**Go Global Student-Initiated International Internship Award Application**

**Instructions and Selection Information**

There are multiple sections to this application. All sections must be completed in order for your application to be eligible for review.

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| --- | --- | --- |
| Section 1 | Student Information |  |
| Section 2 | Internship Host Organization Information |  |
| Section 3 | Internship Details |  |
| Section 4 | Personal Statement |  |
| Section 5 | Reference Letter Information |  |
| Section 6 | Declaration |  |
|  |
| **Supporting documentation to be attached** | Written confirmation of internship |  |
| Resume |  |
| Budget |  |

Applications and questions can be sent to goglobal.okanagan@ubc.ca.

**Section 1 - Student Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Student ID: |  | First Name: |  |
| UBC Campus: |  | Last Name: |  |
| Faculty: |  | Gender: |  |
| Specialization/Major: |  | Date of Birth:  |  |
| Year Level: |  | Citizenship: |  |
| Email: |  |

**Section 2 - Internship Host Organization Information**

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| --- |
| **Name of Internship Host Organization** *(please enter the name of the organization)* |
|  |
| **Location of Internship Work** *(City and Country)*  |
|  |
| **Full mailing address of Host Organization** |
|  |
| **Host Organization Internship Supervisor** *(this individual should be the one supervising your internship work directly)* |
| **Name:** |  |
| **Title/Function:** |  |
| **Email:** |  |
| **Telephone:** |  |
| **Host Organization Website:** |  |
| **Description of Host Organization** *(a description of the host organization and its mission statement in your own words. Maximum 500 words)* |
|   |

**Section 3 - Internship Details**

|  |  |
| --- | --- |
| **Start Date:** |  |
| **End Date:** |  |
| **Part-time or Full-time:** |  |
| **Working hours per week:** |  |
| **Internship Activities and Duties** *(please describe your role at the host organization including the major activities and duties you will undertake as an intern. Maximum 500 words)* |
|  |
| **Accommodations/housing** *(please describe your housing arrangements during your internship or how you will arrange housing)*  |
|  |

**Section 4 - Personal Statement**

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| --- |
| **Motivations and Goals**: *(an internship is a workplace experience intended to support and enrich a student’s academic studies and career goals. Describe your motivations for participating in this internship (max 400 words). Please discuss how this internship will enhance or advance your academic studies and career goals. Discuss what you hope to accomplish during the internship)* |
|  |
| **Additional Information** *(please include any additional information you wish to add for consideration of the selection committee. This may include financial, or other personal circumstances)* |
|  |

**Section 5 – Reference Letter**

The letter of reference must be submitted **by email** to Dana Lowton, Go Global Manager, at **dana.lowton@ubc.ca**

*The letter should support your candidacy for the award and comment on the value of your internship for the advancement of your academic studies or career goals. Reference letters may be no longer than 300 words and can be in the body of an email.* ***The letter must be from a UBC Professor.***

|  |  |
| --- | --- |
| **Referee Name** |  |
| I, the applicant, confirm that I have requested a letter of reference to be emailed directly to Dana Lowton. | *(please initial)* |

**Section 6 – Declaration**

I, (please print name), upon being the successful candidate of the Go Global Student-Initiated International Internship Award, will observe the Student Safety Abroad Policy and participate in student pre-departure preparation, in-country reflection, and return debrief activities.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

**Supporting documentation**

*Along with this application, please attach:*

1. **Written confirmation of the internship**(letter or email) from the host organization outlining the nature of the proposed internship, including specific discussion of learning goals, intern’s duties and means of evaluation. This document must also include the internship schedule, the name and title of the job site supervisor; and the fair market value of any remuneration or other benefits offered
2. An up-to-date **résumé**
3. A detailed **budget** outlining projected costs associated with the internship (travel, accommodations, food, medications etc.), and listing any other sources of funding (i.e. salary, stipend, other funding).