



For full application instructions, please see pages 6 to 8. Remember to address all correspondence to:

An online application is available on our website at <http://www.twc.edu>.

**ENROLLMENT SERVICES**  
The Washington Center  
for Internships and Academic Seminars  
1333 16th Street, NW  
Washington, D.C. 20036

For questions on the application process, please refer to TWC materials, e-mail [info@twc.edu](mailto:info@twc.edu) or call 1-800-486-8921.

## APPLICATION COMPONENTS AND ELIGIBILITY

### Application Components

When completed, your application should consist of the following items and be placed in the following order:

For further instructions on application components please refer to page 6.

- application form, with all required signatures
- résumé
- statement of professional interest
- issues essay
- two letters of recommendation (a third is required if GPA is less than 2.75; see eligibility requirements below)
- transcript
- Application fee. You will receive a full refund of the application fee if you meet the minimum requirements (including 2.75 minimum GPA) and submit a complete, on-time application but are not accepted. Otherwise the fee is non-refundable.

Application fee is \$60 for students attending schools in the United States, \$125 for international students attending schools overseas.

Applicants to our Postgraduate Professional Development Program pay a \$500 deposit at the time of application (in lieu of an application fee). The deposit will only be refunded if you are not accepted into the program.

Secure the application and supporting documents with one paperclip. **Do not use any staples.**

### General Eligibility Requirements

If you are applying to any program, except the Postgraduate Professional Development Program (PPDP), you must:

- Be enrolled in an accredited college or university as a second semester sophomore or above during the term of your internship.
- Maintain a Grade Point Average (GPA) of at least 2.75 on a 4.0 scale. If your GPA is below 2.75 your application **MAY** be considered with a third recommendation letter. Applicants with GPA's lower than 2.75 are encouraged to apply early. Applicants to our Sophomore Exploration Program must have a GPA of at least 3.25. The application refund policy noted above does not apply even if a third letter is submitted. Placement requirements and deadlines may change on short notice. Higher GPAs (minimum 3.0) may be required for placement sites such as the U.S. Departments of Justice and State, the U.S. Attorney's Office, and the Cable News Network (CNN).

- Receive academic credit from your college or university for your participation in the internship program. The Washington Center (TWC) does not grant academic credit.\*
- Receive the endorsement of your campus liaison or of a faculty sponsor if your campus does not have a campus liaison. All applications need the endorsement of the sponsoring home institutions.\*

\*Exceptions may apply for international students attending schools outside the U.S. Email [internationalinfo@twc.edu](mailto:internationalinfo@twc.edu) for additional information.

### Postgraduate Professional Development Program (PPDP) Eligibility

PPDP students must have received their most recent college degree within 18 months of the start of the program, or be enrolled in graduate school, and must have maintained a GPA of at least 2.75.

The program is designed for participants not receiving credit. Participants may independently arrange for credit through their home institution.

### International Students' Additional Eligibility Requirements

International applicants who are not applying through a U.S. accredited institution must meet the same requirements as U.S. citizens, plus the following 7 additional requirements:

1. **Passport:** Provide a copy of the first page of passport.
2. **TOEFL:** Applicants must present a valid TOEFL score equivalent to 550 on the paper-based scale.
3. **J-1 Visa:** Foreign nationals who wish to enter the U.S. to participate in TWC training programs come under a J-1 Visa. To qualify for the J-1 Visa, you must:
  - Have two years of education or work experience in a field related to the training.
  - Know English well enough to perform successfully in the proposed position.
  - Plan to leave the U.S. within 30 days after completion of the program.
  - Have not held the J-1 Visa in the Trainee category previously.

#### To apply for the J-1 Visa you must:

- Submit the complete TWC application before the deadline.

- Once accepted, pay one half of the cost of the program. TWC will send you the DS-2019 and the DS-7002 forms with the acceptance letter.
- Pay the U.S. Department of State SEVIS fee.
- Make an appointment at the local U.S. Consulate in your country.
- At the appointment, submit the DS-2019 and the DS-7002 forms along with your other required materials to obtain your J-1 Visa.

We cannot guarantee that a U.S. consulate will issue you the J-1 Visa.

**4. Health Insurance:** All applicants must be covered by an insurance plan that satisfies the requirements of the U.S. Department of State for the duration of the training program. Once you are accepted, you will receive more information on how to comply with this requirement.

**5. Financial Support:** The U.S. Department of State requires that all international applicants demonstrate they have funds to cover the cost of the program. In order to ensure that you have sufficient funds, you must pay one half of the cost as soon as you agree to participate in the program. You must also present a copy of a financial statement showing enough funds to cover the expenses associated with the program and a copy of a valid credit card that would only be used in case of payment default. Payment of the remaining 50% is due prior to check-in.

**6. Home Country Presence Requirements:** Some participants are required to spend two years in their home country before they are allowed to apply for another U.S. Visa. This requirement applies if:

- Participation in the program was financed by the U.S. or a foreign government.
- The skills that you are going to develop are listed as "special" in the State Department skills list.

A waiver procedure exists in certain cases.

**7. Application Fee:** All international applicants are required to pay a \$125.00 application fee. This includes one FedEx delivery of your J-1 Visa form. For more information contact The Washington Center at [internationalinfo@twc.edu](mailto:internationalinfo@twc.edu).

The Washington Center actively strives for equal access to its programs for all regardless of race, religion, national origin, gender, sexual orientation, age, physical challenge or veteran status. All Washington Center programs attempt to include a diversity of students in order to enhance the educational experience for all participants.

# Application 2011

Please consult your campus liaison or sponsor before you apply.

An online application is available on our website at <http://www.twc.edu>.

For questions on the application process, please refer to TWC materials, e-mail [info@twc.edu](mailto:info@twc.edu) or call 1-800-486-8921.

MAIL YOUR APPLICATION TO:

ENROLLMENT SERVICES  
The Washington Center  
for Internships and Academic Seminars  
1333 16th Street, NW  
Washington, D.C. 20036

For instructions, please see page 6.

LAST NAME \_\_\_\_\_

FIRST NAME \_\_\_\_\_  
First Middle Initial or Name

COLLEGE OR UNIVERSITY AWARDDING CREDIT \_\_\_\_\_

(Applicants to our Postgraduate Program should enter name of the institution from which degree was received. See instructions page 6.)

HOME INSTITUTION \_\_\_\_\_  
(enter name of home institution if different from above)

DATES ATTENDED \_\_\_\_\_ to \_\_\_\_\_  
Month Year Month Year

GPA \_\_\_\_\_ EXPECTED DATE OF GRADUATION \_\_\_\_\_

DEPARTMENT(S) AWARDDING CREDITS \_\_\_\_\_

MAJOR 1 \_\_\_\_\_ MAJOR 2 \_\_\_\_\_

MINOR 1 \_\_\_\_\_ MINOR 2 \_\_\_\_\_

NUMBER OF CREDITS YOU WILL RECEIVE FOR THE PROGRAM \_\_\_\_\_

U.S. CITIZEN       PERMANENT U.S. RESIDENT       INTERNATIONAL STUDENT

For international students:  
 Attending school in the United States  
 Graduated or Attending school outside of the United States      When does your Visa expire? \_\_\_\_\_

PLACE OF BIRTH \_\_\_\_\_  
City State/Province Country

COUNTRY OF CITIZENSHIP \_\_\_\_\_

COUNTRY OF LEGAL PERMANENT RESIDENCE \_\_\_\_\_

**Permanent Address**

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTY \_\_\_\_\_

COUNTRY \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

Is your permanent address the address of at least one of your parents or guardians?  YES     NO

**Current Address**      UNTIL \_\_\_\_\_  
Month Year

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTY \_\_\_\_\_

COUNTRY \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

**Other Contact Information**

PERMANENT HOME PHONE \_\_\_\_\_  
Area Code Number

CURRENT PHONE \_\_\_\_\_  
Area Code Number

MOBILE PHONE \_\_\_\_\_  
Area Code Number

PRIMARY E-MAIL \_\_\_\_\_ SECONDARY E-MAIL \_\_\_\_\_

**Emergency Contact**

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_  
Area Code Number Area Code Number

MOBILE PHONE \_\_\_\_\_ PRIMARY E-MAIL \_\_\_\_\_  
Area Code Number

MALE     FEMALE

DATE OF BIRTH \_\_\_\_\_  
Month Day Year

**Early application** - list of applicable agencies subject to change

- Available to U.S. citizens only and generally available only to degree seeking students
- U.S. Attorney's Office for the District of Columbia
  - U.S. Department of Defense
  - U.S. Department of Justice
  - U.S. Department of State
  - U.S. Congressional Offices (early deadline only needed for summer)
  - Naval Criminal Investigative Service
  - U.S. Marshals Service
  - U.S. Drug Enforcement Administration
  - Interpol
  - Cable News Network (CNN)
  - U.S. Environmental Protection Agency
  - The White House
  - Other \_\_\_\_\_

**Awards for which application due by Competitive Deadline**

- Diversity Leaders Award (U.S. Citizens or permanent U.S. residents only)
  - Civic Engagement Award
  - National Collegiate Honors Council
  - William Burke Leadership Award
  - Association of College Honor Societies
  - American Indian/Alaska Native Initiative
  - International Leaders Award
  - Center for Global Understanding
- See Program Guide or website for eligibility and instructions. You can also send an e-mail to [info@twc.edu](mailto:info@twc.edu).

**Term for which you are applying**

- YEAR 20 \_\_\_\_
- Spring Semester     Summer Quarter     Summer Term
  - Spring Quarter     Fall Quarter     Fall Semester
- or
- Postgraduate Professional Development Program Spring
  - Postgraduate Professional Development Program Summer
  - Postgraduate Professional Development Program Fall

**Home Institution's Academic Calendar**

- Semester     Quarter     Trimester
- 4-1-4     Other \_\_\_\_\_

**Status During Program**-Select Highest Level of Education Attained

- Rising Sophomore       Second Semester Sophomore (summer only)
- Junior       Received Undergraduate Degree
- Senior       1st year Graduate Student     2nd year Graduate Student
- 3rd year Graduate Student     Received Graduate Degree

**APPLICATION FEE (FOR TWC USE ONLY)**

- Paid by Check (check number and date)
- Paid by Credit Card
- Payment not enclosed

## PROGRAM AND AREAS OF INTEREST

### Internship Area Selection From the list below, number your selections 1, 2, 3, indicating your first, second and third choices only.

The Washington Center welcomes applications from students in all major fields. We are equipped to handle a wide variety of placement preference areas. In order to direct your application to potential agencies, please provide us with some initial information about your internship interests.

|   |   |   |   |
|---|---|---|---|
| <p><b>ARTS AND HUMANITIES</b></p> <p><b>BUSINESS</b></p> <p><input type="checkbox"/> Accounting</p> <p><input type="checkbox"/> Administration</p> <p><input type="checkbox"/> Economics</p> <p><input type="checkbox"/> Finance/Banking</p> <p><input type="checkbox"/> International Business</p> <p><input type="checkbox"/> Marketing</p> <p><input type="checkbox"/> Management Information Systems</p> <p><b>COMMUNICATIONS</b></p> <p><input type="checkbox"/> Advertising</p> <p><input type="checkbox"/> Broadcast Journalism</p> <p><input type="checkbox"/> Social Media</p> <p><input type="checkbox"/> Print Journalism</p> <p><input type="checkbox"/> Public Relations</p> | <p><b>EDUCATION</b></p> <p><b>INTERNATIONAL</b></p> <p><input type="checkbox"/> Area Studies (specify): _____</p> <p><input type="checkbox"/> Communications</p> <p><input type="checkbox"/> Foreign Policy</p> <p><input type="checkbox"/> Global Trade</p> <p><input type="checkbox"/> Human Rights</p> <p><input type="checkbox"/> International Relations</p> <p><input type="checkbox"/> Peace Studies/Conflict Resolution</p> <p><b>LAW/CRIMINAL JUSTICE</b></p> <p><input type="checkbox"/> Law (specify type): _____</p> <p><input type="checkbox"/> Criminal Justice</p> <p><input type="checkbox"/> Law Enforcement</p> | <p><b>NONPROFIT</b></p> <p><input type="checkbox"/> Advocacy/Interest Groups</p> <p><input type="checkbox"/> Associations</p> <p><input type="checkbox"/> Service (specify type) _____</p> <p><input type="checkbox"/> Issue/Area of interest: _____</p> <p><b>POLITICS</b></p> <p><input type="checkbox"/> Campaigns</p> <p><input type="checkbox"/> Congress/Legislative Affairs</p> <p><input type="checkbox"/> Lobbying</p> <p><input type="checkbox"/> Public Administration</p> | <p><b>SCIENCE, TECHNOLOGY, ENGINEERING AND MATH</b></p> <p><input type="checkbox"/> Health</p> <p><input type="checkbox"/> Biology</p> <p><input type="checkbox"/> Chemistry</p> <p><input type="checkbox"/> Engineering<br/>Type _____</p> <p><input type="checkbox"/> Environment</p> <p><input type="checkbox"/> Math</p> <p><input type="checkbox"/> Statistics</p> <p><input type="checkbox"/> Computer Science / IT<br/>(Specify area of study) _____</p> <p><b>OTHER</b> _____</p> |
|---|---|---|---|

### Program Selection From the list below, number your selections 1, 2, 3, indicating your first, second and third choices only.

Every attempt will be made to place you in the program that you most prefer and for which you are most qualified. For information on each of these programs, including additional requirements and whether financial assistance is available, please refer to TWC's materials or visit our website at [www.twc.edu](http://www.twc.edu).

#### PROGRAMS

- |  |  |
|--|--|
| <input type="checkbox"/> Advocacy, Service and Arts Program                | <input type="checkbox"/> Law and Criminal Justice Program        |
| <input type="checkbox"/> Business and Management Program                   | <input type="checkbox"/> Media and Communication Program         |
| <input type="checkbox"/> Global Trade and Regional Integration Program     | <input type="checkbox"/> Political Leadership Program            |
| <input type="checkbox"/> Governors Internship Program (by nomination only) | <input type="checkbox"/> Science, Technology and Society Program |
| <input type="checkbox"/> International Affairs Program                     |  |

#### PROGRAM FOR SOPHOMORES

Offered only during the summer to students who have completed their freshman year.

Sophomore Exploration Program

#### PROGRAM FOR POSTGRADUATES

Open only to students who have received their undergraduate degrees.

Postgraduate Professional Development Program

## ADDITIONAL INFORMATION

### Language proficiency (For placement purposes)

Use the following code to indicate your proficiency in (a) foreign language(s)  
1=Basic Knowledge, 2=Proficient, 3=Fluent, 4=Native Speaker.

LANGUAGE(S) \_\_\_\_\_

SPEAKING \_\_\_\_\_ READING \_\_\_\_\_ WRITING \_\_\_\_\_

#### For International Students Only

NATIVE LANGUAGE \_\_\_\_\_

If English is not your native language you need to take the TOEFL

DATE TOEFL WAS TAKEN \_\_\_\_\_

MONTH DAY YEAR

SCORE \_\_\_\_\_

If your placement cannot be reached by bus or subway, can you bring a car to commute to work?

(Unless your placement requires the use of a car, due to limited parking, we strongly discourage bringing a car.)

## CAMPUS LIAISON / SPONSOR AGREEMENT

### Not required for the Postgraduate Professional Development Program or for students attending schools outside the United States

I have reviewed this application and endorse this student's candidacy for The Washington Center internship program. I certify that he/she will be receiving academic credit for this internship experience, as detailed on this application. I recognize that I am serving as a campus liaison or faculty sponsor for this student for the duration of the program and will receive all evaluations for the student.

STUDENT NAME \_\_\_\_\_

NAME OF LIAISON/SPONSOR \_\_\_\_\_

TITLE \_\_\_\_\_

DEPARTMENT OR OFFICE \_\_\_\_\_

COLLEGE OR UNIVERSITY \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

E-MAIL \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

My campus is not currently affiliated with The Washington Center. Please send me information regarding affiliation.

## HOUSING

I plan to live in Washington Center housing AND I understand I must submit a completed Housing Reservation Contract in order to reserve my space

I do not plan to live in Washington Center housing. My residence during the internship will be:

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

Area Code

Number

\_\_\_\_\_  
SIGNATURE DATE

For Students with special needs or requirements related to housing: The Washington Center's Application for Services Form should be completed after acceptance into the program.

## POLICIES AND AGREEMENTS

NAME

FIRST

MIDDLE INITIAL OR NAME

LAST NAME

SOCIAL SECURITY NUMBER (or passport number for international students)

### Required Agreements for all applicants

All applicants are required to check the boxes and sign below indicating they have read and understand the following agreements (see page 7). Applicants must also answer the questions found in this section:

- I understand it is my responsibility to be aware of all financial arrangements for my enrollment at The Washington Center for Internships and Academic Seminars, including any tuition or fees I may need to pay to The Washington Center and/or my institution. See application page 9 and page 24 in Program Guide.
- I have read and understand The Washington Center's Admission Policy
- I have read and understand The Washington Center's Payment Policy
- I have read and understand The Washington Center's Internship Refund and Cancellation Policy, and Housing Refund and Cancellation Policy.
- I have read and understand The Washington Center's Housing and Student Life Policy and Internship Policies
- I have read and understand The Washington Center's Financial Assistance Policies

1. Have you ever been found responsible for a disciplinary violation at any post-secondary school you have attended, whether related to academic misconduct or behavioral misconduct, that resulted in your probation, suspension, removal, dismissal or expulsion from the institution?

YES  NO

2. Have you ever been convicted of a felony?

YES  NO

If you answered yes to either or both questions, please attach a separate document that gives the approximate date of each incident and explains the circumstances.

I authorize all post-secondary schools I've attended to release all requested records and authorize review of my application for the admission process.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

### Optional Policy Agreement: Please read below and sign if you consent to the following:

I give The Washington Center (TWC) consent to disclose information from my education records to my parents or guardians (including information from my academic, placement, administrative, financial, and health records created by TWC or forwarded to TWC by my college or university) for the purpose of facilitating my placement and keeping parties informed of my internship progress. Such information may be disclosed to those individuals from the time that I apply to TWC until a two year period following completion of my internship.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

### Special Conditions

Please inform us of any special conditions TWC should be aware of in order for you to fully participate in our programs. Use a separate sheet if necessary.

### Required Policy Agreement for Postgraduate Program Applicants

I have read and understand the Postgraduate Program Deposit Policy (see page 7).

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## FINANCIAL INFORMATION

Once your application, including the application fee, is received, you will be considered for all possible financial assistance for which you qualify, including state and regional awards. Once you have been accepted by The Washington Center, you and/or your institution will receive an invoice indicating your balance. If you receive financial assistance from The Washington Center, that amount will be subtracted from your invoice prior to payment. For more information on financial assistance awards please contact your campus liaison or send an e-mail to [info@twc.edu](mailto:info@twc.edu).

**Application Fee or Postgraduate Professional Development Program (PPDP) Deposit**

\$60  is enclosed  
 \$125 international applicants  is being paid by my College or University  
 \$500 PPDP applicants  other \_\_\_\_\_

**Credit Card Information**

This information is for payment of application fee or postgraduate deposit. We accept Visa, Master Card, Discover and America Express credit cards. Application fee is non-refundable. Postgraduate deposit is refunded if student is not accepted into the program.

CREDIT CARD NUMBER \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

CARDHOLDER'S NAME \_\_\_\_\_

PHONE \_\_\_\_\_

CARDHOLDER'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**Diversity Survey for U.S. Citizens Only:**

(Optional unless applying for financial awards where diversity may be a factor)

- |   |   |
|---|---|
| <input type="checkbox"/> African American                   | <input type="checkbox"/> Alaska Native or American Indian |
| <input type="checkbox"/> White, non-Hispanic                | Enrolled member of:                                       |
| <input type="checkbox"/> Latino/Hispanic                    | <input type="checkbox"/> A federally recognized tribe     |
| <input type="checkbox"/> Asian American or Pacific Islander | <input type="checkbox"/> A state recognized tribe         |
| <input type="checkbox"/> Other _____                        | <input type="checkbox"/> Self-identified                  |

**Disability Survey (Optional)**

Do you self-identify as a person with a disability?

- Yes  No

**State and Congressional District in Which You Permanently Reside (Optional for U.S. Citizens)**

Answering this question will enable us to more easily assign you to the proper Public Policy Dialogue session, and/or may assist us in the placement process if you are interested in a congressional placement.

State \_\_\_\_\_

Congressional District \_\_\_\_\_

**Political Affiliation (Optional)**

If you are interested in a political internship where partisanship may be a consideration, please indicate your political affiliation.

- Democrat  
 Republican  
 Other (please specify) \_\_\_\_\_

**Application Checklist**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Secure your application with one paperclip. | <input type="checkbox"/> Résumé  | <input type="checkbox"/> Transcript (please send an official copy) |
| <input type="checkbox"/> Do not use any staples.                     | <input type="checkbox"/> Statement of Professional Interest  | <input type="checkbox"/> Two letters of recommendation             |
| <input type="checkbox"/> Application fee or program deposit          | <input type="checkbox"/> Issues essay  | (may be sent separately)   |
| <input type="checkbox"/> Internship application form                 | <input type="checkbox"/> Liaison/Campus Sponsor signature<br>(not required for Postgraduate-Professional<br>Development Program) |  |

Do you plan to receive credit?

Marital Status:

Height:

Weight:

Hair Color:

## RECOMMENDATION LETTER

### To the Candidate

Please enter your name and name of your college or university. A copy of this form should be given to two individuals (a third is optional) who know you well. At least one letter must be from a faculty member (neither should be from a family member or friend). Each recommender should complete the bottom half of his/her copy. The recommender should provide the letter to you in a sealed envelope or mail it to TWC directly. All information is subject to verification

NAME \_\_\_\_\_

COLLEGE OR UNIVERSITY \_\_\_\_\_

**Waiver of Access:** I have requested that this recommendation be filed for use in the selection process for The Washington Center's internship programs. In accordance with the Family Educational Rights and Privacy Act of 1994, I have indicated my intention regarding access to this recommendation by checking one of the following options. The recommendation will be sent to placement supervisors.

- I waive access to this recommendation       I do not waive access to this recommendation

### Term for which you are applying

YEAR 20\_\_ \_\_

- Spring Semester       Spring Quarter  
 Summer Term       Summer Quarter  
 Fall Semester       Fall Quarter

- Postgraduate Professional Development Program Spring  
 Postgraduate Professional Development Program Summer  
 Postgraduate Professional Development Program Fall

### Signature of applicant

Signature \_\_\_\_\_

Date \_\_\_\_\_

### To the Recommender

Thank you for taking the time to write on behalf of this applicant to The Washington Center for Internships and Academic Seminars. Please answer all the questions listed on the table. **On a separate sheet of paper (institutional or business letterhead), please tell us why you endorse the student as an applicant for The Washington Center's Internship Program.** Be sure to address what you know about the student's academic and professional experiences, participation in extracurricular activities, and work in school, government and community service. All letters should be written in English. Please give the letter and this form to the applicant, in a sealed envelope, or send it directly to:

**Enrollment Services**  
**The Washington Center**  
**1333 16th Street, NW**  
**Washington, D.C. 20036**

We suggest you retain a copy for your records. We appreciate your efforts on behalf of this candidate and look forward to hearing from you.

NAME AND TITLE (PRINT) \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

DAYTIME PHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_  
AREA CODE      NUMBER      AREA CODE      NUMBER

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

How do you rate the candidate on the following criteria?

|                        | OUTSTANDING | VERY GOOD | ABOVE AVERAGE | AVERAGE | BELOW AVERAGE | UNOBSERVED |
|------------------------|-------------|-----------|---------------|---------|---------------|------------|
| INTELLECTUAL CURIOSITY |             |           |               |         |               |            |
| SERIOUSNESS OF PURPOSE |             |           |               |         |               |            |
| MOTIVATION             |             |           |               |         |               |            |
| CONCERN FOR OTHERS     |             |           |               |         |               |            |
| LEADERSHIP             |             |           |               |         |               |            |
| ACADEMIC ACHIEVEMENT   |             |           |               |         |               |            |
| POTENTIAL FOR GROWTH   |             |           |               |         |               |            |

How long have you known this applicant? \_\_\_\_\_

In what capacity? \_\_\_\_\_

## APPLICATION INSTRUCTIONS

**College or University Awarding Credit:** Please identify the college or university that will be awarding you credit. This may differ from the college or university you currently attend if you are unable to obtain credit through your home institution. Postgraduate applicants should enter the name of institution that they currently attend or that awarded their degree.

**Home Institution** (if applicable): Enter the name of your home institution if different from institution awarding credit for your participation.

**Early Deadline for Selected Agencies:**

The Washington Center encourages students to apply early in order to access the widest possible range of placement sites. Each site has an internal timeline for selecting interns. Some of these fall months ahead of our regular deadline. Some sites need to issue security clearances after an offer is made to and accepted by a student. Others request an additional application.

At [www.twc.edu/students/earlydeadlines.shtml](http://www.twc.edu/students/earlydeadlines.shtml), we have posted a list of internship sites that require early submission. Also posted are the dates by which students should send their complete applications (with all supporting documents) to The Washington Center. The list includes only a small minority of the agencies at which accepted students may intern. The date noted under "Early Deadlines Begin" on page 9 is the date by which your application is due in order to be considered for the full range of placements listed below.

Early-deadline agencies include (subject to change):

- U.S. Attorney's Office for the District of Columbia
- U.S. Department of Defense
- U.S. Department of Justice
- U.S. Department of State
- Naval Criminal Investigative Service
- U.S. Marshals Service
- U.S. Drug Enforcement Administration
- U.S. Department of Homeland Security
- Interpol
- The White House
- U.S. Congressional Offices (summer term)\*
- CNN\*
- U.S. Environmental Protection Agency\*

Placements at the agencies noted above are generally available only to degree-seeking students and some require an additional application form. Not all early-deadline agencies are available to quarter students.

By meeting the early deadline for and indicating your interest in certain internships, you are requesting that your application be sent to those agencies for consideration. You are not applying for a security clearance. A clearance will be opened by, and will be the responsibility of the agency, only after you are offered and accept an internship.

\* Background investigation not conducted but early deadline required.

**Competitive Deadline: Early Consideration for Financial Assistance Awards**

Students seeking to be considered for the below-listed awards or initiatives should submit their application by the Competitive Deadline:

- Diversity Leaders Award (must be U.S. citizen or permanent resident)
- Civic Engagement Award
- International Leaders Award
- Association of College Honor Societies Scholarship (also available to Postgraduate Program applicants)
- National Collegiate Honors Council Scholarship
- American Indian/Alaska Native Initiative

If the competitive deadline has passed, please contact us at [info@twc.edu](mailto:info@twc.edu) to ask if we can still accept your application. Depending upon the timing, and the type of placement or award you seek, we may be able to accommodate you.

For more information, please review the financial assistance section on pages 24-27 of our Program Guide or visit our website at [http://www.twc.edu/students/financial\\_assistance.shtml](http://www.twc.edu/students/financial_assistance.shtml)

**Program and Areas of Interest Section**

**Internship Area Selection:** In order to direct your application to the appropriate staff member and to facilitate the placement process, indicate your placement interest areas by selecting three choices from among those found on the application form. Number your selections 1, 2, and 3, indicating ONLY your 1st, 2nd and 3rd choices.

**Program Selection:** When students are accepted by The Washington Center, they are assigned, according to their interests and eligibility, to a program. To learn more about each program, including additional eligibility requirements, types of internships available, availability of financial assistance and whether a specific course is required for the program, please refer to pages 6-12 of our Program Guide or visit our website at <http://www.twc.edu>.

From among those programs listed on the application, please select your **FIRST, SECOND AND THIRD CHOICES ONLY**. The Washington Center may assign you to a program other than the one selected if circumstances warrant.

- Undergraduate students are not eligible for our Postgraduate Professional Development Program.
- Programs are offered each semester and quarter unless otherwise specified.
- Graduate students who would like to participate in our program for credit facilitated by The Washington Center can select from among all programs except our Postgraduate Professional Development Program. In this case a liaison/sponsor signature is required.

**Campus Liaison/Sponsor Agreement**

**Campus Sponsor Agreement (Not Required for the Postgraduate Professional Development Program or for students attending schools outside the U.S.)** This portion of the application form must be completed and signed by the individual on your campus designated as the campus liaison. If you are unsure of the identity of this person, please contact The Washington Center at [info@twc.edu](mailto:info@twc.edu) or call us at **1-800-486-8921**.

If your campus is not affiliated with The Washington Center, you may obtain the signature of a faculty or staff member (dean, head of a department, faculty member, career services administrator) who can help arrange for you to receive credit.

If you are unable to secure the proper signature, please contact our Institutional Relations department at [info@twc.edu](mailto:info@twc.edu) or 1-800-486-8921 so that we may assist you.

## ADDITIONAL APPLICATION COMPONENTS

**Recommendation Letters**

Two letters of recommendation are required. At least one of these letters must be from a faculty member (neither should be from a family member or friend). A third letter is required for students whose GPA falls below 2.75.

Letters may be given to the student, in a sealed envelope, to forward to The Washington Center, or the recommender may send the letters directly to The Washington Center.

**Issues Essay\***

In approximately 500 words (typed, double spaced, on 8.5 x 11 paper with your name and institution at the top of each page), discuss one issue related to the field in which you wish to work. Some suggestions for writing your issues essay:

- Conduct a web search among major news organization sites to find out about new and recent controversies in your field of interest.
- Ask your faculty advisor to identify developing issues in the field.
- **Do not try to write a research paper.** Simply demonstrate that you have a serious interest and some background knowledge about issues that are important in your field. Your essay will be shared with prospective internship sites. Please take the time to ensure your essay is well written, organized, and contains no typographical errors.

**Statement of Professional Interest**

In approximately 100 words (typed, double-spaced, on 8.5" x 11" paper, with your name and institution at the top of the page), describe the kinds of activities you would like to be involved with during your internship and how these activities would relate to your career goals. Please do not specify the name(s) of any particular organization as this document will be sent to potential internship sites.

**Résumé\***

Include a one-page résumé that outlines your educational background, honors or recognitions, work experience, activities, special skills, travel, interests, etc. If you do not have a current résumé, check with your campus career center for advice on format. Please be sure to include any computer-related expertise or foreign language skills, as well as prior internships and community service activities. Applicants for Diversity Leaders Award and Civic Engagement Award should include evidence of leadership on campus and/or in the community.

**Transcripts**

Please submit an official transcript. The transcript may be sent separately.

\* Examples of some of these components can be found at our website <http://www.twc.edu>.

## GENERAL POLICIES, PAYMENT POLICY & CANCELLATION POLICIES

### Admissions Policy

The review process is comprehensive with admissions decisions based on the strength of each student's application (including the essays, letters of recommendation and other supporting documents) and a determination of whether an appropriate internship can be secured for the applicant. Unless notified of a student's intention to withdraw from our program (or decline admission), The Washington Center assumes that all accepted students plan to participate in our program.

### Payment Policy

The Washington Center requires that all invoices be paid in full by the due date noted on your invoice. Students with an outstanding balance may not check into Washington Center housing, or begin their internship unless prior alternative arrangements have been made with The Washington Center's finance office. Email finance at [finance@twc.edu](mailto:finance@twc.edu) or call 202-238-7974 to discuss payment.

### Internship Refund and Cancellation Policy

Washington Center staff does extensive work on your behalf prior to your arrival in Washington, D.C. This necessitates a commitment by you to adhere to The Washington Center refund policy. When you sign the policy agreement on your application (page 3), you are making a financial commitment to The Washington Center, and you are indicating that you have read and understand the refund and payment policies.

Financial assistance is contingent on successful completion of the program. Cancellation, dismissal, withdrawal or failure to successfully complete the program voids all forms of financial assistance, and any financial assistance provided to the student plus any outstanding fees are due and payable to TWC.

The Washington Center grants refunds and/or will assess a charge for program fees under certain circumstances as specified in Table A. The initial application fee is not refundable, but may be applied to another program within one year of the original application.

- All requests for refunds must be submitted in writing. A request for a program fee refund should be submitted to the Director of Internships.
- TWC will not release grades for any student with an outstanding balance.
- All interns are governed by the Student Code of Conduct. Students dismissed from the program (and thus from the housing facilities) after due process procedures have been followed receive no refund for either program or housing.

### Housing Refund and Cancellation Policy

Upon acceptance to The Washington Center, you will be given information about submitting a Housing Reservation Contract. This contract must be submitted along with your \$300 Housing Security Deposit six (6) weeks prior to your scheduled check-in date. The deposit will hold your space in housing. Once the contract has been submitted, the Housing Security Deposit will be forfeited if you cancel your housing. Additional fees may be assessed as outlined in Table B.

If a student's financial assistance requires that he/she live in TWC housing, cancellation of housing will result in a loss of that assistance and the student's bill will be adjusted accordingly. To cancel your housing reservation, you must submit notification, in writing, to [housing@twc.edu](mailto:housing@twc.edu). No cancellations will be taken by phone or in person by a member of TWC staff. The Washington Center does grant partial refunds on housing under certain circumstances as specified in Table B.

### Housing and Student Life Policies

If you choose to live in The Washington Center housing during your internship, you must abide by the policies in the Housing Reservation Contract, Student Code of Conduct and the following rules and regulations:

- All students are required to have health insurance and provide proof of insurance upon request.
- The Washington Center is not responsible for any loss, theft or damage to your personal property. Insuring your valuables is recommended.
- No pets are allowed in Washington Center housing facilities, with the exception of service animals used for official purposes.
- Smoking is not allowed in Washington Center housing facilities.
- The Washington Center reserves the right to change student accommodations at any time. To consolidate vacant spaces, students may be required to relocate to another apartment or housing facility.
- The Washington Center reserves the right to remove any student or guest from our housing facilities; students whose conduct is considered disruptive, harmful or potentially harmful to others or themselves, may be removed from the program immediately.
- If a student's financial assistance requires that he/she live in Washington Center housing, removal from said housing will result in a loss of financial assistance and the appropriate amount will be added to the student's bill.
- Each intern, regardless of scholarship, is required to provide a check or credit card imprint for a Housing Security Deposit of \$300 with their Housing Reservation Contract. A final charge amount will be determined after all charges are received from building management. This determination will not be made until at least 10 weeks after departure.

### INTERNSHIP REFUND & CANCELLATION POLICY

Table A

| If you notify TWC of Cancellation   | Refund/Fee Assessed   |
|---|---|
| Between your acceptance into the Program but prior to your internship placement confirmation  | 100% of program fee refunded  |
| After accepting an internship, either orally, in writing or via e-mail, but prior to check-in | 50% of program fee refunded or 50% of Program Fee Due to TWC  |
| On or after check-in  | No refund; 100% of fees due and payable to TWC  |
| If you notify TWC of Deferment to Future Term   | Refund/Fee Assessed   |
| After acceptance into the program but prior to accepting a placement                          | Application fees are rolled forward to the chosen term. Interns may only defer once.  |
| After accepting an internship, either orally, in writing or via e-mail, but prior to check-in | 50% of Program fee is due at the time of deferment and will be applied to total invoice upon enrollment in next chosen term. Should student not attend the term deferred to, fees will not be refunded.   |
| On or after check-in  | 100% of fees are due at time of deferment and will be applied to invoice upon enrollment in chosen term. Should student not attend that term, fees will not be refunded.  |
| Choosing deferment after J-1 visa is processed  | 50% of Program fee is due at the time of deferment and will be applied to total invoice upon enrollment in next chosen term. Should student not attend the term deferred to, fees will not be refunded. For Interns who defer and have had a J-1 visa processed, that intern will be assessed \$300 for the processing of a new J-1 visa for the next term. |

### HOUSING CANCELLATION POLICY

Table B

| Cancellation Date                    | Fee   |
|--------------------------------------|---|
| 14 or more days prior to check-in    | Forfeiture of \$300 housing security deposit  |
| Fewer than 14 days prior to check-in | Forfeiture of \$300 housing security deposit and an additional \$500 cancellation fee |
| On or after check-in day             | No refund; 100% housing fee due and payable to The Washington Center                  |



## Internship Policies

- The application form, plus the supporting documents provided, become the property of The Washington Center and will be shown to potential internship sites. The materials will not be returned or transferred to other institutions or potential employers.
- The program fee (and housing fee if applicable) will be payable to The Washington Center by the due date that will be noted on the invoice. The Washington Center reserves the right to assess a finance charge on overdue accounts.
- All students are required to have health insurance and provide proof of insurance upon request.
- Students are responsible for any and all medical expenses that may be incurred, either personally or through insurance coverage.
- By signing the application, a student certifies that he or she has completed this application and that the information contained in it (including the resume and other supporting documents) is accurate. Misrepresentation of information contained in the application and supporting documents may result in denial of acceptance, revocation of acceptance, or removal from the program. Information is subject to verification.

## Postgraduate Program Deposit Policy

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Because The Washington Center does extensive work on their behalf, students applying to the Postgraduate Program are required to pay a \$500 non-refundable deposit at the time of application. Applications will not be reviewed until payment is received. The deposit will be put toward the program fee and is refunded if an applicant is not accepted into our program.

## Financial Assistance Policy

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Financial assistance from The Washington Center is awarded independently from admission and is not need-based. It includes, but is not limited to, any amounts provided by the internship placement directly to the student or to The Washington Center. Financial assistance is generally not available to interns enrolled in our Postgraduate Professional Development Program.

In order to be considered for assistance, you must (1) live in Washington Center-provided housing (unless such assistance is through American Indian/Alaska Native Initiative and (2) successfully complete your Washington Center program (all work must be awarded a grade of C or higher). If you fail to meet either of these requirements, all financial assistance monies must be returned to The Washington Center, and you will be re-invoiced accordingly.

Some assistance (including Washington Center matches of state scholarships) must be applied toward our housing fees. **Such awards are not cumulative. The student receives only the largest such award for which he or she is eligible.** Placement-provided assistance, for example, is first used to cover any housing assistance otherwise provided by The Washington Center, and then to cover any balance remaining on the student's bill.

If placement-provided assistance covers the full cost of a student's program and housing and provides a weekly stipend, the student will not be eligible for additional Washington Center scholarships or state scholarships.

For more information contact TWC at [info@twc.edu](mailto:info@twc.edu) or call us at 800-486-8921.

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## DATES, DEADLINES AND FEES 2011

### SEMESTER AND SUMMER TERM PROGRAMS

| TERM             | EARLY DEADLINES BEGIN <sup>1</sup> | COMPETITIVE DEADLINE <sup>2</sup> | REGULAR DEADLINE | CHECK-IN | ORIENTATION <sup>3</sup> | INTERNSHIP BEGINS | INTERNSHIP ENDS | CHECK OUT | APPLICATION FEE <sup>4</sup> | PROGRAM COST <sup>5</sup> | HOUSING COST <sup>5</sup> |
|------------------|------------------------------------|-----------------------------------|------------------|----------|--------------------------|-------------------|-----------------|-----------|------------------------------|---------------------------|---------------------------|
| Spring Sem 2011  | 05/24/10                           | 09/27/10                          | 11/12/10         | 01/19/11 | 01/20/11                 | 01/24/11          | 05/06/11        | 05/07/11  | \$60                         | \$6,570                   | \$4,710                   |
| Summer Term 2011 | 9/27/10                            | 02/04/11                          | 03/11/11         | 05/25/11 | 05/26/11                 | 05/31/11          | 08/05/11        | 08/06/11  | \$60                         | \$5,650                   | \$3,660                   |
| Fall Sem 2011    | 01/21/11                           | 05/02/11                          | 06/10/11         | 08/31/11 | 09/01/11                 | 09/06/11          | 12/16/11        | 12/17/11  | \$60                         | \$6,570                   | \$4,710                   |
| Spring Sem 2012  | 05/23/11                           | 10/07/11                          | 11/15/11         | 01/22/12 | 01/23/12                 | 01/25/12          | 05/04/12        | 05/05/12  | \$60                         | TBA                       | TBA                       |
| Summer Term 2012 | 09/23/11                           | 02/17/12                          | 03/16/12         | 05/23/12 | 05/24/12                 | 05/29/12          | 08/03/12        | 08/04/12  | \$60                         | TBA                       | TBA                       |
| Fall Sem 2012    | 01/20/12                           | 05/04/12                          | 06/15/12         | 08/29/12 | 08/30/12                 | 09/04/12          | 12/14/12        | 12/15/12  | \$60                         | TBA                       | TBA                       |

### QUARTER AND SUMMER QUARTER PROGRAMS

| TERM                | EARLY DEADLINES BEGIN <sup>1</sup> | COMPETITIVE DEADLINE <sup>2</sup> | REGULAR DEADLINE | CHECK-IN | ORIENTATION <sup>3</sup> | INTERNSHIP BEGINS | INTERNSHIP ENDS | CHECK OUT | APPLICATION FEE <sup>4</sup> | PROGRAM COST <sup>5</sup> | HOUSING COST <sup>5</sup> |
|---------------------|------------------------------------|-----------------------------------|------------------|----------|--------------------------|-------------------|-----------------|-----------|------------------------------|---------------------------|---------------------------|
| Spring Quarter 2011 | 05/24/10                           | 09/27/10                          | 01/14/11         | 03/13/11 | 03/14/11                 | 03/15/11          | 05/20/11        | 05/21/11  | \$60                         | \$5,650                   | \$3,660                   |
| Summer Quarter 2011 | 09/27/10                           | 02/04/11                          | 03/11/11         | 06/05/11 | 06/06/11                 | 06/07/11          | 08/12/11        | 08/13/11  | \$60                         | \$5,650                   | \$3,660                   |
| Fall Quarter 2011   | 01/21/11                           | 05/02/11                          | 06/10/11         | 08/31/11 | 09/01/11                 | 09/06/11          | 11/11/11        | 11/12/11  | \$60                         | \$5,650                   | \$3,660                   |
| Spring Quarter 2012 | 05/23/11                           | 10/07/11                          | 01/13/12         | 03/11/12 | 03/12/12                 | 03/13/12          | 05/18/12        | 05/19/12  | \$60                         | TBA                       | TBA                       |
| Summer Quarter 2012 | 09/23/11                           | 02/17/12                          | 03/16/12         | 06/03/12 | 06/04/12                 | 06/05/12          | 08/10/12        | 08/11/12  | \$60                         | TBA                       | TBA                       |
| Fall Quarter 2012   | 01/20/12                           | 05/04/12                          | 06/15/12         | 08/29/12 | 08/30/12                 | 09/04/12          | 11/09/12        | 11/10/12  | \$60                         | TBA                       | TBA                       |

### POSTGRADUATE PROFESSIONAL DEVELOPMENT PROGRAMS

| TERM        | EARLY DEADLINES BEGIN <sup>1</sup> | COMPETITIVE DEADLINE <sup>2</sup> | REGULAR DEADLINE | CHECK-IN | ORIENTATION <sup>3</sup> | INTERNSHIP BEGINS | INTERNSHIP ENDS | CHECK OUT | DEPOSIT <sup>6</sup> | PROGRAM COST <sup>5</sup> | HOUSING COST <sup>5</sup> |
|-------------|------------------------------------|-----------------------------------|------------------|----------|--------------------------|-------------------|-----------------|-----------|----------------------|---------------------------|---------------------------|
| Spring 2011 | 05/24/10                           | 09/27/10                          | 11/12/10         | 01/19/11 | 01/20/11                 | 01/24/11          | 05/06/11        | 05/07/11  | \$500                | \$3,995                   | \$4,710                   |
| Summer 2011 | 09/27/10                           | 02/04/11                          | 03/11/11         | 06/05/11 | 06/06/11                 | 06/07/11          | 08/12/11        | 08/13/11  | \$500                | \$3,220                   | \$3,660                   |
| Fall 2011   | 01/21/11                           | 05/02/11                          | 06/10/11         | 08/31/11 | 09/01/11                 | 09/06/11          | 12/16/11        | 12/17/11  | \$500                | \$3,995                   | \$4,710                   |
| Spring 2012 | 05/23/11                           | 10/07/11                          | 11/15/11         | 01/22/12 | 01/23/12                 | 01/25/12          | 05/04/12        | 05/05/12  | \$500                | TBA                       | TBA                       |
| Summer 2012 | 09/23/11                           | 02/17/12                          | 03/16/12         | 06/03/12 | 06/04/12                 | 06/05/12          | 08/10/12        | 08/11/12  | \$500                | TBA                       | TBA                       |
| Fall 2012   | 01/20/12                           | 05/04/12                          | 06/15/12         | 08/29/12 | 08/30/12                 | 09/04/12          | 12/14/12        | 12/15/12  | \$500                | TBA                       | TBA                       |

- Early Deadlines for Selected Agencies:** The Washington Center encourages students to apply early, as some agencies have early internal deadlines by which we must refer candidates. Others may require students to complete additional application materials. **The date noted above is the earliest your application is due in order to be considered for the full range of early deadline placements. Please visit [www.twc.edu/students/earlydeadlines.shtml](http://www.twc.edu/students/earlydeadlines.shtml) to view the dates by which complete applications should be submitted to The Washington Center for specific placements.** These include (but are not limited to) the U.S. Attorney's Office for the District of Columbia, U.S. Department of Defense, U.S. Department of Justice, U.S. Department of State, The White House and U.S. Congressional Offices (summer term only). Many agencies listed need to issue security clearances for students who accept an offer.
- Competitive Deadline: Early Consideration for Financial Assistance Awards:** Apply by this date if you'd like early consideration for our financial assistance awards, including the Diversity Leaders Award, Civic Engagement Award and Honors Awards (See pages 24-27 of the Program Guide or visit our website at [http://www.twc.edu/students/financial\\_assistance.shtml](http://www.twc.edu/students/financial_assistance.shtml) for detailed information on these and other awards). If a particular deadline has passed, please call or e-mail The Washington Center at [info@twc.edu](mailto:info@twc.edu) to see if we can still accept your application. There should, in any case, be many other highly desirable placements available; and you might still be considered for financial assistance.
- Orientation** begins on the date shown above. Depending on the specific term, orientation is either one or two days in length. Please check website for more information.
- Non-refundable Application Fee:** Application fee for international trainees is \$125.00. This includes processing and J-1 Visa FEDEX delivery.
- Program and Housing Costs: Actual costs to the students are usually offset as a result of financial assistance from his or her institution, state, The Washington Center and/or other sources. See pages 24-27 of the Program Guide.**
- There is no application fee for the Postgraduate Program. A **non-refundable deposit** (which is applied toward the program fee) is due at the time of application. The deposit is refunded if applicant is not accepted into the program.