



Uni-Capitol Washington Internship (UCWIP)

2015 Program Application Form

1. Personal details

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Miss Other ☐

Sex: ☐ Male ☐ Female

Family Name			
First Names			
Former Family Name (if applicable)			
Date of Birth	Day/	Month/	Year

Correspondence address (valid until / /)

Permanent address (if different from correspondence)

PO Box or street address				PO Box or street address			
Suburb/Town				Suburb/Town			
State/Province		Postcode		State/Province		Postcode	
Country				Country			
Telephone	country code	Area code	Number	Telephone	country code	Area code	Number
Facsimile	country code	Area code	Number	Facsimile	country code	Area code	Number
Email DO NOT LIST HOTMAIL ADDRESSES				Email			

2. Contact details in case of emergency

Name	PO Box or street address
Telephone country code Area code Number	Suburb/Town
Facsimile country code Area code Number	State/Province Postcode
Email	Country



3. Proposed congressional placement

Please list up to four preferences and attach separate one page statements outlining your reasons for choosing these particular congressional offices. Final selection will depend on the availability of places and the suitability of applicants.

Preference One	
Preference Two	
Preference Three	
Preference Four	

You **must** also submit a brief essay-style summary about your general interest in the program and how you will benefit from it academically, personally and professionally.

4. Current studies at the University of Wollongong

Do you study Full-time? ☐ Part-time? ☐

Course of study?	Major area of study?	
Are you an Australian citizen? Yes <input type="checkbox"/> No <input type="checkbox"/> If NO, complete the following details		
Citizenship	Country of permanent residence	Country of birth

5. Academic background

Did you complete High School in NSW? No ☐ Yes ☐ If YES, complete the following details

School	City/town	Year of completion
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Please list any other institutions attended including any degrees completed or partial degrees.

Qualification/award	School/institution	Country	Duration	Date completed

6. Employment summary

Include all relevant work experience name and location of company, dates of employment, your position, part-time or full-time. Include more details of your duties performed in your resume.

Date	Company name	Position	Full/part-time	Main duty



7. Letters of recommendation

All applicants must submit at least two letters of recommendation, with at least one from an academic staff member. * List the referees, listing names, department or school:

* If you live in a Hall of Residence you must supply a reference from the Head of Hall.

Referee 1

Referee 2

8. Financial information

Are you currently working? Yes ☐ No ☐ If Yes, is it ☐ Full-time ☐ Part-time

Are you currently receiving a scholarship to fund your studies? Yes ☐ No ☐

If YES, name of scholarship

How do you propose to finance this internship program?

9. Special needs?

Do you have a disability or special needs which could affect your ability to live with other students in this program and/or perform your work assignments in your host office?

Yes ☐ No ☐

If YES, please explain and note any special requirements-attach additional documentation if necessary

10. Authorisation statement

I certify that the information of this application is correct. I hereby authorise the release of information regarding my academic record upon the request of the Office of Global Student Mobility. I understand that on becoming a participant in this program. I shall be subject to all the rules, regulations and general code of practice for students enrolled at the University of Wollongong, the participating office and overseas resident director.

I understand that the University of Wollongong reserves the right to require the withdrawal of any student on account of unsatisfactory academic progress, misconduct or indebtedness to the University of Wollongong between the time of application and the end of the program.

I acknowledge that I must apply for my US visa by the relevant deadline.

I understand the General Privacy Consent and Disclosure Statement and accept the terms and conditions.

Signature

Date Day/ Month/ Year

10. Photograph

Please attach a recent passport size photograph of yourself.



11. Check list

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Remember to attach the following documents:

1. Attach a typed resume. Your resume should include your personal details, post-secondary education, work experience, special skills, extra curricular activities and interests.
2. Attach a separate one-page statement outlining your general reasons for participating in the internship program. How does this experience fit your academic and career goals? What do you expect to gain from the placement?
3. Attach 4 separate one-page statements outlining your reasons for choosing the four congressional offices.
4. A recent photograph.
5. A copy of your University of Wollongong enrolment record.
6. Two references, with at least one from a member of the University of Wollongong academic staff. If you live in the University Halls of Residence please supply a reference from the Head of Hall.

12. Further information

Within Australia

Telephone	(02) 4221 5404
Facsimile	(02) 4221 3499
Email	studyabroad@uow.edu.au
Web	http://www.uow.edu.au/student/exchange/index.html

The University of Wollongong attempts to ensure that the information contained in this form is correct at the time of production (11/4/2013). However sections may be amended without notice by the University in response to changing circumstances or for any other reason. Applicants should check with the University at the time of application/enrolment whether any later information is available. CRICOS PROVIDER NO: 00102E