



Application 2008

For full application instructions, please see pages 7 to 9. Remember to address all correspondence to:

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

An online application is available on our website at <http://www.twc.edu>.

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

APPLICATION COMPONENTS AND ELIGIBILITY

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 (see instructions on page 7)
- internship request statement (see instructions on page 7)
- issues essay (see instructions on page 7)
- two letters of recommendation (a third is required if GPA is less than 2.75; see eligibility requirements below and instructions on page 7)
- transcript (see instructions on page 7)
- \$60 application fee. You will receive a full refund of the application fee if you meet the minimum requirements (including 2.75 minimum GPA) and submit a complete, on-time application but are not accepted. Otherwise the fee is non-refundable.

Secure the application and supporting documents with one paperclip. **Do not use any staples.**

General Eligibility Requirements

If you are applying to any program, except the Postgraduate Professional Development Program (PPDP), you must:

- Be enrolled in an accredited college or university as a second semester sophomore or above during the term of your internship.
- Maintain a Grade Point Average (GPA) of at least 2.75 on a 4.0 scale. If your GPA is below 2.75 your application **MAY** be considered with a third recommendation letter. Applicants with GPA's lower than 2.75 are encouraged to apply early. The application refund policy noted above does not apply even if a third letter is submitted. Placement requirements and deadlines may change on short notice. Higher GPAs (minimum 3.0) may be required for placement sites such as the U.S. Departments of Justice and State, the U.S. Attorney's Office, and the Cable News Network (CNN).
- Receive academic credit from your college or university for your participation in the internship program (not required for students attending non-U.S. institutions). The Washington Center (TWC) does not grant academic credit.
- Receive the endorsement of your campus

liaison or of a faculty sponsor if your campus does not have a campus liaison. All applications need the endorsement of the sponsoring home institutions (not required for students attending non-U.S. institutions).

Postgraduate Professional Development Program (PPDP) Eligibility

PPDP students must have received their most recent college degree within 18 months of the start of the program, or be enrolled in graduate school, and must have maintained a GPA of at least 2.75.

The program is designed for participants not receiving credit. Participants may independently arrange for credit through their home institution.

International Students' Additional Eligibility Requirements

International applicants who are not applying through a U.S. accredited institution must meet the same requirements as U.S. citizens, plus the following 7 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 previous 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, pay one half of the cost of the program. TWC will send you the DS-2019 form with the acceptance letter.
- Pay the U.S. Department of State SEVIS fee.

- Make an appointment at the local U.S. Consulate in your country.
- At the appointment, submit the DS-2019 Form along with your other required materials to obtain your J-1 Visa.

We cannot guarantee that a U.S. consulate will issue you the 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 U.S. Department of State requires that all international applicants demonstrate they have funds to cover the cost of the program. In order to ensure that you have sufficient funds, you must pay one half of the cost as soon as you agree to participate in the program. You must also present a copy of a financial statement showing enough funds to cover the expenses associated with the program and a copy of a valid credit card that would only be used in case of payment default. Payment of the remaining 50% is due prior to the first week of the program.

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.

7. Application Fee: All international applicants are required to pay a \$125.00 application fee. This includes one FedEx delivery of your J-1 Visa form. For more information contact The Washington Center at internationalinfo@twc.edu.

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.



Application 2008

Please consult your campus liaison or sponsor before you apply.

An online application is available on our website at <http://www.twc.edu>.

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

MAIL YOUR APPLICATION TO:

ENROLLMENT SERVICES

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

For instructions, please see page 7.

PRINT NEATLY

LAST NAME _____

FIRST NAME _____
First Middle Initial or Name

COLLEGE OR UNIVERSITY AWARDING CREDIT _____

(Applicants to our Postgraduate Program should enter name of the institution from which degree was received. See instructions page 7.)

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) AWARDING CREDITS _____

MAJOR 1 _____ MAJOR 2 _____

MINOR 1 _____ MINOR 2 _____

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

Early application - list of applicable agencies subject to change

Available to U.S. citizens only and generally available only to degree seeking students

- U.S. Attorney's Office for the District of Columbia
- U.S. Department of Defense
- U.S. Department of Justice
- U.S. Department of State
- U.S. Congressional Offices (summer term)
- U.S. Secret Service
- U.S. Marshals Service
- U.S. Drug Enforcement Administration
- Interpol
- Cable News Network (CNN)
- U.S. Environmental Protection Agency
- The White House
- Other _____

Awards for which application due by Competitive Deadline

- Diversity Leaders Award (U.S. Citizens or permanent U.S. residents only)
- Civic Engagement Award
- National Collegiate Honors Council
- Association of College Honor Societies
- American Indian/Alaska Native Initiative
- International Leaders Award

See Viewbook or website for eligibility and instructions. You can also send an e-mail to info@twc.edu.

Term for which you are applying

YEAR 20 ____

- Spring Semester Winter Quarter Summer Quarter
- Summer Term Spring Quarter Fall Quarter
- Fall Semester

_____ or _____

- Postgraduate Professional Development Program Spring
- Postgraduate Professional Development Program Summer
- Postgraduate Professional Development Program Fall

Home Institution's Academic Calendar

- Semester Quarter Trimester
- 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

APPLICATION FEE (FOR TWC USE ONLY)

- Paid by Check (check number and date)
- Paid by Credit Card
- Payment not enclosed

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

Every attempt will be made to place you in the program that you most prefer and for which you are most qualified. For information on each of these programs, including additional requirements and whether financial assistance is available, please refer to TWC's materials or visit our website at www.twc.edu.

PROGRAMS

- | | |
|---|------------------------------------|
| ___ Advocacy, Service and Arts Program | ___ Mass Communications Program |
| ___ Business and Information Technology Program | ___ NAFTA-Americas Leaders Program |
| ___ Governors Internship Program (by nomination only) | ___ Political Leadership Program |
| ___ International Affairs Program | ___ Science and Policy Program |
| ___ Law and Criminal Justice Program | |

POSTGRADUATE PROGRAM

Open only to students who have received their undergraduate degrees.
 ___ Postgraduate Professional Development Program

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 _____

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

Not required for the Postgraduate Professional Development Program or for students attending schools outside the United States

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 _____

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

HOUSING

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

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

SIGNATURE

DATE

ADDRESS

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.

PHONE

Area Code

Number

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 (see page 8). 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 The Washington Center and/or my institution. See application page 9 and page 24 in Viewbook
- I have read and understand The Washington Center's Payment Policy
- I have read and understand The Washington Center's Internship Refund and Cancellation Policy, and 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.

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.

Required Policy Agreement for Postgraduate Program Applicants

- I have read and understand the Postgraduate Program Deposit Policy (see page 8).

SIGNATURE

DATE

FINANCIAL INFORMATION

Once your application, including the application fee, is received, you will be considered for all possible financial assistance for which you qualify, including state and regional awards. Once you have been accepted by The Washington Center, you and/or your institution will receive an invoice indicating your balance. If you receive financial assistance from The Washington Center, that amount will be subtracted from your invoice prior to payment. For more information on financial assistance awards please contact your campus liaison or send an e-mail to info@twc.edu.

Application Fee

(\$60, or \$125 for international applicants)

___ is enclosed

___ is being paid by my College or University

___ other _____

Credit Card Information

For payment of \$60 (or \$125 for international applicants) non-refundable application fee. (We accept Visa, Master Card, Discover and America Express credit cards)

CREDIT CARD NUMBER _____

EXPIRATION DATE _____

CARDHOLDER'S NAME _____

PHONE _____

CARDHOLDER'S SIGNATURE _____

DATE _____

Diversity Survey for U.S. Citizens only:

(Optional unless applying for financial awards where diversity may be a factor)

- | | |
|---|---|
| <input type="checkbox"/> African American | <input type="checkbox"/> Alaska Native or American Indian |
| <input type="checkbox"/> White, non-Hispanic | Enrolled member of: |
| <input type="checkbox"/> Latino/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-identified |

Disability Survey (optional)

Do you self-identify as a person with a disability?

- Yes No

Political Affiliation (optional)

If you are applying for a partisan position, please indicate your political affiliation.

- Democrat
 Republican
 Other (please specify) _____

Application Checklist

- | | | |
|---|---|--|
| <input type="checkbox"/> Secure your application with one paperclip. | <input type="checkbox"/> Résumé | <input type="checkbox"/> Transcript (please send an official copy) |
| <input type="checkbox"/> Do not use any staples. | <input type="checkbox"/> Internship request statement | <input type="checkbox"/> Two letters of recommendation |
| <input type="checkbox"/> \$60 (or \$125 for international applicants) application fee | <input type="checkbox"/> Issues essay | (may be sent separately) |
| <input type="checkbox"/> Internship application form | <input type="checkbox"/> Liaison/Campus Sponsor signature | |
| | (not required for Postgraduate-Professional Development Program or for students attending schools outside the U.S.) | |

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

Term for which you are applying

YEAR 20__ __

- Spring Semester Winter Quarter
 Summer Term Spring Quarter
 Fall Semester Summer Quarter
 Fall Quarter

- Postgraduate Professional Development Program Spring
 Postgraduate Professional Development Program Summer
 Postgraduate Professional Development Program Fall

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						

APPLICATION INSTRUCTIONS

College or University Awarding Credit: Please identify the college or university that will be awarding you credit. This may differ from the college or university you currently attend if you are unable to obtain credit through your home institution. Postgraduate applicants should enter the name of institution that they currently attend or that awarded their degree.

Home Institution (if applicable): Enter the name of your home institution if different from institution awarding credit for your participation.

Early Deadline for Selected Agencies:

The Washington Center encourages students to apply early in order to access the widest possible range of placement sites. Each site has an internal timeline for selecting interns. Some of these fall months ahead of our regular deadline. Some sites need to issue security clearances after an offer is made to and accepted by a student. Others request an additional application.

At www.twc.edu/students/earlydeadlines.shtml, we have posted a list of placement sites that require early submission. Also posted are the dates by which students should send their complete applications (with all supporting documents) to The Washington Center. The list includes only a small minority of the agencies at which accepted students may intern. The date noted under "Early Deadlines Begin" on page 9 is the date by which your application is due in order to be considered for the full range of placements listed below.

Early-deadline agencies include (subject to change):

- U.S. Attorney's Office for the District of Columbia
- U.S. Department of Defense
- U.S. Department of Justice
- U.S. Department of State
- U.S. Secret Service
- U.S. Marshals Service
- U.S. Drug Enforcement Administration
- U.S. Department of Homeland Security
- Interpol
- The White House
- U.S. Congressional Offices (summer term)*
- CNN*
- U.S. Environmental Protection Agency*

Placements at the agencies noted above are generally available only to degree-seeking students and some require an additional application form. Not all early-deadline agencies are available to quarter students.

By meeting the early deadline for and indicating your interest in certain placements, you are requesting that your application be sent to those agencies for consideration. You are not applying for a security clearance. A clearance will be opened by, and will be the responsibility of the agency, only after you are offered and accept an internship.

* Background investigation not conducted but early deadline required.

Competitive Deadline: Early Consideration for Financial Assistance Awards

Students seeking to be considered for the below-listed awards or initiatives should submit their application by the Competitive Deadline:

- Diversity Leaders Award (must be U.S. citizen or permanent resident)
- Civic Engagement Award
- International Leaders Award
- Association of College Honor Societies Scholarship (also available to Postgraduate Program applicants)
- National Collegiate Honors Council Scholarship
- American Indian/Alaska Native Initiative

If the competitive deadline has passed, please contact us at info@twc.edu to ask if we can still accept your application. Depending upon the timing, and the type of placement or award you seek, we may be able to accommodate you.

For more information, please review the financial assistance section on pages 24-27 of our Viewbook or visit our website at http://www.twc.edu/students/financial_assistance.shtml

Program and Areas of Interest Section

Internship Area Selection: In order to direct your application to the appropriate staff member and to facilitate the placement process, indicate your placement interest areas by selecting three choices from among those found on the application form. Number your selections 1, 2, and 3, indicating ONLY your 1st, 2nd and 3rd choices.

Program Selection: When students are accepted by The Washington Center, they are assigned, according to their interests and eligibility, to a program. To learn more about each program, including additional eligibility requirements, types of placements available, availability of financial assistance and whether a specific course is required for the program, please refer to pages 12-17 of our Viewbook or visit our website at <http://www.twc.edu>.

From among those programs listed on the application, please select your **FIRST, SECOND AND THIRD CHOICES ONLY**. The Washington Center may assign you to a program other than the one selected if circumstances warrant.

- Undergraduate students are not eligible for our Postgraduate Professional Development Program.
- Programs are offered each semester and quarter unless otherwise specified.
- Graduate students who would like to participate in our program for credit facilitated by The Washington Center can select from among all programs except our Postgraduate Professional Development Program. In this case a liaison/sponsor signature is required.

Campus Liaison/Sponsor Agreement

Campus Sponsor Agreement (Not Required for the Postgraduate Professional Development Program or for students attending schools outside the U.S.) This portion of the application form must be completed and signed by the individual on your campus designated as the campus liaison. If you are unsure of the identity of this person, please contact The Washington Center at info@twc.edu or call us at **1-800-486-8921**.

If your campus is not affiliated with The Washington Center, you may obtain the signature of a faculty or staff member (dean, head of a department, faculty member, career services administrator) who can help arrange for you to receive credit.

If you are unable to secure the proper signature, please contact our Institutional Relations department at info@twc.edu or 1-800-486-8921 so that we may assist you.

ADDITIONAL 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). A third letter is required for students whose GPA falls below 2.75.

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 750 words (typed, double spaced, on 8.5 x 11 paper with your name and institution at the top of each page), discuss two issues related to the field(s) in which you wish to work. Include in this discussion your personal views on at least one of these issues. 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 (typed, double-spaced, on 8.5" x 11" paper, with your name and institution at the top of the page), 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. Applicants for Diversity Leaders Award and Civic Engagement Award should include evidence of leadership on campus and/or in the community.

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

Payment Policy

The Washington Center requires that all invoices be paid in full by the due date noted on your invoice. Students with an outstanding balance may not check into Washington Center housing, or begin their internship unless prior alternative arrangements have been made with The Washington Center's finance office. Email finance at finance@twc.edu or call 202-238-7974 to discuss payment.

Internship Refund and Cancellation Policy

Washington Center staff does extensive work on your behalf prior to your arrival in Washington, D.C. This necessitates a commitment by you to adhere to The Washington Center refund policy. When you sign the policy agreement on your application (page 4), you are making a financial commitment to The Washington Center, and you are indicating that you have read and understand the refund policy.

Financial assistance is contingent on successful completion of the program. Cancellation, dismissal, withdrawal or failure to successfully complete the program voids all forms of financial assistance, and any financial assistance provided to the student plus any outstanding fees are due and payable to TWC.

The Washington Center grants refunds on program fees under certain circumstances as specified in Table A. The initial application fee is not refundable, but may be applied to another program within one year of the original application.

- All requests for refunds must be submitted in writing. A request for a program fee refund should be submitted to the Director of Internships.
- TWC will not release grades for any student with an outstanding balance.
- All interns are governed by the Student Code of Conduct. Students dismissed from the program (and thus from the housing facilities) after due process procedures have been followed receive no refund for either program or housing.

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.

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 B.

Housing and Student Life Policies

If you choose to live in The Washington Center 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:

- 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.

INTERNSHIP REFUND POLICY

Table A

If you notify TWC of Cancellation	Refund/Charge
Between your acceptance into the program and prior to your internship placement confirmation	100% of program fee refunded
After confirmation of internship placement either orally, in writing or via e-mail, but prior to check-in.	50% of program fee refunded or 50% due and payable to TWC
On or after check-in	100% program fee due and payable to TWC. No refund.

HOUSING REFUND POLICY

Table B

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.
- The program fee (and housing fee if applicable) will be payable to The Washington Center by the due date that will be noted on your invoice. The Washington Center reserves the right to assess a finance charge on overdue accounts.
- 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.

Postgraduate Program Deposit Policy

Because The Washington Center does extensive work on their behalf, students enrolled in the Postgraduate Program are required to pay a \$350 non-refundable deposit, due 30 days after the regular application deadline. If payment is not received, the student will be withdrawn from the program. The deposit will not be returned if the student chooses to withdraw from the program.

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 (unless such assistance is through American Indian/Alaska Native Initiative 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.

Some assistance (including Washington Center matches of state scholarships) must be applied toward our housing fees. **Such awards are not cumulative. The student receives only the largest such award for which he or she is eligible.** Placement-provided assistance, for example, is first used to cover any housing assistance otherwise provided by The Washington Center, and then to cover any balance remaining on the student's bill.

If placement-provided assistance covers the full cost of a student's program and housing and provides a weekly stipend, the student will not be eligible for additional Washington Center scholarships or state scholarships.

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

DATES, DEADLINES AND FEES 2008

SEMESTER AND SUMMER TERM PROGRAMS

TERM	EARLY DEADLINES BEGIN ¹	COMPETITIVE DEADLINE ²	REGULAR DEADLINE	CHECK-IN	ORIENTATION	INTERNSHIP BEGINS	INTERNSHIP ENDS	CHECK OUT	APPLICATION FEE ³	PROGRAM COST ⁴	HOUSING COST ⁴
Spring Sem 2008	05/25/07	10/01/07	11/14/07	01/24/08	01/25/08	01/28/08	05/09/08	05/10/08	\$60	\$5,695	\$4,300
Summer Term 2008	09/28/07	02/01/08	03/14/08	05/28/08	05/30/08	06/02/08	08/08/08	08/09/08	\$60	\$4,925	\$3,350
Fall Sem 2008	01/25/08	05/02/08	06/13/08	08/27/08	08/29/08	09/02/08	12/12/08	12/13/08	\$60	\$5,695	\$4,300
Spring Sem 2009	05/26/08	09/29/08	11/15/08	01/28/09	01/30/09	02/02/09	05/15/09	05/16/09	\$60	TBA	TBA
Summer Term 2009	09/29/08	02/02/09	03/13/09	05/27/09	05/29/09	06/01/09	08/07/09	08/08/09	\$60	TBA	TBA
Fall Sem 2009	01/23/09	05/01/09	06/12/09	09/02/09	09/04/09	09/08/09	12/18/09	12/19/09	\$60	TBA	TBA

QUARTER AND SUMMER QUARTER PROGRAMS

TERM	EARLY DEADLINES BEGIN ¹	COMPETITIVE DEADLINE ²	REGULAR DEADLINE	CHECK-IN	ORIENTATION	INTERNSHIP BEGINS	INTERNSHIP ENDS	CHECK OUT	APPLICATION FEE ³	PROGRAM COST ⁴	HOUSING COST ⁴
Winter Quarter 2008	05/25/07	10/01/07	10/15/07	01/06/08	01/07/08	01/08/08	03/14/08	03/15/08	\$60	\$4,925	\$3,350
Spring Quarter 2008	05/25/07	10/01/07	01/15/08	03/16/08	03/17/08	03/18/08	05/23/08	05/24/08	\$60	\$4,925	\$3,350
Summer Quarter 2008	09/28/07	02/01/08	03/14/08	06/08/08	06/09/08	06/10/08	08/15/08	08/16/08	\$60	\$4,925	\$3,350
Fall Quarter 2008	01/25/08	05/02/08	06/13/08	08/27/08	08/29/08	09/02/08	11/07/08	11/08/08	\$60	\$4,925	\$3,350
Winter Quarter 2009	05/26/08	09/29/08	10/13/08	01/04/09	01/05/09	01/06/09	03/13/09	03/14/09	\$60	TBA	TBA
Spring Quarter 2009	05/26/08	09/29/08	01/15/09	03/15/09	03/16/09	03/17/09	05/22/09	05/23/09	\$60	TBA	TBA
Summer Quarter 2009	09/29/08	02/02/09	03/13/09	06/07/09	06/08/09	06/09/09	08/14/09	08/15/09	\$60	TBA	TBA
Fall Quarter 2009	01/23/09	05/01/09	06/12/09	09/02/09	09/04/09	09/08/09	11/13/09	11/14/09	\$60	TBA	TBA

POSTGRADUATE PROFESSIONAL DEVELOPMENT PROGRAMS

TERM	EARLY DEADLINES BEGIN ¹	COMPETITIVE DEADLINE ²	REGULAR DEADLINE	CHECK-IN	ORIENTATION	INTERNSHIP BEGINS	INTERNSHIP ENDS	CHECK OUT	APPLICATION FEE ³	PROGRAM COST	HOUSING COST
Spring 2008	05/25/07	10/01/07	11/14/07	01/24/08	01/25/08	01/28/08	05/09/08	05/10/08	\$60	\$3,110	\$4,300
Summer 2008	09/28/07	02/01/08	03/14/08	05/28/08	05/30/08	06/02/08	08/08/08	08/09/08	\$60	\$2,525	\$3,350
Fall 2008	01/25/08	05/02/08	06/13/08	08/27/08	08/29/08	09/02/08	12/12/08	12/13/08	\$60	\$3,110	\$4,300
Spring 2009	05/26/08	09/29/08	11/15/08	01/28/09	01/30/09	02/02/09	05/15/09	05/16/09	\$60	TBA	TBA
Summer 2009	09/29/08	02/02/09	03/13/09	05/27/09	05/29/09	06/01/09	08/07/09	08/08/09	\$60	TBA	TBA
Fall 2009	01/23/09	05/01/09	06/12/09	09/02/09	09/04/09	09/08/09	12/18/09	12/19/09	\$60	TBA	TBA

1 Early Deadlines for Selected Agencies

The Washington Center encourages students to apply early as some agencies have early internal deadlines by which we must refer candidates. Others may require students to complete additional application materials. **The date noted above is the earliest your application is due in order to be considered for the full range of early deadline placements. Please visit www.twc.edu/students/earlydeadlines.shtml to view the dates by which complete applications should be submitted to The Washington Center for specific placements.** These include (but are not limited to) the U.S. Attorney's Office for the District of Columbia, U.S. Department of Defense, U.S. Department of Justice, U.S. Department of State, The White House and U.S. Congressional Offices (summer term only). Many agencies listed need to issue security clearances for students who accept an offer.

2 Competitive Deadline: Early Consideration for Financial Assistance Awards

Apply by this date if you'd like early consideration for our financial assistance awards, including the Diversity Leaders Award, Civic Engagement Award and Honors Awards (See pages 24-27 of our Viewbook or visit our website at http://www.twc.edu/students/financial_assistance.shtml for detailed information on these and other awards).

If a particular deadline has passed, please call or e-mail The Washington Center at info@twc.edu to see if we can still accept your application. There should, in any case, be many other highly desirable placements available; and you could very likely still be considered for financial assistance.

3 Application Fee

Application fee for international trainees is \$125.00. This includes processing and J-1 Visa FEDEX delivery.

4 Program and Housing Costs: Actual costs to the students are usually offset as a result of financial assistance from his or her institution, state, The Washington Center and/or other sources. See pages 24-27 of viewbook.