

VIU INTERNSHIP APPLICATION FOR CREDIT

LAST NAME: _____

FIRST NAME: _____

MIDDLE INITIAL OR NAME: _____

DATES ATTEND VIU: _____ to _____
Month Year Month Year

GPA _____ EXPECTED GRADUATION DATE: _____

SCHOOL ENROLLED: _____

MAJOR _____ MINOR _____

INTERNSHIP TYPE (may check more than one):

VOLUNTARY PARTIAL CPT FULL CPT

ARE YOU :

US CITIZEN PERMANENT U.S. RESIDENT

INTERNATIONAL STUDENT VISA TYPE: _____

PLACE OF BIRTH: _____
Country

COUNTRY OF CITIZENSHIP: _____

COUNTRY OF LEGAL PERMANENT RESIDENCE: _____

Permanent Address:

STREET _____

CITY _____ STATE _____ COUNTY _____

COUNTRY _____ POSTAL CODE _____

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: _____

MOBILE PHONE: _____

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 (1): _____

SPEAKING _____ READING _____ WRITING _____

LANGUAGE (2): _____

SPEAKING _____ READING _____ WRITING _____

LANGUAGE (3): _____

SPEAKING _____ READING _____ WRITING _____

(Add more languages on the back if necessary)

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 _____

Transportation:

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

Term for which you are applying:

Fall 2010: Spring 2011: Summer 2011:

Status during program (select highest level of education attained)

Undergraduate:

Sophomore Junior Senior

Graduate student: Year 1 Year 2

For internal use:

Date received completed application: _____

Application reviewed by: _____

Comments: _____

PROGRAM AND AREAS OF INTEREST

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

<u>Business</u>	<u>Information Technology</u>	<u>TESOL</u>
<input type="checkbox"/> Finance	<input type="checkbox"/> Information Systems	<input type="checkbox"/> Teaching language courses
<input type="checkbox"/> Accounting	<input type="checkbox"/> Computer Science	<input type="checkbox"/> Working as a teacher's assistant
<input type="checkbox"/> Human Resource	<input type="checkbox"/> IT Specialist	<input type="checkbox"/> Language tutoring
<input type="checkbox"/> Healthcare	<input type="checkbox"/> Oracle Developer	<input type="checkbox"/> Developing instructional materials
<input type="checkbox"/> Marketing & Advertising	<input type="checkbox"/> Oracle Database Management	<input type="checkbox"/> Proficiency and/or achievement test development
<input type="checkbox"/> International Business	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Language program administration
<input type="checkbox"/> Small Business Management		<input type="checkbox"/> Editing publications
<input type="checkbox"/> Global Logistics		<input type="checkbox"/> Research into a broad range of education and language related issues (pedagogy, sociolinguistics, language/ educational policies, etc.)
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Other: _____

The VIU Career Center welcomes student applications from all academic backgrounds. In order to direct your application to the right organization and position, please provide us with initial information about your internship interests. Use additional paper if needed.

ADDITIONAL APPLICATION COMPONENTS

Resume: Include a one-page resume that outlines your educational background, honors and recognitions, work experience, activities, special skills, travel, interests, as well as other pertinent information. If you do not have a current resume, check with the Career Center for advice on format. Be sure to include any computer-related expertise or foreign language skills, as well as prior internships and community service or career related volunteer activities.

Cover Letter: Draft a Cover Letter that can apply for your area of career interest.

Transcripts: Log on to "My VIU" and print your Unofficial Transcript. Include the Unofficial Transcript in the Internship Application Packet. Copies of transcripts from other institutions may also be submitted.

Letters of Recommendation: Two letters of recommendation are required. At least one of these letters must be from a faculty member. Neither letter should be from a family member or friend.

Writing Sample: In approximately 500 words (typed, double spaced, 12 font, on 8.5 x 11 paper with your name and VIU at the top of each page), write a short essay on one issue related to the field in which you wish to work. You can ask your faculty advisor to identify developing issues in your field of interest.

Do not try to write a research paper. Simply demonstrate that you know how to write and have a serious interest and some background knowledge about issues that are important in your field. Please take the time to ensure your essay is well written, organized, and grammatically correct.

Contact the Career Center by email with any questions at career@viu.edu or by telephone at 703-591-1844 x340.