

## Newman International Studies Internship Support: 2024 Application

**DUE: MONDAY MARCH 18<sup>TH</sup>, 2024**

With generous support from the Newman family, the International Studies Major offers funding for undergraduate women who have declared as IS Majors and need additional financial assistance to pursue unpaid or under-paid summer internships related to International Studies. Applicants must have junior standing and a minimum GPA of 3.3 in the major. Applications are due Monday, March 18<sup>th</sup>. Depending on remaining funds, applications will be considered on a rolling basis after the March 18<sup>th</sup> deadline.

**TO APPLY: Complete the information on this form and email to [ismadvisor@ismajor.wisc.edu](mailto:ismadvisor@ismajor.wisc.edu) by Monday March 18<sup>th</sup> 2024.**

### 1. Internship Details

- Have you formally secured and accepted an internship offer? Yes/No
- If you have not yet secured an internship, please list those you have applied to and where you are in the recruiting process (ex. 1st round interview, waiting for offer, etc.). \*\*Please note that you MUST have secured an internship and submitted the verification letter with your application in order for your application to be considered.\*\*
- Internship Information
  - A. Company/Organization Name
  - B. Location (City, State)
  - C. Country (if outside the United States)
  - D. Start Date
  - E. End Date
  - F. Duration of internship (# of weeks)
  - G. Hours per week worked (# hours/week)
  - H. Pay, if applicable (\$/hour) If unpaid, mark 0.
- Please upload a copy of the internship job description.
- Request a letter of verification (or "offer letter") from the internship agency stating that you have secured this internship. The letter should include the beginning and end dates of the internship, the number of hours a week, and pay or stipend information.

### 2. Personal Statement and C.V.

- Please submit a current resume, limited to 1 page.
- Please submit a two-page statement including the following:
  1. Why are you pursuing this internship opportunity? What do you hope to learn/get out of the experience? How will it contribute to achieving your personal and professional goals? How does it relate to your experience, program of study, and goals as an International Studies Major?
  2. How will this award money enable you to participate in this internship opportunity? (Be specific).

3. (Optional) Have you had any particular life or family challenges that you feel should be taken into consideration when reviewing your application?

3. Budget and Funding

- Please provide a breakdown of anticipated expenses during your internship. Estimate the amount you will spend PER WEEK.
  - A. Food
  - B. Housing/Rent
  - C. Transportation
  - D. Other (please specify)
  - E. Total (please add A-E)
  - F. GRAND TOTAL: Multiply total (E) by number of weeks you will be working
- Please provide a breakdown of your one-time only expenses (expenses NOT included in your weekly expenses above):
  - A. Airline Tickets or Transportation
  - B. Visa/passport application fee
  - C. Clothing
  - D. Other (please specify along with amount)
  - E. TOTAL for one-time expenses (sum of A-D)
- Is there a program fee associated with this internship? (i.e. Do you have to pay the organization to participate in the internship)? If yes, what is the fee?
- Please add your GRAND TOTAL of per week expenses (F) with your TOTAL for one-time expenses (E) and, if applicable, the program fee.
- Are you requesting funding for a salary or hourly wage because your internship is unpaid or underpaid (i.e. do you need funding for your internship work)?
- If yes, how much? Please provide wage per hour x number of hours worked per week x number of weeks worked (ex. \$10/hour x 40 hours per week x 9 weeks = \$3600)
- How much money are you requesting (amount between \$1,000 and \$5,000)?
- List any additional funding sources you are applying to in order to fund this internship experience, the amount(s) you've requested, and the date(s) you'll find out whether you've received this funding. Failure to disclose may affect the consideration of your application.