



**The Washington Experience  
Leadership and Professional Development Program**

**Application**

Application Deadlines: Summer: **March 15**; Fall: **May 15**; Winter and Spring: **November 15**.  
Applications are considered on a rolling admissions basis.

*Please fill in the following information, save as a pdf file, and forward to the Osgood Center in an email along with the additional documents, some of which may be sent separately. Please include your last name as part of the file name of each electronic document submitted. Print out a copy for your records.*

**Full Name of Applicant** \_\_\_\_\_

**Institution** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Gender** F \_\_\_ M \_\_\_

**Are you a U.S. citizen?** Yes \_\_\_ No \_\_\_

**Email** \_\_\_\_\_

**Alternate email if available:** \_\_\_\_\_

**Mobile Phone or Other:**

**School Address**

**Permanent Home Address and Phone**

**Emergency Contact Information**

Please provide the name and contact information (phone, email, address) of someone we have your permission to contact in case of an emergency. This is the person you give us permission to disclose any relevant health information if such circumstances warrant us to do so.

**Classification**

Graduated \_\_\_ Senior \_\_\_ Junior \_\_\_ Sophomore \_\_\_ Other \_\_\_\_\_

Expected Year of Graduation \_\_\_\_\_

Major (s) \_\_\_\_\_

Cumulative GPA on a 4.0 scale \_\_\_\_\_

Minor \_\_\_\_\_

**Internship Term Applying for:**

Year of term:

Time of year:

Winter:            Spring:

Summer:          Fall:

Who is responsible for paying the program fee for this program? Institution\_\_\_ Self \_\_\_

Would you like information about Osgood Center housing options? Yes \_\_\_ No \_\_\_

**Please provide the following documents**

1. Completed application form
2. Check or money order in the amount of \$50 (only if you are to be billed directly for the program fee—may be sent separately) made out to the Osgood Center.
3. Scholarship request statement (optional)
4. A one-page résumé  
*We advise you to consult with your career center to review this document to ensure it is professionally prepared and visually attractive to potential internship supervisors. Please include any recognitions, employment, leadership positions, community service or other achievements.*
5. A brief statement about your skill set, including languages, general office skills and other training that might relate to your internship area of interest that otherwise is not included in your résumé.

6. An official or unofficial academic transcript from your home institution (may be sent separately)
7. A recommendation letter from a campus representative who knows you well enough to discuss your strengths and areas for further development. A second letter of recommendation, possibly from an employer or academic advisor, is optional. (Letters may be submitted separately.)
8. Short writing sample or essay describing a policy issue of interest to you (about 250 words)
9. Statement of interest: Briefly describe the kind of internship you are seeking. You may want to address the following:
  1. Any policy areas of special interest to you
  2. The kind of work environment that you thrive in
  3. How you believe you can both contribute to an organization and gain from the internship experience
  4. How the internship fits within your academic and professional goals

I hereby certify that the information I have provided to the Osgood Center is complete and accurate and that I have read and understand the refund policy. I understand that all materials submitted become the property of the Osgood Center and that this information may be shared with my home institution for reporting purposes as well as any potential internship supervisors for the process of arranging a suitable internship.

**Enter your name in the space below if agree with this statement.**

Name \_\_\_\_\_

Date \_\_\_\_\_

Mail or email this information to:

**The Osgood Center for International Studies**  
**1629 K St, NW, Suite 300**  
**Washington, DC, 20006**  
Email: [swilliams@osgoodcenter.org](mailto:swilliams@osgoodcenter.org)

**Phone: 202-349-1698, X11698**