



# RICHMOND

THE AMERICAN INTERNATIONAL

# UNIVERSITY

IN LONDON

Internship Office, 16 Young Street, London W8 5EH

T: 0207 368 8600 F: 0207 938 3037

E: sarah.douglas@richmond.ac.uk

Please tick which semester you are planning to intern:

- Fall
- Spring
- Summer 1
- Summer 2

Year: \_\_\_\_\_

## Internship Application

### Personal Details

Last Name	First Name
ID	Citizenship
Date of birth	
UK address	
Telephone#	
Permanent Address	
	Country
Telephone#	
Email Address	Alt Email Address
Passport#	Exp Date (d/m/y)
Visa Status	Exp Date (d/m/y)

*Please attach a copy of the photo page and current visa page of your passport.*

### Academic Details

Major	Year of Study
Degree start date (m/y)	Expected graduation (m/y)
Cumulative GPA	Credits earned
Academic Advisor	

In which department is the internship credit to be assigned? (tick one)

- |                              |                              |                              |                              |                              |
|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| ADM <input type="checkbox"/> | ARH <input type="checkbox"/> | COM <input type="checkbox"/> | CSC <input type="checkbox"/> |                              |
| ECN <input type="checkbox"/> | FNN <input type="checkbox"/> | HST <input type="checkbox"/> | INB <input type="checkbox"/> |                              |
| INR <input type="checkbox"/> | LIT <input type="checkbox"/> | MKT <input type="checkbox"/> | PLT <input type="checkbox"/> |                              |
| PSY <input type="checkbox"/> | SCL <input type="checkbox"/> | SSC <input type="checkbox"/> | SYS <input type="checkbox"/> | THR <input type="checkbox"/> |

The purpose of this application is to help the Internship Office arrange your internship. It is also intended to be an opportunity for you to reflect on your own skills, abilities and accomplishments. Please answer the following questions carefully; continue to an extra sheet if necessary.

1. Why did you choose your major or academic area? What do you like best about it?

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2. What skills and abilities (from class, previous work experience, activities) do you have to offer to the workplace (e.g., computing, office skills, event planning, etc)?

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3. Based on your skills, abilities and interests explain in detail what sort of internship would be most appropriate:

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4. List courses taken, extra-curricular activities and work experience relevant to the internship:

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Student name: \_\_\_\_\_

5. Are there any particular organisations for which you especially want to work? Please list below: NB; the Internship Office cannot guarantee specific internship requests.

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6. How did you learn about the Internship Programme?

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I confirm that the all of the above stated information is correct to the best of my knowledge:

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Your application has been approved by your advisor:**

Advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application checklist**

- o Complete and sign the application form, attaching a photocopy of your passport and visa pages.
- o 2 references (see reference forms) to be written by faculty or recent/current employers, and submitted directly to the Internship Office.
- o Email your CV to: sarah.douglas@richmond.ac.uk

**Next steps**

- o We will contact you to confirm your acceptance.
- o We will register you for the appropriate internship code and contact you to confirm that it has been done.
- o Arrange an appointment with a staff member of the Internship Office to discuss your placement in greater detail.

<b>Office use only:</b>			
Ref #1 <input type="checkbox"/>	Ref #2 <input type="checkbox"/>	CV <input type="checkbox"/>	Profile <input type="checkbox"/>
Register <input type="checkbox"/>			
Approved: _____	Date: _____		
Notes:			