Banking
___ International Business
___ International Trade
___ Marketing
___ Management Information Systems

COMMUNICATIONS
___ Advertising
___ Broadcast Journalism
___ Print Journalism
___ Public Relations

INTERNATIONAL
___ Area Studies (specify):
___ Communications
___ Foreign Policy
___ Human Rights
___ International Relations
___ Peace Studies/Conflict Resolution

MATH/STATISTICS
___ Math
___ Statistics

COMPUTER SCIENCE / IT
___ Area of Study

NONPROFIT
___ Advocacy / Interest Groups
___ Associations
___ Service (specify type):
___ Women’s / Gender Issues
___ Issue / Area of interest:

POLITICS
___ Campaigns
___ Congress / Legislative Affairs
___ Lobbying

LAW/CRIMINAL JUSTICE
___ Criminal Justice
___ Law Enforcement

SCIENCE
___ Health
___ Biology
___ Chemistry

ENGINEERING
___ Type

OTHER

CAMPUS LIAISON / SPONSOR AGREEMENT

I have reviewed this application and endorse this student’s candidacy for The Washington Center internship program. I certify that he/she will be receiving academic credit for this internship experience, as detailed on this application. I recognize that I am serving as a campus liaison or faculty sponsor for this student for the duration of the program and will receive all evaluations for the student.

STUDENT NAME

TITLE

DEPARTMENT OR OFFICE

COLLEGE OR UNIVERSITY

MAILING ADDRESS

E-MAIL

PHONE

FAX

SIGNATURE

DATE

APPLICATION COMPONENTS

Recommendation Letters

Two letters of recommendation are required. At least one of these letters must be from a faculty member (neither should be from a family member or friend).

Letters may be given to the student, in a sealed envelope, to forward to The Washington Center, or the recommender may send the letters directly to The Washington Center.

Issues Essay

In approximately 500 words, discuss a topic related to business, management, finance, or entrepreneurship.

Some suggestions for writing your issues essay:
- Conduct a web search among major news organization sites to find out about new and recent controversies in your field of interest.
- Ask your faculty advisor to identify developing issues in the field.
- Do not try to write a research paper. Simply demonstrate that you have a serious interest and some background knowledge about issues that are important in your field. Your essay will be shared with prospective placements, so indicate your concern for the issues, as well as your desire to learn more about them, and maintain an appropriate professional tone.

Statement of Professional Interest

In approximately 100 words describe the kinds of activities you would like to be involved with during your internship and how these activities would relate to your career goals.

Résumé

Include a one-page résumé that outlines your educational background, honors or recognitions, work experience, activities, special skills, travel, interests, etc. If you do not have a current résumé, check with your campus career center for advice on format. Please be sure to include any computer-related expertise or foreign language skills, as well as prior internships and community service activities.

Transcripts

Please submit an official transcript. The transcript may be sent separately.

More details about application documents can be found at our website http://www.twc.edu/app-docs.
### Policies and Agreements

**Disability Survey (Optional)**

Do you self-identify as a person with a disability?
- [ ] Yes
- [ ] No

**Required Agreements for all applicants**

All applicants are required to check the boxes and sign below indicating they have read and understand the following agreements. Applicants must also answer the questions found in this section:

- [ ] I understand it is my responsibility to be aware of all financial arrangements for my enrollment at The Washington Center for Internships and Academic Seminars, including any tuition or fees I may need to pay to my institution.
- [ ] I have read and understand The Washington Center’s Housing Refund and Cancellation Policy.
- [ ] I have read and understand The Washington Center’s Housing and Student Life Policy and Internship Policies.
- [ ] I have read and understand The Washington Center’s Financial Assistance Policies.

1. Have you ever been found responsible for a disciplinary violation at any post-secondary school you have attended, whether related to academic misconduct or behavioral misconduct, that resulted in your probation, suspension, removal, dismissal or expulsion from the institution?
   - [ ] Yes
   - [ ] No

2. Have you ever been convicted of a felony?
   - [ ] Yes
   - [ ] No

If you answered yes to either or both questions, please attach a separate document that gives the approximate date of each incident and explains the circumstances.

[ ] I authorize all post-secondary schools I’ve attended to release all requested records and authorize review of my application for the admission process.

**Optional Policy Agreement:** Please read below and sign if you consent to the following:

- [ ] I give The Washington Center (TWC) consent to disclose information from my education records to my parents or guardians (including information from my academic, placement, administrative, financial, and health records created by TWC or forwarded to TWC by my college or university) for the purpose of facilitating my placement and keeping parties informed of my internship progress. Such information may be disclosed to those individuals from the time that I apply to TWC until a two year period following completion of my internship.

**Special Conditions**

Please inform us of any special conditions TWC should be aware of in order for you to fully participate in our programs. Use a separate sheet if necessary.
RECOMMENDATION LETTER

To the Candidate

Please enter your name and name of your college or university. A copy of this form should be given to two individuals (a third is optional) who know you well. At least one letter must be from a faculty member (neither should be from a family member or friend). Each recommender should complete the bottom half of his/her copy. The recommender should provide the letter to you in a sealed envelope or mail it to TWC directly. All information is subject to verification.

NAME

COLLEGE OR UNIVERSITY

Waiver of Access: I have requested that this recommendation be filed for use in the selection process for The Washington Center’s externship program. In accordance with the Family Educational Rights and Privacy Act of 1994, I have indicated my intention regarding access to this recommendation by checking one of the following options. The recommendation will be sent to placement supervisors.

☐ I waive access to this recommendation
☐ I do not waive access to this recommendation

Signature of applicant

Signature     Date

To the Recommender

Thank you for taking the time to write on behalf of this applicant to The Washington Center for Internships and Academic Seminars. Please answer all the questions listed on the table. On a separate sheet of paper (institutional or business letterhead), please tell us why you endorse the student as an applicant for The Washington Center’s Internship Program. Be sure to address what you know about the student’s academic and professional experiences, participation in extracurricular activities, and work in school, government and community service. All letters should be written in English. Please give the letter and this form to the applicant, in a sealed envelope, or send it directly to:

Enrollment Services
The Washington Center
1333 16th Street, NW
Washington, D.C. 20036

We suggest you retain a copy for your records. We appreciate your efforts on behalf of this candidate and look forward to hearing from you.

NAME AND TITLE (PRINT)

ORGANIZATION

DAYTIME PHONE

FAX

E-MAIL

AREA CODE     NUMBER

AREA CODE     NUMBER

SIGNATURE     DATE

How do you rate the candidate on the following criteria?

<table>
<thead>
<tr>
<th></th>
<th>OUTSTANDING</th>
<th>VERY GOOD</th>
<th>ABOVE AVERAGE</th>
<th>AVERAGE</th>
<th>BELOW AVERAGE</th>
<th>UNOBSERVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTELLECTUAL CURIOSITY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SERIOUSNESS OF PURPOSE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOTIVATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONCERN FOR OTHERS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LEADERSHIP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACADEMIC ACHIEVEMENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POTENTIAL FOR GROWTH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
GENERAL POLICIES & CANCELLATION POLICIES

HOUSING CANCELLATION POLICY

<table>
<thead>
<tr>
<th>Cancellation Date</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 or more days prior to check-in</td>
<td>Forfeiture of $300 housing security deposit</td>
</tr>
<tr>
<td>Fewer than 14 days prior to check-in</td>
<td>Forfeiture of $300 housing security deposit and an additional $500 cancellation fee</td>
</tr>
<tr>
<td>On or after check-in day</td>
<td>No refund; 100% housing fee due and payable to The Washington Center</td>
</tr>
</tbody>
</table>

Housing and Student Life Policies

You must abide by the policies in the Housing Reservation Contract, Student Code of Conduct and the following rules and regulations:

- All students are required to have health insurance and provide proof of insurance upon request.
- The Washington Center is not responsible for any loss, theft or damage to your personal property. Insuring your valuables is recommended.
- No pets are allowed in Washington Center housing facilities, with the exception of service animals used for official purposes.
- Smoking is not allowed in Washington Center housing facilities.
- The Washington Center reserves the right to change student accommodations at any time. To consolidate vacant spaces, students may be required to relocate to another apartment or housing facility.
- The Washington Center reserves the right to remove any student or guest from our housing facilities; students whose conduct is considered disruptive, harmful or potentially harmful to others or themselves, may be removed from the program immediately.
- If a student’s financial assistance requires that he/she live in TWC housing, cancellation of housing will result in a loss of that assistance and the student’s bill will be adjusted accordingly. To cancel your housing reservation, you must submit notification, in writing, to housing@twc.edu. No cancellations will be taken by phone or in person by a member of TWC staff. The Washington Center does grant partial refunds on housing under certain circumstances as specified in Table A.

Internship Policies

- The application form, plus the supporting documents provided, become the property of The Washington Center and will be shown to potential supervisors of the internship. The materials will not be returned or transferred to other institutions or potential employers.
- All students are required to have health insurance and provide proof of insurance upon request.
- Students are responsible for any and all medical expenses that may be incurred, either personally or through insurance coverage.
- By signing the application, a student certifies that he or she has completed this application and that the information is accurate. Information is subject to verification.

Financial Assistance Policy

Financial assistance from The Washington Center is awarded independently from admission and is not need-based. It includes, but is not limited to, any amounts provided by the internship placement directly to the student or to The Washington Center.

In order to be considered for assistance, you must (1) live in Washington Center-provided housing and (2) successfully complete your Washington Center program (all work must be awarded a grade of C or higher). If you fail to meet either of these requirements, all financial assistance monies must be returned to The Washington Center, and you will be re-invoiced accordingly.

For more information contact TWC at internationalinfo@twc.edu or call us at 800-486-8921.

MAIL YOUR APPLICATION TO:

ENROLLMENT SERVICES
The Washington Center for Internships and Academic Seminars
1333 16th Street, NW
Washington, D.C. 20036