



STEUBEN-SCHURZ-GESELLSCHAFT E.V.

Älteste deutsch-amerikanische Freundschaftsorganisation
Providing stability and friendship in a challenging environment



USA-Interns Program

German-American Internship Program

Application Form for Students from US Universities

PERSONAL INFORMATION

(Please fill in via computer or in legible block letters)

Name: \_\_\_\_\_ Male [ ] Female [ ]

DOB (MM/DD/YYYY): \_\_\_\_\_ Citizenship: \_\_\_\_\_

City & Country of Birth: \_\_\_\_\_

If you are a non-US citizen, do you have a green card? Yes [ ] No [ ]

Campus Address: \_\_\_\_\_
\_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: personal email - \_\_\_\_\_ university email - \_\_\_\_\_

Home Address:
(for emergencies) \_\_\_\_\_
\_\_\_\_\_

Home Phone: \_\_\_\_\_

The following questions are optional and will only be used for statistical purposes.

Age at the start of the intended internship: \_\_\_\_\_

What geographic region are you from:

- [ ] West [ ] Southwest [ ] Midwest [ ] South [ ] East Coast [ ] New England [ ] International
[ ] Other \_\_\_\_\_

What is your ethnicity? [ ] Asian American [ ] Pacific Islander [ ] African American

[ ] Spanish/ Hispanic/Latin American [ ] Caucasian [ ] American Indian/Alaskan Native [ ] Middle Eastern

[ ] Multicultural (parents represent different racial/ethnic groups) – please specify

Other \_\_\_\_\_

## ACADEMIC INFORMATION

Current University: \_\_\_\_\_

# of semesters completed prior to the internship: \_\_\_\_\_ Expected Graduation: \_\_\_\_\_

Major & Minor: \_\_\_\_\_

Cum. GPA: \_\_\_\_\_

German language preparation (# of years, where, content, grade):

Conversational German experiences (periods spent in German speaking countries, German clubs, etc.):

Explain experience you have had or what classes you have completed in the desired field of internship. Please include relevant projects, etc. that you have done.

## ADDITIONAL INFORMATION

Briefly describe **two** areas of work you would be interested in interning in.

As of *when (day/month/year)* and for *how long (number of weeks)* are you available for an internship?

How do you intend to finance your period abroad? Please list your funding sources and amounts.

Please note that your earnings are unlikely to cover **all of** your expenses. In addition to your flight and housing as well as insurance costs, you should plan **on having** 1,500 – 2,000 USD for 2 months to be partially covered by your earnings. Therefore: due to the new standards for internships in Germany for students from abroad, your application has to include a financial statement issued by your parents or bank, signed and included in its original version, that you **will** have a budget of 650 EUR per month available.

Would you be able and willing to accept a non-paying or low-paying internship? Yes  No

Please keep in mind that internships in certain fields in Germany as in the US are likely to be non-paying or low-paying (i.e. the arts, politics, social services, etc.)

Previous experiences abroad (when, where, duration, purpose, self-organized or through a program):

Would you be interested in attending a language course at your own expense? Yes  No

Please add any medical conditions to be considered in your placement (i.e. smoke allergies, etc.).

## STUDENT AGREEMENT

The student signing agrees to the following conditions:

- Once an **internship offer** has been made, the student agrees to send an email acceptance or decline to the USA-Interns office and the employer within **one** week.
- There is an administrative fee of 250 Euro for each placement which **is to be paid to the SSG along with the application to the account of the program (account details see below on p.3), bank transaction fees excluded. Please keep a copy of your money transfer document. In case of no offer: 100 EUR will be reimbursed to your account at the end of the year.**

- The student recognizes that once an internship has been officially accepted, a **cancellation fee** of 250 Euro will apply for all canceled internships or also should a student break-off an internship before completing it. In case of cancellation, the student must send a written explanation to both the USA-Interns office and the employer.
- If successfully placed in a company, the student agrees to write a program evaluation which has to be turned in within one month after completing the internship. The evaluation form is available at: info@usa-interns.org.
- The student is responsible for learning and following the laws of the Federal Republic of Germany. The USA-Interns program cannot provide legal assistance in case of infringements.
- To the extent legally possible the USA-Interns program, the Steuben-Schurz-Gesellschaft e.V., the employers and all participating partners exclude any liabilities for personal injury or damage or loss of property of the student suffered in the course of the USA-Interns program.

**TO BE INCLUDED IN YOUR APPLICATION PACK- Read carefully**

- Application form with complete signature.
- Resume in German (incl. Picture): According to German applications standards.
- Cover letter (max. 1 – 1 1/3 pages) addressed to the SSG.
- Copy of your transcript stating your expected date of graduation, all majors and minors
- Original of your university enrollment certificate – obligatory application certificate
- Course Descriptions – optional, but helpful
- Copy of your passport
- Language evaluation from the Department of Germanic Studies
- Copies of any work evaluations from prior internships (if available, max. 2).
- Confidential letter of recommendation from a university professor – can be sent directly via email, fax, mail
- Financial statement of your parents/bank that you have a minimum budget of 650 EUR per month available while being in the internship in Germany, signed and incl. in the original version – obligatory!

Important Points

- Please send your documents in the following formats: 1) in paper format and 2) your cover letter, resume, transcript, course descriptions and language verification as one PDF document on a CD-Rom.
- Applications will not be returned.
- We recommend that you keep a copy of your application in your personal files.

I certify that to the best of my knowledge, the statements I have made on this form are complete and true. I hereby give permission to the USA-Interns program to release my information to any employer interested in my application.

**Account details: USA Interns Program/ Steuben-Schurz-Gesellschaft e.V.**

**Account Number: 367 956 259 - Bank: Hypovereinsbank/ Unicredit Frankfurt am Main**

**BLZ: 503 201 91 - IBAN: DE 93503201910367956259 - SWIFT (BIC): HYVEDEMM430**

**With reference “Your full name + Application USA Interns Program” on the money transfer documents.**

**YOUR ACCOUNT DETAILS:** \_\_\_\_\_

**With my signature, I agree to all points in the above mentioned student agreement.**

Date, Signature: \_\_\_\_\_

**We recommend:** your complete application packet must arrive in the USA-Interns office by November/ December/January prior to year of your internship. *For students at partner universities:* Your university may have a different university internal deadline – check with your Career Center, Department or Professor contacts. Please note besides: Our program has internships starting and ending at various dates throughout the year. Therefore it is always good to contact us before you send in your application packet for further information: info@usa-interns.org