



For Internships and Academic Seminars

Please contact **The Washington Center** to find out if your institution is affiliated with **The Washington Center**. You can call our Institutional Relations Department at 202-336-7560 or info@twc.edu. Keep a copy for your records. Mail your application to The Washington Center for Internships and Academic Seminars, 2301 M. Street, N.W. 5th Floor, Washington, D.C. 20037-1427. Fax to: Karen Lopez (202) 336-7609



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

PERSONAL INFORMATION

LAST NAME		_____	
FIRST NAME		First	Middle Name
_____		_____	_____
COLLEGE OR UNIVERSITY			

<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE	<input type="checkbox"/> U.S. CITIZEN	
DATE OF BIRTH	____ ____ ____ ____		
	Month Day Year		
PLACE OF BIRTH	____ ____ ____ ____		
	City State/Province Country		
<input type="checkbox"/> Single	<input type="checkbox"/> Married		
Current Address		UNTIL	____ ____
			Month Year
STREET			

CITY	STATE	POSTAL CODE	
_____	_____	_____	
COUNTRY			

Permanent Address			
STREET			

CITY	STATE	POSTAL CODE	
_____	_____	_____	
COUNTRY			

Other Contact Information			
CURRENT PHONE			
_____	Area Code	Number	
_____	_____	_____	
MOBILE PHONE			
_____	Area Code	Number	
_____	_____	_____	
PERMANENT HOME PHONE			
_____	Area Code	Number	
_____	_____	_____	
PRIMARY E-MAIL(S)			

OTHER E-MAIL(S)			

Emergency Contact			
NAME			

RELATIONSHIP			

WORK PHONE	HOME PHONE		
_____	_____		
Area Code	Number	Area Code	Number
_____	_____	_____	_____
MOBILE PHONE			
_____	Area Code	Number	
_____	_____	_____	
E-MAIL			

Remember to address all correspondence to:

Norm Mineta Internship Immersion Program
The Washington Center
for Internships and Academic Seminars
2301 M Street, N.W., 5th Floor
Washington, D.C. 20037-1427

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Term for which you are applying

YEAR 20 ____

- | | |
|--|---|
| <input type="checkbox"/> Spring Semester | <input type="checkbox"/> Winter Quarter |
| <input type="checkbox"/> Summer Term | <input type="checkbox"/> Spring Quarter |
| <input type="checkbox"/> Fall Semester | <input type="checkbox"/> Summer Quarter |
| | <input type="checkbox"/> Fall Quarter |

Home Institution's Academic Calendar

- Semester Quarter Trimester 4-1-4
 Other _____

Status During Program

- Second Semester Sophomore Junior Senior

DATES ATTENDED ____|____|____|____| to ____|____|____|____|
Month Year Month Year

GPA _____

EXPECTED DATE OF GRADUATION _____

MAJOR _____

GPA in Major _____

Department(s) awarding credits if applicable _____

Number of credits you will receive for the program _____

Please fill out the following for Security Clearance purposes

HEIGHT _____

WEIGHT _____

HAIR _____

EYES _____

Diversity Survey

Some placements have diversity initiatives, and this information may be helpful in identifying appropriate candidates. Please indicate the racial/ethnic group with which you most closely identify.

- | | |
|---|---|
| <input type="checkbox"/> African American | <input type="checkbox"/> Alaska Native or American Indian |
| <input type="checkbox"/> Latino / Hispanic | Enrolled member of: |
| <input type="checkbox"/> White, non-Hispanic | <input type="checkbox"/> A federally recognized tribe |
| <input type="checkbox"/> Asian American or Pacific Islander | <input type="checkbox"/> A state recognized tribe |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Self-identify |

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

NONPROFIT

- Advocacy / Interest Groups
- Associations
- Service (specify type)

POLITICS

- Campaigns
 - Congress / Legislative Affairs
 - Lobbying
- Please indicate political affiliation:

LAW/CRIMINAL JUSTICE

- Law (specify type):

- Criminal Justice
- Law Enforcement

SCIENCES

- Computer Science / IT
- Engineering / Technology
- Health / Sciences
- Math / Statistics

OTHER

It is preferred and recommended that students receive academic credit from their home institutions. Students who cannot arrange credit may omit the campus sponsor agreement. If your institution is not affiliated with TWC, but you would like to receive credit, please contact contact Roshni Lal at roshnil@twc.edu.

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 _____

Would you like to be contacted about enrolling in a one-month intensive English program prior to starting your TWC program? Yes No

Did you hear about TWC through Kaplan? Yes No

State and congressional district in which you vote (optional, for U.S. citizens)

If your placement cannot be reached by bus or subway, can you bring a car to commute to work?

(Unless your placement requires the use of a car, due to limited parking, we strongly discourage bringing a car.)

CAMPUS LIAISON / SPONSOR AGREEMENT

I have reviewed this application and endorse this student's candidacy for a TWC internship program. I certify that he/she will be receiving academic credit for this internship experience, as detailed on the Internship 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 _____

My campus is not currently affiliated with The Washington Center. Please send me information regarding affiliation.

HOUSING

I request that The Washington Center reserve space for me in its facilities.
I understand I must submit a completed Housing Reservation Contract in order to reserve my space

SIGNATURE DATE

Please indicate any special needs or requirements related to housing that we should be aware of (use separate sheet if necessary):

I do not plan to live in Washington Center housing. My residence during the internship will be:

ADDRESS _____

PHONE _____
Area Code Number

APPLICATION COMPONENTS AND ELIGIBILITY

Application Components

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

- Cover letter (1-2 pages)
- Resume
- Official College transcript
- Copy of Student's official university financial assistance award statement and/or copy of notification for financial awards from other sources
- TWC Norm Mineta Internship Immersion Application

General Eligibility Requirements

If you are applying to the Norm Mineta Internship Immersion Program, you must:

- Be officially enrolled in an accredited college or university actively seeking an undergraduate degree
- Have at least 45 academic credit hours completed towards a degree at the time of the internship program
- Have at least a 2.95 cumulative GPA or 2.95 GPA in your official major
- Be a US citizen without dual citizenship status
- Pass a security clearance at the Secret level
- As defined by Congress, be economically disadvantaged and/or receiving financial assistance/scholarships

POLICIES AND AGREEMENTS

Policy agreement for students

NAME _____
FIRST MIDDLE NAME

LAST NAME _____

SOCIAL SECURITY NUMBER _____

I understand that 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 The Washington Center and/or my institution. See page 22 in Viewbook.

SIGNATURE DATE

I have read and I understand The Washington Center's Refund Cancellation Policies

SIGNATURE DATE

I have read and I understand The Washington Center's Housing and Student Life Policies and Internship Policies

SIGNATURE DATE

I have read and I understand The Washington Center's Financial Assistance Policy

SIGNATURE DATE

Disability Survey (optional)

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

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.

GENERAL POLICIES & CANCELLATION POLICIES

Housing Refund and Cancellation Policy

Upon acceptance to TWC, you will be directed to our housing website, where you can download the Housing Reservation Contract. This contract must be completed and returned ASAP. 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.

Housing Security Deposit

A refundable fee of \$250. Each intern, regardless of scholarship, is required to provide a credit card number for any charges/damages, lost keys, etc. that he/she might incur within our housing. There is no exception to this rule. 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 and Student Life Policies

Students receiving financial assistance awards from TWC are required to live in our housing facilities. Awards are applied to housing fees. If you choose to live in TWC housing during your internship, you must abide by the policies in the Housing Reservation Contract, Student Code of Conduct and the following rules and regulations:

- You 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 TWC housing facilities, with the exception of service animals used for official purposes.
- Smoking is not allowed in TWC 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, removal from said housing will result in a loss of financial assistance and the appropriate amount will be added to the student's bill.

Internship Policies

- I understand that the application form, plus the supporting documents I provide, become the property of The Washington Center and will be shown to potential supervisors of my internship. I will not request that the materials be returned or transferred to other institutions or potential employers.
- During my internship, I understand that I am responsible for any and all medical expenses that may be incurred. I am responsible either personally or through my insurance coverage.
- I certify that I personally have completed this application and that the information I am providing is complete and accurate. Information is subject to verification.