



# 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: \_\_\_\_\_

Private email: \_\_\_\_\_ University email: \_\_\_\_\_

Home address: \_\_\_\_\_

Contact for emergencies: \_\_\_\_\_

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

Email: \_\_\_\_\_

#### **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 670 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 agrees to the following:

- 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. This amount must be paid in full with the application to the USA Interns Program account (account details see below on p.3). Please be sure that the full amount is transferred irrespective of possible currency rate fluctuations. In addition, any bank or money transfer fees must be debited to your account.
- The student recognizes that once an internship has been officially accepted, a cancellation fee of 250 Euro will apply for all canceled internships. This fee also applies should a student break-off an internship before completing  $\frac{3}{4}$  of the internship. In case of a cancellation, the student must send a written explanation to both the USA-Interns office and the employer.

- 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.
- Please read carefully: If successfully placed in a company, the student participation in the annual summer event with the orientation seminar is mandatory (within the time frame of your internship in Germany). It traditionally takes place in Frankfurt on a Sunday in June or July. Please plan accordingly your sojourn in Germany. Besides the event, the student agrees to send in the following documentation before completing the internship: a report (Word) incl. 2-3 pictures before the ending of the internship, a statement about the experience and value of the sojourn abroad which can be used anonymously for our feedback list, an evaluation on the internship. For further details please contact our office: info@usa-interns.org.

**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 page) addressed to the SSG.
- Copy of your transcript stating your expected date of graduation, all majors and minors
- Original of your university enrollment certificate – mandatory 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 670 EUR per month available while being in the internship in Germany, signed and incl. in the original version – mandatory!

**Important Points**

- Please send your documents in the following formats: in paper format; your cover letter, resume, transcript, course descriptions and language verification as one PDF document on a CD-Rom and upon agreement as PDF by e-mail.
- Applications will not be returned.
- We recommend that you keep a copy of your full 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.**

Bank: Hypovereinsbank/ Unicredit Frankfurt am Main

Account: **IBAN DE 93 50320191 0367 956259**

**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**