

## UNSW Study Abroad

### Internship Application Form

This form is for all applications for internships at UNSW via Study Abroad. UNSW Study Abroad conveys the information contained in this form to prospective academic supervisors and placement organisations to assess each application. UNSW Internships are offered as an academic course during the Semester Program for 6 units of credit. Contact hours are two days per week over the semester.

#### Attachments

Please submit with your application:

- A certified copy of your academic transcript
- Your current resume, including information about relevant work or volunteer experience

You will also need to submit a 500-word essay outlining:

- The specific area in which you would like to be placed;
- The skills you are seeking to develop from the internship;
- What you expect to learn, and how this experience will benefit you.

Please also include the details of any particular expertise, interest or experience you have which will help to evaluate your application and determine suitable placements.

#### Any questions?

If you have any questions about this form or about the internships application process, email Study Abroad at [info@ranke-heinemann.de](mailto:info@ranke-heinemann.de) / [wien@ranke-heinemann.at](mailto:wien@ranke-heinemann.at)

#### Submitting your application

Complete this application form, attach supporting documents and send to Study Abroad:

Institut Ranke-Heinemann Schnutenhausstr. 44 45136 Essen Deutschland Tel.: +49-201-252552 <a href="mailto:info@ranke-heinemann.de">info@ranke-heinemann.de</a> <a href="http://www.ranke-heinemann.de">www.ranke-heinemann.de</a>	Institut Ranke-Heinemann Theresiengasse 32 1180 Wien Österreich Tel.: +43-1-4060224 <a href="mailto:wien@ranke-heinemann.at">wien@ranke-heinemann.at</a> <a href="http://www.ranke-heinemann.at">www.ranke-heinemann.at</a>		
<b>Student Details</b>			
Family name:			
Given names:			
Date of birth (DD/MM/YYYY):	D D / M M / Y Y Y Y	Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Permanent home address:			
	Zip/postcode:	Country:	
Country of citizenship:			
Telephone (include prefix codes):			
E-mail (please print clearly):			
Have you any disabilities that UNSW Study Abroad should be aware of:	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please include a letter explaining any support required.		

**UNSW Study Abroad UNSW Sydney NSW 2052 Australia**

Telephone: 61 2 9385 3179 Facsimile: 61 2 9385 1265 Email: [studyabroad@unsw.edu.au](mailto:studyabroad@unsw.edu.au) Web: [www.studyabroad.unsw.edu.au](http://www.studyabroad.unsw.edu.au)

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## UNSW Study Abroad

<b>Current university/college</b>	
University/college name:	
Your address at university/college: (Indicate "as above" if same as home address)	
	Zip/postcode: <span style="float: right;">Country:</span>
<b>Academic record: current studies</b>	
Current level of study:	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate <input type="checkbox"/> Other
Current year of study:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Overall GPA or equivalent:	
Major subjects:	
Minor subjects:	
Year of expected graduation (YYYY):	
<b>Academic record: previous studies</b>	
Years of postgraduate study completed so far:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Not applicable
Name of institution:	
Country of institution:	
Years attended:	
Degree studied:	
Qualification attained:	
Overall GPA or equivalent:	
<b>Computer skills</b>	
List the software packages in which you are proficient, eg word processing, spreadsheets, databases, statistical analysis:	1.
	2.
	3.
	4.
	5.
	6.

## UNSW Study Abroad

Previous internships	
Briefly describe any internships you have already completed, and summarise your role in each:	
Internship 1	
Name of company:	
Description of internship:	
Internship 2	
Name of company:	
Description of internship:	

Proposed area of internship
Please provide a preliminary indication of your preferences for an internship placement by numbering your areas of interest from the list below. You need to have completed substantial coursework or other experience in the area of your choice - a major or minor area of study.

### Business

- Banking and Finance
- Accounting
- General Marketing
- Marketing Research
- Other Business

### Social Science

- Social Welfare Policy (private/public)
- Not-for-profit Organisations
- Employer Groups

### Media and Communications

- Print
- Radio
- TV
- Film
- Public Relations
- Advertising

### Biological Sciences

- Taronga Zoo Marketing
- Environmental Policy

## UNSW Study Abroad

### Referee Details

Please provide the name, address and phone number of two academic referees and another person who has agreed to provide a third reference. If you have had permanent, full-time employment, summer or part-time work experience, the third reference should be completed by the former employer, with specific comments about your performance. Make copies of the form on the last page, and ask your nominated referees to complete them and send them directly to UNSW Study Abroad.

Academic Referee 1	
Name of referee:	
Position:	
Address:	
	Zip/postcode: Country:
Email:	
Academic Referee 2	
Name of referee:	
Position:	
Address:	
	Zip/postcode: Country:
Email:	
Personal or Employer Referee	
Name of referee:	
Position:	
Address:	
	Zip/postcode: Country:
Email:	
Declaration and signature	
I declare that the information submitted with this application is complete and correct. I understand and accept that UNSW Study Abroad reserves the right to reverse or vary any decision regarding internships made on the basis of incomplete or false information.	
Signature: _____ Date: _____	

## UNSW Study Abroad

### Confidential Referee Report for Internship Applicant

This student is applying to the UNSW Study Abroad Internship Program. If selected, the student will participate in a workplace placement program. We would appreciate a confidential statement evaluating the student. Please complete this form and send it directly to UNSW Study Abroad:

**Mail:**  
 UNSW Study Abroad  
 Sydney NSW 2052  
 Australia

**Fax:**  
 +61 2 9385 1265

**Email:**  
 studyabroad@unsw.edu.au

Name of student:	
General comments:	
<b>Referee details</b>	
Name of referee:	
Position:	
Institution:	
Email address:	
Signature: _____ Date: _____	