*Last updated January 15, 2015*

***Internship Grant Program 2015 - Application Instructions***

**Eligibility Criteria**

· You must be a citizen of Turkmenistan to apply.

· You must be enrolled as a full-time student in a university outside of Turkmenistan. Both undergraduate and graduate students are eligible, but there is preference given to undergraduate students.

· If you are planning to take a leave of absence to participate in an internship, but plan to resume full-time studies at the completion of the internship, you are eligible for this award. Please indicate this in your Application Letter if it applies to you.

· You must have an internship offer or be in the process of negotiating it.

· Students that have graduated within 12 months (from either undergraduate or graduate studies) of applying for an Internship Grant are eligible for the program.

· You may apply for this grant to participate in any professional internship, in any country and in any career field with the following exception: grants will not be made for internships that are political or religious in nature. The determination of whether or not an internship fits into the “spirit” of this program is at the discretion of the Internship Grant Committee.

· Students with paid internships may apply for assistance with travel or living expenses.

· Preference is given to students who have not previously participated in an internship.

· Academic performance is considered, but there is no minimum GPA required to apply.

· Additionally, a degree of preference will be given to students with an intellectual or physical disability that has created hardship.

**Application Instructions:** Internship Grant Applications are accepted on a rolling basis and decisions will be available within approximately three weeks of the receipt of all application materials. Submit all of the documents listed below **in a single PDF** document via e-mail to *intern@arzuw.org*

* Completed application
* Your CV or resume
* Copy of your unofficial transcript
* Copy of your passport
* An official internship offer letter from the employer. Applications without the letter will be accepted, however, any decision made will be conditional to the receipt of the letter.
* An internship (job) description.
* One letter of recommendation from a former employer or professor. Recommendations from friends or family will not be accepted.
* You may also submit supporting documentation to explain academic performance or any other extenuating factors, *not required.*

**Terms of the Award:** Internship grants must be used to cover costs directly related to the student’s participation in a professional internship that has been approved by the Internship Grant Committee. Students selected for this award will be required to submit a mid-term report verifying their internship participation and will also be required to submit a final report on their internship experience. Awards range in size from $500-$1500 on average.

**Once your application has been submitted, the Internship Grant Committee will contact you within 2-3 weeks to notify you of your status.**

***Internship Grant Application Form***

**1) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2) Date of Application Submission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3) Dates of Internship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4) Dollar Amount Requested, including itemized breakdown and description (e.g. food, lodging, visa, travel, etc). Please refer to the “**[Sample Budget for Internship Grant Program Application](http://www.arzuw.org/s/Sample-Student-Budget-for-Internship-Grant-Application.pdf)” **5) Please describe what other financial resources you will use to cover your internship costs or indicate that this grant will be used to cover all of your expenses.**

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**6) University where you are currently enrolled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**7) Current year in school (i.e. second year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**8) Do you have a physical or intellectual disability? If yes, please briefly describe your disability. A slight preference is given to candidates with a disability. (You are not required to answer this question). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**9) Please tell us about your extracurricular activities, volunteer work and hobbies. You can describe them here, include them in your CV or resume, or attach a separate list of these activities.**

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**10) Have you participated in a professional internship in the past? If yes, please tell us when it was, where it was, how long it was and provide a brief description of your experience. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**11)** **Do you have a physical or intellectual disability? If yes, please briefly describe your disability. A slight preference is given to candidates with a disability. (You are not required to answer this question).**

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**12) Attach an Application Letter between 500-700 words that includes answers to all of the information below.**

**· Please describe the internship opportunity and how it relates to your educational and professional goals.**

**· Please describe why you wish to participate in the internship and what you hope to gain from the experience.**

**· We like creativity! Feel free to be creative and express yourself in your letter.**

**· This letter should be between 500-700 words and should clearly articulate the importance of this internship to your professional and academic development.**

**Submit this form, the Application Letter, and the following supporting documents to the Internship Grant Committee at *intern@arzuw.org***