

Application Spring 2010

U.S. - China Bilateral Trade Internship Program

Please consult your campus liaison or sponsor before you apply.

For questions on the application process, please refer to TWC materials, e-mail info@twc.edu or call 1-800-486-8921.

U.S. STUDENTS

Mail your application to:
Enrollment Services
The Washington Center
1333 16th Street, NW
Washington, D.C. 20036

CHINESE STUDENTS

Please give your application to your University International Exchange office.

APPLICATION COMPONENTS

When completed, your application should consist of the following items and be placed in the following order: (See page 5 for instructions).

- application form, with all required signatures
- résumé
- internship request statement
- essay on topic related to the U.S.-China bilateral relationship
- 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.
Do not use any staples.

GENERAL ELIGIBILITY REQUIREMENTS

- Be enrolled in an one of the following universities during the term of your internship:
In China: Last year or recent graduates from Fudan University, Peking University, Tsinghua University.
In the U.S.: Junior or senior from California State University-Long Beach, University of Washington, Washington University in St. Louis.
- Maintain a Grade Point Average (GPA) of at least 3.0 on a 4.0 scale. If your GPA is below 3.0 your application **MAY** be considered with a third recommendation letter.
- Receive academic credit from your college or university for your participation in the internship program (not required for students attending Chinese institutions). The Washington Center (TWC) does not grant academic credit.
- Receive the endorsement of your campus liaison or of a faculty sponsor. All applications need the endorsement of the sponsoring home institutions (not required for students attending Chinese institutions).

CHINESE STUDENTS ADDITIONAL ELIGIBILITY REQUIREMENTS

Chinese applicants must meet the same requirements as U.S. citizens, plus the following 6 additional requirements:

- 1. Passport:** Provide a copy of the first page of passport.
- 2. TOEFL:** Applicants must present a valid TOEFL score of 213 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 or intern 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 the DS-7002 forms with the acceptance letter.
- Make an appointment at the local U.S. Consulate in China.
- At the appointment, submit the DS-2019 and the 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 this requirement.

5. Financial Support: The grant will cover 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 Requirements: 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.

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CHINESE STUDENTS

Please give your application to your University International Exchange office.

LAST NAME _____

FIRST NAME _____
First Middle Initial or Name

COLLEGE OR UNIVERSITY AWARDDING CREDIT _____

HOME INSTITUTION _____
(enter name of home institution if different from above)

DATES ATTENDED to
Month Year Month Year

GPA _____ EXPECTED DATE OF GRADUATION _____

DEPARTMENT(S) AWARDDING CREDITS _____

MAJOR _____

MINOR _____

NUMBER OF CREDITS YOU WILL RECEIVE FOR THE PROGRAM _____

U.S. CITIZEN PERMANENT U.S. RESIDENT INTERNATIONAL STUDENT

For international students:
 Attending school in the United States
 Graduated or Attending school outside of the United States When does your Visa expire? _____

PLACE OF BIRTH _____
City State/Province Country

COUNTRY OF CITIZENSHIP _____

COUNTRY OF LEGAL PERMANENT RESIDENCE _____

Permanent Address

STREET _____

CITY _____ STATE _____ COUNTY _____

COUNTRY _____ POSTAL CODE _____

Is your permanent address the address of at least one of your parents or guardians? YES NO

Current Address UNTIL
Month Year

STREET _____

CITY _____ STATE _____ COUNTY _____

COUNTRY _____ POSTAL CODE _____

Other Contact Information

PERMANENT HOME PHONE _____
Area Code Number

CURRENT PHONE _____
Area Code Number

MOBILE PHONE _____
Area Code Number

PRIMARY E-MAIL _____ SECONDARY E-MAIL _____

Emergency Contact

NAME _____ RELATIONSHIP _____

HOME PHONE _____ WORK PHONE _____
Area Code Number Area Code Number

MOBILE PHONE _____ PRIMARY E-MAIL _____
Area Code Number

MALE FEMALE

DATE OF BIRTH
Month Day Year

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 _____

ADDITIONAL INFORMATION

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) _____

SPEAKING _____ READING _____ WRITING _____

For International Students Only

NATIVE LANGUAGE _____
If English is not your native language you need to take the TOEFL

DATE TOEFL WAS TAKEN
MONTH DAY YEAR

SCORE _____

Disability Survey (optional)

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

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 ___ Law (specify type): _____ ___ Criminal Justice ___ Law Enforcement SCIENCES ___ Health ___ Biology ___ Chemistry ENGINEERING Type _____ OTHER _____
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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.

NAME _____

TITLE _____

DEPARTMENT OR OFFICE _____

COLLEGE OR UNIVERSITY _____

MAILING ADDRESS _____

E-MAIL _____

PHONE _____ FAX _____

SIGNATURE _____ DATE _____

HOUSING

I will live in 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.

POLICIES AND AGREEMENTS

NAME _____
FIRST MIDDLE INITIAL OR NAME LAST NAME

SOCIAL SECURITY NUMBER (or passport number for international students) _____

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 Admissions Policy (Page 5).
- I have read and understand The Washington Center's Housing Refund and Cancellation Policy (Page 5).
- I have read and understand The Washington Center's Housing and Student Life Policy and Internship Policies (Page 5).
- I have read and understand The Washington Center's Financial Assistance Policies (Page 5).

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.

SIGNATURE DATE

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.

SIGNATURE DATE

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 internship programs. 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?

	OUTSTANDING	VERY GOOD	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	UNOBSERVED
INTELLECTUAL CURIOSITY						
SERIOUSNESS OF PURPOSE						
MOTIVATION						
CONCERN FOR OTHERS						
LEADERSHIP						
ACADEMIC ACHIEVEMENT						
POTENTIAL FOR GROWTH						

How long have you known this applicant? _____

In what capacity? _____

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 the U.S.-China bilateral relationship. Include in this discussion your personal views on this issue. 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.

Internship Request Statement*

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.

* Examples of some of these components can be found at our website <http://www.twc.edu>.

GENERAL POLICIES & CANCELLATION POLICIES

Admissions Policy

The review process is comprehensive with admissions decisions based on the strength of each student's application (including the essays, letters of recommendation and other supporting documents) and a determination of whether an appropriate internship can be secured for the applicant. Unless notified of a student's intention to withdraw from our program (or decline admission), The Washington Center assumes that all accepted students plan to participate in our program.

Housing Refund and Cancellation Policy

Upon acceptance to The Washington Center, you will be directed to our housing website, where you can download the Housing Reservation Contract. This contract must be completed and returned with your \$300 Housing Security Deposit six (6) weeks prior to your scheduled check-in date. The deposit will hold your space in housing. Once the contract has been submitted, the Housing Security Deposit will be forfeited if you cancel your housing, and additional fee may be assessed as outlined in Table A.

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.

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 Washington Center housing, removal from said housing will result in a loss of financial assistance and the appropriate amount will be added to the student's bill.
- Each intern, regardless of scholarship, is required to provide a check or credit card imprint for a Housing Security Deposit of \$300 with their Housing Reservation Contract. A final charge amount will be determined after all charges are received from building management. This determination will not be made until at least 10 weeks after departure.

HOUSING REFUND POLICY

Table A

If you notify TWC of Cancellation	Refund/Charge
14 or more days prior to check-in	Forfeiture of \$300 Housing Security Deposit. Remainder of housing fee refunded.
Fewer than 14 days before check-in	Forfeiture of \$300 Housing Security Deposit and additional \$500 cancellation fee. Remainder of housing fee refunded.
On or after check-in	100% housing fee due and payable to TWC. No refund.

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 my 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 contained in it (including the résumé and other supporting documents) is accurate. Misrepresentation of information contained in the application and supporting documents may result in denial of acceptance, revocation of acceptance, or removal from the program. 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 info@twc.edu or call us at 800-486-8921.