



Coca-Cola Fellowship Application Components and Eligibility 2006-2007

Address all correspondence to:

ENROLLMENT SERVICES

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

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

Applications deadline: April 28, 2006

Awardees announcement: May 15, 2006

Program starts: 8/30/2006

Program ends: 12/16/2006

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
- transcript
- two letters of recommendation (one from a college professor)
- issues essay
- obtain signature of faculty director and university

GENERAL ELIGIBILITY REQUIREMENTS

- Be enrolled in a college or university as a third year college student or above or a graduate student.
- Maintain a grade point average of at least 2.75 on a 4.0 scale. If your GPA is below 3.0 you need a third recommendation letter.

INTERNATIONAL STUDENTS ELIGIBILITY REQUIREMENTS

International applicants must meet the following 6 additional requirements:

- 1. TOEFL:** Trainees must present a valid TOEFL score of 213 or higher in order to qualify (equivalent to 550 on the previous scale).
- 2. J-1 Visa:** Foreign nationals who wish to enter the US 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.

Once you are accepted into the program we will send you instructions on how to apply for the visa at the local U.S. Consulate.

Please note that:

We cannot guarantee that a U.S. consulate will issue you the J-1 Visa.

3. Health Insurance: All trainees will be covered by an insurance plan provided by The Washington Center.

4. Financial Support: The U.S. Department of State requires that all international applicants demonstrate they have funds to cover the cost of the program. The Coca-Cola grant will cover all the expenses associated with the program for the selected fellows. Awardees will have to provide a credit card as security deposit.

5. Home Country Presence Requirements: The J-1 visa requires some participants to spend at least two years in their home country before coming back to the U.S.

6. Application Fee: All selected Coca-Cola Africa Fellows are exempt from all financial obligations or fees. All other international students are required to pay a \$125.00 application fee. This includes one Fedex delivery. For more information contact us at michaeld@twc.edu.

APPLICATION COMPONENTS

Résumé: Include a one-page résumé that outlines your educational background, honors or recognitions, work experience, activities, special skills, travel, interests, etc. 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 one official transcript. This may be sent separately.

Letters of recommendation: Two letters of recommendation are required. One of these letters must be from college professor. Letters may be given to the student 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 the page), discuss one issue related to the field in which you wish to work and its relevance for the U.S.-African relations. Include in this discussion your personal views. 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.
- 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.

Signature of faculty director: Please ask a faculty director in your university and ask him/her to sign this application form indicating that you have the support of the university to participate in this program



Coca-Cola Fellowship Application Components and Eligibility 2006-2007

Mail your application to The Washington Center for Internships and Academic Seminars, 2301 M Street, N.W., 5th Floor, Washington, D.C. 20037-1427.
For admissions policies, please see pages f-4.

Applications deadline: April 28, 2006
Awardees announcement: May 15, 2006
Program starts: 8/30/2006
Program ends: 12/16/2006

PERSONAL INFORMATION

LAST NAME	
FIRST NAME	
First	Middle Initial or Name
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	<input type="checkbox"/> U.S. CITIZEN <input type="checkbox"/> PERMANENT RESIDENT <input type="checkbox"/> INTERNATIONAL STUDENT
DATE OF BIRTH	
Month Day Year	
PLACE OF BIRTH	
City State/Province Country	
CITIZENSHIP	
COUNTRY OF LEGAL PERMANENT RESIDENCE	
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	

ACADEMIC INFORMATION

Status During Program		
<input type="checkbox"/> Second Semester Sophomore	<input type="checkbox"/> Junior	<input type="checkbox"/> Senior
<input type="checkbox"/> Graduated	<input type="checkbox"/> Graduate Student	<input type="checkbox"/> Other
COLLEGE OR UNIVERSITY		
DATES ATTENDED		
MONTH DAY YEAR	TO	MONTH DAY YEAR
GPA		EXPECTED DATE OF GRADUATION
MAJOR		
DEPARTMENT(S) AWARDED CREDITS (OPTIONAL)		
NUMBER OF CREDITS YOU WILL RECEIVE (OPTIONAL)		
UNIVERSITY'S FACULTY DIRECTOR NAME		
UNIVERSITY FACULTY DIRECTOR SIGNATURE		
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:
NATIVE LANGUAGE		
If English is not your native language you need to take the TOEFL		
DATE TOEFL WAS TAKEN	MONTH DAY YEAR	
SCORE:		

APPLICATION CHECKLIST

You must submit the original of all application materials plus one copy. Secure materials with a paperclip.

- Internship application form
- Résumé
- Transcript (if school will be forwarding, please request an official copy and five photocopies)
- Two letters of recommendation
- Issues essay
- Signature of university faculty director

RECOMMENDATION LETTER

To the Candidate

Please enter your name and the college or university name. A copy of this form should be given to two individuals (a third is optional) who know you well. Each should complete the bottom half of his/her copy. The recommender should provide you with the original and one copy in a sealed envelope or mail to TWC directly. All information is subject to verification. **At least one letter must be from a faculty member.**

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 candidate who is applying to The Washington Center for Internships and Academic Seminars. Please answer all the questions listed on the table. **On a separate sheet of paper (school or business letterhead), please describe in narrative form why you endorse the student as a nominee 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 make one photocopy of your letter and return the original and both copies to the candidate in a sealed envelope, or send them directly to **The Washington Center (2301 M Street, N.W., 5th Floor, Washington, D.C. 20037-1427).** 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 _____

TITLE _____

ORGANIZATION _____

DAYTIME PHONE _____

AREA CODE _____

NUMBER _____

FAX _____

AREA CODE _____

NUMBER _____

E-MAIL _____

SIGNATURE _____

DATE _____

How do you rate the candidate on the following criteria?

	OUTSTANDING TOP 2%	VERY GOOD TOP 10%	ABOVE AVERAGE TOP 25%	BELOW AVERAGE BOTTOM 50%	UNOBSERVED
INTELLECTUAL CURIOSITY					
SERIOUSNESS OF PURPOSE					
MOTIVATION					
CONCERN FOR OTHERS					
LEADERSHIP					
ACADEMIC ACHIEVEMENT					
POTENTIAL FOR GROWTH					

GENERAL POLICIES & CANCELLATION POLICIES

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 six (6) weeks prior to your scheduled check-in date.
 The \$300 Housing Reservation Fee will be cover by the Coca-Cola fellowship funding.
 Awardees must provide a credit card as security deposit equivalent to \$500. The credit card will be billed only if student withdraws participations after travel arrangements have been made.

CREDIT CARD HOLDER'S NAME _____

CREDIT CARD NUMBER _____

Visa Master Card American Express

EXPIRATION DATE _____

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:

- 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.
- Each intern, regardless of scholarship, is required to provide a check or credit card imprint for a housing security deposit of \$300. 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.

Program 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.

SIGNATURE _____

DATE _____

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.