The Elliott School strongly encourages students to integrate their course of study with practical international internship experiences. Accordingly, Graduate Student Career Development offers a limited number of competitive grants for currently enrolled Elliott School graduate students participating in international non-paid or low-pay internships.

The purpose of these grants is to help defray the costs of the international internship, not to fully fund the experience. Students are strongly encouraged to begin researching outside sources of funding before submitting a grant application.

**Important Dates**

<table>
<thead>
<tr>
<th>Grant Semester:</th>
<th>Grant Application due by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2013</td>
<td>September 20, 2013</td>
</tr>
<tr>
<td>Spring 2014</td>
<td>February 7, 2014</td>
</tr>
<tr>
<td>Summer 2014</td>
<td>March 28, 2014</td>
</tr>
</tbody>
</table>
Eligibility Requirements
- You must have secured an internship or have started an internship at an organization that offers substantial opportunities directly related to your degree program and specialty.
- Your internship must require at least 30 hours per week for a minimum of 10 weeks.
- You must be a currently enrolled Elliott School graduate student, planning to enroll the following semester after completing the internship, and have a cumulative GPA of 3.0 or higher.
- International students are eligible to apply, but the internship cannot be located in your home country, or within the U.S.
- The internship cannot be located in a country in which you have citizenship or foreign national status, or in country where you’ve lived for more than an X consecutive years)

Grantee Responsibility
Each Internship Grant recipient will be required to submit an Internship Evaluation found in the ESCC Survey section. Grant recipients are also asked to be available for future networking activities with other Elliott School students who have questions regarding internships and the internship grant process. Details for these potential events will be determined at a later date.

Application Requirements
A copy of the entire Grant Application is due to Graduate Student Career Development no later than 5 p.m. on the corresponding due date for each grant semester listed above.

All information must be typed. Only completed applications will be accepted; we will not consider your application unless you carefully complete steps 1-9 and you must verify that your application is complete.

Your application must include the following items, in the following order:
1. A Grant Application Cover Page (using the format given in this packet)
2. Completed Grant Application Sheet
3. Completed Internship Information Sheet
4. Completed Internship Employer/Mentor Form (electronic forms are accepted with an electronic signature)
5. Interest Essay (500 word maximum)
6. Completed Personal Budget sheet including alternative sources of funding
7. Current Resume
8. Faculty Support Form completed and signed by a GW faculty member (electronic form accepted)
9. Copy of most recent GW transcript (printable from the web; unofficial copies accepted).

For questions, please contact the grant administrator: Eric Arellano, earellano@gwu.edu, 202-994-1868

Selection Process
Grant applications will be reviewed according to the following criteria:
- Academic record at the Elliott School
- Quality and professionalism of the entire grant application
- Quality and relevance of proposed internship to current and/or future career plans
- Quality of Interest Essay

Grant Amounts
A maximum of $2,000 will be available for each grant. The final amount for each grant will be determined by funds available to GSCD and the budget submitted with each application.
INTERNATIONAL INTERNSHIP GRANT APPLICATION

COVER SHEET

Your grant application cover sheet should including the following information on white paper in approximately the same format presented below and on this packet's coversheet.

APPLICATION FOR AN

ELLIONT SCHOOL OF INTERNATIONAL AFFAIRS
INTERNATIONAL INTERNSHIP GRANT
GRANT SEMESTER (e.g., Summer 2012)

PRESENTED BY

[YOUR NAME]
[DEGREE (MA, MIPP, etc.), PROGRAM OF STUDY]
[EXPECTED DATE OF GRADUATION]

ABSTRACT
The abstract should be a brief description of your application and include:
- Name of the organization and your supervisor(s)
- Expected duties and projects
- Proposed final products, if any
- Supporting faculty member's name
- The amount you are requesting
- Other pertinent information

SUBMITTED [DATE SUBMITTED]
## Personal Information

<table>
<thead>
<tr>
<th>Name</th>
<th>GWID: ______ - ______ - ______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Address</td>
<td>Home Phone (____) ______ - ______</td>
</tr>
<tr>
<td></td>
<td>Email __________________________________</td>
</tr>
<tr>
<td></td>
<td>FAX: (____) ______ - ______</td>
</tr>
</tbody>
</table>

Citizenship (check one)  □ U.S. Citizen  □ Permanent U.S. Resident  □ Foreign National of __________

## Elliott School Student Status

<table>
<thead>
<tr>
<th>Current Academic Standing:</th>
<th>Year  □ 1st  □ 2nd  □ 3rd</th>
<th>Semester □ 1st □ 2nd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expected Graduation Date:</td>
<td><strong><strong>/</strong></strong>/____</td>
<td>Current GPA: _________</td>
</tr>
<tr>
<td>mo  day  year</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Degree: (MA, MIPP, MIS, MA/JD, MA/MBA, MA/MPH, Certificate): ______________

Program (IA, IDS, ITIP, SPS, STPP, AS, EES, LAHS): ______________________________

Concentration: ________________________________________________________________

## Term & Availability

Please indicate the start and end date for your internship.  
From ____/____/____ To ____/____/____

Number of hours working per week: ______________________________

During the internship period, will you be working at another job or internship position?  □ Yes  □ No

If yes: Organization/Employer Name _____________________________________________

Type of Position:  □ Other Paid Internship  □ Unpaid Internship  □ Other Full-Time  □ Other Part-Time

Requested Amount for this application: ______________________________
INTERNATIONAL INTERNSHIP GRANT APPLICATION

INTERNERSHIP INFORMATION SHEET

Organization Name:

Address:

Intern Supervisor & Title

Phone: (___) ______-__________  Fax: (___) ______-__________

Email: ____________________________  Web Site: ____________________________

Type or Title of Internship Position

Sector/Field  □ Academia  □ U.S. federal government
□ Non-profit  □ State government
□ Private consultant  □ Local government
□ International/foreign organization  □ Private organization
□ Think-tank  □ Other: ____________________________

Please indicate the status of your arrangement with this employer.

□ Confirmed this internship position  □ Have started internship

Please give a brief description of this organization.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please give a brief description of your duties as an intern.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
INTERNATIONAL INTERNSHIP GRANT APPLICATION

INTERNATIONAL GRANT APPLICATION

Employers may submit this information on this form, as a letter, via fax (202/994-7702), or via email (escareer@gwu.edu).

Regardless of method, the information below must be addressed by your employer.

Student Name ____________________________________________________________
Organization ____________________________________________________________
Address ___________________________________________________________________
Phone ___________________ E-mail ___________________ Web Site ______________

Internship Supervisor/Mentor and Title _______________________________________

Intern Work Location [If different from above] _________________________________

Duration of Internship [# of weeks]
Begins [day/month/year] _____________ Ends [day/month/year] _____________ Hours per Week _____________

Position and Task Description

Learning Objectives

Please list any benefits you may provide to the student

Signature of Supervisor ___________ Date ___________ Signature of Student ___________ Date ___________
INTEREST ESSAY

The Interest Essay must be no longer than 500 words, it must be typed, and address the following:
- How an internship with this organization is relevant to your career goals
- Your objectives and expectations for this internship
- The skills you believe this internship will help you develop
- How your work will contribute to the employer

You may use this page or a separate sheet.
INTERNATIONAL INTERNSHIP GRANT APPLICATION

ESTIMATE PERSONAL BUDGET SHEET

The amount of each grant will be determined by funding available to Graduate Student Career Development for internship grants, and the number of successful applications. The purpose of these grants is to help defray the costs of the internship, not to fully fund the experience. Students are strongly encouraged to begin researching outside sources of funding before submitting a grant application.

Please fill in all of the following information (where applicable):

**ESTIMATED EXPENSES**
Estimated Roundtrip Airfare ____________________________________________________________________________
(Be sure to check STA Travel for student airfares at www.sta.com or their office located in the lower level of the Marvin Center.)

Lodging (per week): _________________________________________________________________________________

Food (per week): __________________________________________________________________________________

Visa, immunizations, travel insurance: __________________________________________________________________

Other costs (please detail): ___________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

Total Estimated Expenses: __________________________________________________________________________

**ESTIMATED INCOME**
Compensation (in-kind or cash) provided by host organization: __________________________________________________________________

Total Application Request: __________________________________________________________________________

Elliott School internship grants very rarely cover the majority of costs associated with an internship. How will you fund the remainder of your internship?

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________
Graduate Student Career Development strongly encourages our students to recognize the linkage between their academic studies and their professional experiences. Participating in dialogues with members of the GW faculty is an integral part of the process of developing attainable career goals. This form should be used as a tool to help facilitate that dialogue.

To the student: In order for a faculty member to successfully complete this form, you must begin discussing your interests, career goals, and internship search strategy with him/her prior to securing an internship. Keep the faculty member informed and up-to-date on your search, ask questions, and make sure he/she understands why you have decided to pursue a particular internship.

Your Academic Advisor (Justin Bernstine, Angela Martin, or Jeff Peden) is also a good resource for ideas on how to better structure your academic plan in conjunction with your career experiences. Take a few moments to speak with him/her and gain input on your plans.

To the faculty member: Please complete this form only if you feel you have a strong sense of this student's interests, career goals, and how this internship will support the student's aspirations. If you would like to expand on some of your answers, feel free to include a letter of support with this signed form.

Student Member Name: ____________________________________________
Faculty Member Name: ____________________________________________
Department: _______________________________________________________
Email: ____________________________________________________________

How long have you known this student? __________________________________
Which of your classes has this student attended, if any? _______________________
What do you believe are the career goals of this student? _______________________

_____________________________________________________________________

Has this student discussed this internship with you? _______________________
How does this internship complement his/her academic studies and career goals? _______________________

_____________________________________________________________________

__________________________________________ Date _____________
Faculty Signature: ________________________________________________

__________________________________________ Date _____________
Student Signature: ________________________________________________