



## Internship Application

**Send completed applications to:**

SCG Intern Coordinator

Email: info@scginternational.com / Fax: 703.995.4550

SCG offers full and part-time internships in the fall, spring, and summer for graduate students interested in a hands-on learning experience in training and education, information technology or international business. Part time internships require a commitment of 3 days/week or the equivalent of 21 hours/week. Full-time interns require a commitment of 35 hours/week; summer internships are full-time. Daily activities are assigned by the program director for which an intern will support and will vary according to program needs. Most interns can expect to support their program with any assigned administrative tasks, as well as provide research assistance.

### Student Information

Legal Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_

School (if applicable) \_\_\_\_\_ GPA: \_\_\_\_\_

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

Current Standing (check one): Sophomore  Junior  Senior  Grad Student

School Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ School Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

School E-Mail: \_\_\_\_\_

Permanent E-Mail: \_\_\_\_\_

Native Language: \_\_\_\_\_ Secondary Language: \_\_\_\_\_

I am applying for: Full Time (35 hours per week)  Part Time (3 days week or 21 hours per week)

Emergency contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Please include all of the following materials: this application, cover letter, resume, writing sample, two letters of recommendation from college professors or employers.

### **STUDENT SIGNATURE**

X \_\_\_\_\_