

## **Application Components**

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When completed, your application should consist of the following items and be placed in the following order:

For further instructions on application components please refer to page 6.

- application form, with all required signatures
- résumé
- statement of professional interest
- issues essay
- two letters of recommendation (a third is required if GPA is less than 2.75; see eligibility requirements below)
- transcript
- Application fee. You will receive a full refund of the application fee if you meet the minimum requirements (including 2.75 minimum GPA) and submit a complete, on-time application but are not accepted. Otherwise the fee is non-refundable.

Application fee is \$60 for students attending schools in the United States, \$125 for international students attending schools overseas.

Applicants to our Postgraduate Professional





**Internship Area Selection** From the list below, number cEUEUW\_Mcommuelectione NRW\_MdMiN"jT"VXW\_MNRW\_e NRWaMof W"jVE"E"

**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(S) \_\_\_\_\_

SPEAKING \_\_\_\_\_ READING \_\_\_\_\_ WRITING \_\_\_\_\_

**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 \_\_\_\_\_

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

\_\_\_\_\_  
 (Unless your placement requires the use of a car, due to limited parking, we strongly discourage bringing a car.)



I plan to live in Washington Center housing AND I

## FINANCIAL INFORMATION

Once your application, including the application fee, is received, you will be considered for all possible financial assistance for which you qualify, including state and regional awards. Once you have been accepted by The Washington Center, you and/or your institution will receive an invoice indicating your balance. If you receive financial assistance from The Washington Center, that amount will be subtracted from your invoice prior to payment. For more information on financial assistance awards please contact your campus liaison or send an e-mail to [Info@twc.edu](mailto:Info@twc.edu).

Application Fee or Postgraduate Professional Development Program (PPDP) Deposit

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[Empty large rectangular area for candidate information]

How do you rate the candidate on the following criteria?

OUTSTANDING

VERY GOOD

ABOVE AVERAGE

AVERAGE

BELOW AVERAGE

UNOBSERVED

[Empty area for rating criteria]

How long have you known this applicant? \_\_\_\_\_

In what capacity? \_\_\_\_\_

## APPLICATION INSTRUCTIONS

**College or University Awarding Credit:** Please identify the college or university that will be awarding you credit. This may differ from the college or university you currently attend if you are unable to obtain credit through your home institution. Postgraduate applicants should enter the name of institution that they currently attend or that awarded their degree.

**Home Institution** (if applicable): Enter the name of your home institution if different from institution awarding credit for your participation.

### Early Deadline for Selected Agencies:

The Washington Center encourages students to apply early in order to access the widest possible range of placement sites. Each site has an internal timeline for selecting interns. Some of these fall months ahead of our regular deadline. Some sites need to issue security clearances after an offer is made to and accepted by a student. Others request an additional application.

At [www.twc.edu/students/earlydeadlines.shtml](http://www.twc.edu/students/earlydeadlines.shtml), we have posted a list of internship sites that require early submission. Also posted are the dates by which students should send their complete applications (with all supporting documents) to The Washington Center. The list includes only a small minority of the agencies at which accepted students may intern. The date noted under "Early Deadlines Begin" on page 9 is the date by which your application is due in order to be considered for the full range of placements listed below.

Early-deadline agencies include (subject to change):

- U.S. Attorney's Office for the District of Columbia
- U.S. Department of Defense
- U.S. Department of Justice
- U.S. Department of State
- Naval Criminal Investigative Service
- U.S. Marshals Service
- U.S. Drug Enforcement Administration
- U.S. Department of Homeland Security
- Interpol
- The White House
- U.S. Congressional Offices (summer term)\*
- CNN\*
- U.S. Environmental Protection Agency\*

Placements at the agencies noted above are generally available only to degree-seeking students and some require an additional application form. Not all early-deadline agencies are available to quarter students.

By meeting the early deadline for and indicating your interest in certain internships, you are requesting that your application be sent to those agencies for consideration. You are not applying for a security clearance. A clearance will be opened by, and will be the responsibility of the agency, only after you are offered and accept an internship.

\* Background investigation not conducted but early deadline required.

### Competitive Deadline: Early Consideration for Financial Assistance Awards

Students seeking to be considered for the below-listed awards or initiatives should submit their application by the Competitive Deadline:

- Diversity Leaders Award (must be U.S. citizen or permanent resident)
- Civic Engagement Award
- International Leaders Award
- Association of College Honor Societies Scholarship (also available to Postgraduate Program applicants)
- National Collegiate Honors Council Scholarship
- American Indian/Alaska Native Initiative

If the competitive deadline has passed, please contact us at [info@twc.edu](mailto:info@twc.edu) to ask if we can still accept your application. Depending upon the timing, and the type of placement or award you seek, we may be able to accommodate you.

For more information, please review the financial assistance section on pages 24-27 of our Program Guide or visit our website at [http://www.twc.edu/students/financial\\_assistance.shtml](http://www.twc.edu/students/financial_assistance.shtml)

## Program and Areas of Interest Section

**Internship Area Selection:** In order to direct your application to the appropriate staff member and to facilitate the placement process, indicate your placement interest areas by selecting three choices from among those found on the application form. Number your selections 1, 2, and 3, indicating ONLY your 1st, 2nd and 3rd choices.

**Program Selection:** When students are accepted by The Washington Center, they are assigned, according to their interests and eligibility, to a program. To learn more about each program, including additional eligibility requirements, types of internships available, availability of financial assistance and whether a specific course is required for the program, please refer to pages 6-12 of our Program Guide or visit our website at <http://www.twc.edu>.

From among those programs listed on the application, please select your **FIRST, SECOND AND THIRD CHOICES ONLY**. The Washington Center may assign you to a program other than the one selected if circumstances warrant.

- Undergraduate students are not eligible for our Postgraduate Professional Development Program.
- Programs are offered each semester and quarter unless otherwise specified.
- Graduate students who would like to participate in our program for credit facilitated by The Washington Center can select from among all programs except our Postgraduate Professional Development Program. In this case a liaison/sponsor signature is required.

## Campus Liaison/Sponsor Agreement

**Campus Sponsor Agreement (Not Required for the Postgraduate Professional Development Program or for stu**

## ADDITIONAL APPLICATION COMPONENTS

### Recommendation Letters

Two letters of recommendation are required. At least one of these letters must be from a faculty member (neither should be from a family member or friend). A third letter is required for students whose GPA falls below 2.75.

Letters may be given to the student, in a sealed envelope, to forward to The Washington Center, or the recommender may send the letters directly to The Washington Center.

### Issues Essay\*

In approximately 500 words (typed, double spaced, on 8.5 x 11 paper with your name and institution at the top of each page), discuss one issue related to the field in which you wish to work. Some suggestions for writing your issues essay:

- Conduct a web search among major news organization sites to find out about new and recent controversies in your field of interest.
- Ask your faculty advisor to identify developing issues in the field.
- **Do not try to write a research paper.** Simply demonstrate that you have a serious interest and some background knowledge about issues that are important in your field. Your essay will be shared with prospective internship sites. Please take the time to ensure your essay is well written, organized, and contains no typographical errors.

### Statement of Professional Interest

In approximately 100 words (typed, double-spaced, on 8.5" x 11" paper, with your name and institution at the top of the page), describe the kinds of activities you would like to be involved with during your internship and how these activities would relate to your career goals. Please do not specify the name(s) of any particular organization as this document will be sent to potential internship sites.

### Résumé\*

Include a one-page résumé that outlines your educational background, honors or recognitions, work experience, activities, special skills, travel, interests, etc. If you do not have a current résumé, check with your campus career center for advice on format. Please be sure to include any computer-related expertise or foreign language skills, as well as prior internships and community service activities. Applicants for Diversity Leaders Award and Civic Engagement Award should include evidence of leadership on campus and/or in the community.

### Transcripts

Please submit an official transcript. The transcript may be sent separately.

\* Examples of some of these components can be found at our website <http://www.twc.edu>.

## Admissions Policy

The review process is comprehensive with admissions decisions based on the strength





