Washington Academic Internship Program
Overview of Application Requirements

Submit complete application packets to: Undergraduate Education, Attn: UCDC Coordinator, 325 Surge, by 5:00 p.m. on the deadline date. Incomplete applications will not be considered.

Selection Criteria & Application

Students from all majors are encouraged to apply. Admission is selective. To be eligible for consideration, students must:

• Have junior or senior standing in the participating quarter
• Have a strong academic record—Recommended 3.0 GPA (submit an official transcript – transcript requirement waived for University Honors participants)
• Submit a completed application form
• Provide two strong letters of recommendation—one from a tenure-track faculty member (assistant, associate or full professor) and one from another resource such as: employer, internship supervisor, advisor, TA, or other academic reference. (Not a friend or family member.) University Honors participants need only submit one letter of recommendation.

• Clearly articulate how this program fits into your academic goals in a personal statement by keeping these questions in mind as you write:
  o What skills and experience do you possess that you will use to market yourself to internship sites in Washington, DC?
  o What makes you a competitive candidate for the UCDC program?
  o What are your goals and expectations for your internship?
  o What are your plans after graduation with your bachelor’s degree?
  o How will the UCDC program help you realize those goals?
  o Why Washington, DC? What can you get out of an internship in DC that you cannot get anywhere else?
UC Washington Academic Internship Program
Application

(circle one) Fall  Winter  Spring  Summer  Year: _____________

Please print or type

Name (Last, First, Middle): ________________________________ SID: _____ - _____ - _____

Major: ________________________________ University Honors yes no

Class level while in DC: _____________ Proposed Date of graduation: _________________

US Citizen yes no Birth date _________________________________

(You do not need to be a US citizen to participate; however, it is required for some internship positions.)

Current Contact Info:
Address: __________________________________________________________

City: __________________________ State: ______________ Zip: __________

Home Phone: (_________) _________________________________

Cell Phone: (_________) _________________________________

Work Phone: (_________) _________________________________

Email: __________________________________________________________

Permanent Address (if different from above):
Address: __________________________________________________________

City: __________________________ State: ______________ Zip: __________

Phone: (_________) _________________________________

Emergency Contact Info:
Name: __________________________________ Relationship: ________________

Address: __________________________________________________________

City: __________________________ State: ______________ Zip: __________

Home Phone: (_________) _________________________________

Cell Phone: (_________) _________________________________

Work Phone: (_________) _________________________________

Email: __________________________________________________________
Do you currently receive financial aid? Yes No

__________ (please initial) I acknowledge that if accepted into the UCDC program, a $500 non-refundable housing deposit will be due at the first scheduled orientation session. I understand that this deposit will NOT be returned if I decide to leave the program.

__________ (please initial) I acknowledge the UCDC application process includes a disciplinary record check through the UCR Student Conduct and Academic Integrity Programs office. I understand that any information obtained will remain confidential to the intended parties.

How did you hear about UCDC?

For statistical purposes only, please answer the following (optional):

Ethnic background ______________________ Are you a re-entry student? __________

Are you a student with a disability? ______________________

Academic Information

The curriculum available for the Fall/Winter/Spring UCDC programs is comprised of 1) an internship—a variable unit course [4-8 units]; 2) a UCR Washington Seminar and 3) if desired, an elective course. Students will earn 12-16 units of credit for the quarter.

Since there is flexibility to the curriculum, the UCDC program **highly recommends** that you contact your departmental academic advisor to determine how a quarter in DC fits into your degree plan as well as your larger academic and professional goals before submitting this application.

Internship Information

The UCDC Program **does not** provide internship placement service. Once admitted to the program, you will work with the UCDC program and the Career Center in order to gain skills that you will apply toward an internship search. It is highly recommended that you make an appointment with a counselor in the Career Center to explore your options and review your resume before submitting this application.

**List your first four choices (office or agency) for potential Internship sites (these choices may change during your internship site search). Be prepared to discuss how you selected these and what attracted you to these organizations.**

1. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________

**List area(s) and issues of interest to you. This information will be used to assist you in finding appropriate sites to apply for internship opportunities. Please be specific:**

__________________________

__________________________

__________________________
Submit the following items with your application. All items must be received in order for your application to be considered complete. Please DO NOT put staples in any of your application items. Submit the application in an envelope or paper clip items together.

1. **Statement of Purpose.** Attach a short (no more than two pages) statement. Please treat the statement as a free form writing sample and only use the questions below to guide you in your writing.
   - What skills and experience do you possess that you will use to market yourself to internship sites in Washington, DC?
   - What makes you a competitive candidate for the UCDC program?
   - What are your goals and expectations for your internship?
   - What are your plans after graduation with your bachelor’s degree?
   - How will the UCDC program help you realize those goals?
   - Why Washington, DC? What can you get out of an internship in DC that you cannot get anywhere else?

2. **Transcript(s).** (waived for University Honors participants)
   - Submit a copy of your official transcript (order through the Registrar’s Office).
   - If you attended other universities, you may be asked by the selection committee to submit an official copy directly from the Registrar’s Office of that university.

3. **Letters of recommendation.** Your TWO letters of recommendation (only one required for University Honors participants) will also be used as a part of your internship applications. Please ask your recommenders to describe your abilities and qualities aimed at potential internships as well as admission to the program. A guideline for writers of letters of recommendation is available on the UCDC web site in the how to apply section.
   - One letter of recommendation from a UCR faculty member (assistant, associate or full professor – NOT a TA or a lecturer).
   - One letter of recommendation from another resource such as: employer, internship supervisor, advisor, TA, or other academic reference. (Not a friend or family member.)

4. **A current resume.** The Career Center provides assistance in preparing a resume. This resume will also be used as part of your internship applications. It is highly recommended that you have your resume reviewed by The Career Center before applying to the UCDC program.

The information I am providing is complete and accurate. For purposes of internship placement and eligibility, I agree to allow the program to contact employers and recommenders for further information. I also agree that, if accepted, my email address may be shared with other students accepted to the program.

Signature of Applicant: ___________________________ Date: ________________

Please submit to: Undergraduate Education
Attn: UCDC Program Coordinator
325 Surge Building
Riverside, CA 92521