



Please select the program in which you applying for (check one or both):

☐ **Georgia Tech D.C. Internship Program**    ☐ **EAS “Energy on the Hill” Internship Program**

Please complete the application below.

Applying for (circle one or both):    **Spring 2016**    **Summer 2016**

Please note the following dates and deadlines:

**Spring 2016**

- Application deadline: Thursday, September 24, 2015 at 5:00pm
- Interviews: Thursday, October 1, 2015
- Mandatory workshops for selected participants: Monday, October 26, 2015 and Monday, November 30, 2015 from 5:00pm to 6:00pm
- Deadline to secure internship (D.C. Internship only): Monday, November 30, 2015
- Deadline to register internship with C2D2: Friday, December 4, 2015

**Summer 2016**

- Application deadline: Thursday, October 8, 2015 at 5:00pm
- Interviews: Thursday, October 22, 2015
- Mandatory workshops for selected participants: Monday, October 26, 2015 and Monday, November 30, 2015 from 5:00pm to 6:00pm
- Deadline to secure internship (D.C. Internship only): Monday, April 25, 2016
- Deadline to register internship with C2D2: Friday, April 29, 2016

**Additional Application Requirements**

Please submit the following materials along with your application to Richard South (contact information listed below). The transcript, application, resume, and essays must be hand-delivered to Richard South's office listed below. The reference forms and letters may be emailed directly to Richard South by the references or submitted with the other application materials in a sealed envelope signed by the reference on the back at the seal.

- One (1) official transcript (printed within this semester)
- Three (3) copies of the completed application
- Three (3) copies of your resume
- Three (3) copies of each of your essays
- Two (2) references from a professor and/or supervisor

Richard South  
Center for Career Discovery and Development  
Student Success Center  
Email: r.south@gatech.edu  
Phone: 404-894-2554

**Title:** ☐ Mr. ☐ Ms.      **First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **GT ID:** \_\_\_\_\_

**Date of birth (mm/dd/yy):** \_\_\_\_\_

**Country of Citizenship:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Permanent Phone Number:** \_\_\_\_\_

**List the names of all colleges and universities you have attended or currently attend, beginning with the most recent. (Include Institution, Dates of Attendance, Major and/or Degree, and Date Expected/Received)**

**List academic and/or professional honors, including scholarships, prizes, awards, etc., and dates received.**

*Under Title VI of the Civil Rights Act of 1964, we are required to ask the following question of U.S. citizens and permanent residents. Answers will not affect our admissions decisions. Your cooperation is requested and appreciated.*

**How do you describe yourself? (Optional)**

- ☐ African-American
- ☐ Asian or Pacific Islander
- ☐ Hispanic/Latino
- ☐ White, Non-Hispanic
- ☐ Native American (American Indian, Alaska Native, Native Hawaiian)
- ☐ Other (Please Specify) \_\_\_\_\_

**How did you hear about the DC Internship Program and/or Energy on the Hill Internship Program? (Please check all that apply)**

- ☐ Email (Please tell share sender) \_\_\_\_\_
- ☐ Professor
- ☐ Alum of Program/Friend (Please Enter Name of Contact) \_\_\_\_\_
- ☐ Other (Please Specify) \_\_\_\_\_

By signing this form I certify that all information in this application is accurate to the best of knowledge.

Student Signature and Date: \_\_\_\_\_

**Essays: Please choose TWO and respond in 300-500 words per essay:**

1. Identify a skill or knowledge base you have acquired related to your major, and explain how you might apply it in a government internship appointment.
2. Name a current political or global event that has captured your attention and explain its relevance and importance to you.
3. What are your short and long term career goals? Describe possible career paths and how you plan to pursue your goals.

If you have questions about the Georgia Tech D.C. Internship program or application process, please contact:

Richard South  
Center for Career Discovery and Development  
Student Success Center  
Email: [r.south@gatech.edu](mailto:r.south@gatech.edu)  
Phone: 404-894-2554

If you have questions about the Energy on the Hill program or application process, please contact:

Kim Cobb  
School of Earth and Atmospheric Sciences  
Email: [kcobb@eas.gatech.edu](mailto:kcobb@eas.gatech.edu)  
Phone: 404-894-3895

## Reference Form

**APPLICANT:** Fill out this section only. (If not completed, file will be treated as confidential.)

Under the provisions of the federal Family Educational Rights and Privacy Act of 1974, you may decide whether letters of reference written at your request are to be held confidential or whether they are to be available for your personal inspection. Check one of the following statements so the reference will be advised of your choice.

☐

**Confidential File**

I grant permission for this reference form and the accompanying letter or statement to be held confidential, and I waive my rights to inspect them under all applicable statutes.

☐

**Open File**

I retain the choice of having this reference form and accompanying letter or statement available to me.

**Name of applicant**

**How long have you known the applicant?**

**In what capacity?**

**Has the applicant taken a course from you?**

*Please rate the applicant in comparison with others you have known in a similar capacity.*

	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>	<b>Superior</b>	<b>Truly Exceptional</b>	<b>Unable to Judge</b>
Research skills						
Intellectual and analytical skills						
Speaking ability						
Writing ability						
Maturity						
Acceptance of responsibility						
Determination						
Self-motivation						
Ability to get along with others						

In addition to checking the above factors, it is essential to **include a statement** indicating the overall strengths and weaknesses of the applicant. (You may use the reverse side or attach a letter.)

*Signature*

*Date*

*Name (please print)*

*Phone*

*Title*

*Address*

**NOTE:** Please email the reference form to Richard South - r.south@gatech.edu.