



USA-INTERNS APPLICATION FORM (For Americans)

If possible, please fill in via computer. If not please print **legibly** in block letters:

PERSONAL INFORMATION

Name: _____ Male _____ Female _____

DOB (MM/DD/YYYY): _____ Country of Birth: _____

Citizenship: _____ Passport #: _____

If you are a non-US citizen, do you have a green card? Yes _____ No _____

____ Campus Address: _____

Phone: _____ Cell Phone: _____

Email: _____

____ Home Address (for emergencies and should paperwork need to be sent in May):

Home Phone: _____

Please check the address we should send any correspondence to shortly before your arrival

ACADEMIC INFORMATION

Current University: _____ Semesters completed: _____
(by time of internship)

Major & Minor: _____ cum. GPA: _____

Please list your cum. GPA in your major as relates to the desired field of internship: _____

German language preparation (# of years, where, content, grade):

Conversational German experiences (periods spent in German speaking countries, German clubs, etc.):

Please briefly explain how much experience you have in or what classes you have completed in the desired field of internship.

ADDITIONAL INFORMATION

Briefly describe the desired area of work (Are you seeking solely an internship or would you be willing to accept a general summer work position?):

As of *when* and for *how long* are you available for an internship in the summer? Please be as specific as possible and include when your semester and finals end.

How do you intend to finance your period abroad? Would you be able to accept a non-paying or low-paying internship? Please keep in mind that internships in certain fields in Germany as in the US are unlikely to be paid (in particular the arts, government agencies, social services etc.) You will be responsible for all travel costs.

Previous experiences abroad (when, where, duration, purpose):

Do you have any contacts in Germany who could help you with housing? If so, where?

Have you previously been engaged in German-American relations / activities / partnership programs? Please explain.

Would you be interested in cultural excursions organized by the SSG, but to be partially financed by yourself?

Would you be interested in attending a language course at your expense organized by the SSG?

STUDENT AGREEMENT

The student agrees to the following terms:

- If an internship offer has been made, the student agrees to respond to the offer directly to the Steuben-Schurz-Gesellschaft e.V. and the employer within one weeks.
- If successfully placed, the Steuben-Schurz-Gesellschaft e.V. will apply for the work permit waiver on behalf of a student who will be returning to their university following their internship. A 70 Euro fee is to be paid at the time of the orientation for this service. Should a student cancel their internship the fee is still to be paid should the waiver application already have been sent by the SSG to the necessary authorities. Attendance is required at the orientation for anyone who received their work permit waiver from the SSG.
- If successfully placed in a company, the student agrees to write a program evaluation to be turned in at the end of his/ her internship or within one month of returning home. The evaluation form will be sent to him/ her during the internship. Upon acceptance of an internship, a refundable 80 Euro general administration fee is to be paid. This deposit will only be returned when the completed evaluation has been sent to the program coordinator within the specified timeframe.

- The student recognizes that once an internship has been officially accepted, a cancellation fee of 250 Euro will apply for all canceled internships. This fee also applies should a student break-off an internship before $\frac{3}{4}$ of the internship has been completed. In case of a cancellation, the student promises to write a letter of explanation to both the SSG and the employer explaining in detail why it is no longer possible for them to complete the accepted internship.
- The student recognizes his/ her responsibility for learning the relevant laws in the host country. The USA-Interns program cannot provide legal assistance should the student break any laws in the host country.
- The student releases the USA-Interns program, the Steuben-Schurz-Gesellschaft e.V., the employers and all its participating partners from any responsibility for damage or loss of person or personal items.

TO BE INCLUDED IN YOUR APPLICATION PACK (please check)

- ☐ Application form complete with signature
- ☐ Resume in German (incl. Picture). Please note that these resumes will be shown to potential employers and should thus reflect current professional resume standards. Please be as accurate as possible when expressing your language skills. We recommend that you review our guidelines on how to write a German resume that can be found on our homepage.
- ☐ Statement of professional objectives (max. 2 page, double spaced) – In a well-structured letter format, please explain *in detail* what professional and personal experience is being sought and what past experiences qualify you for such a position. Please explain how an internship in the desired field contributes to your future professional and personal aims. If you have previously not been engaged in learning about the German culture and its language, please *briefly* explain your desire to come to Germany now. Please include your opinion as to why the strengthening of *German-American* relations in particular is important. This statement will be shown to the employers and should thus be professional and well thought.
- ☐ Copy of your transcript
- ☐ Copy of your passport
- ☐ Verification from the Department of Germanic Studies evaluating your written, oral, and comprehensive skills. An assessment of your capabilities to work in a German office environment should be included.
- ☐ Copies of any work evaluations from prior internships (max. 2).
- ☐ Confidential letter of recommendation from a university professor mentioning how long the person has known you and in what context. The recommendation should address your maturity, ability to work with others in a professional manner, flexibility in an unfamiliar environment, independence and motivation.

Please send us your resume, personal statement, language verification, and work evaluations as a combined pdf file. This can then easily be forwarded to employers.

I certify that to the best of my knowledge, the statements I have made on this form are complete and true. I hereby give permission to the USA-Interns program to release my information to any employer interested in my application.

By signing this document the student agrees to all points in the above mentioned student agreement.

Date, Signature: _____

Your complete application pack must arrive in the USA-Interns office by **December 31st**. Your university may have a different university deadline.

We recommend that you keep a copy of all documents included in your application for your files.