

Study Australia, LLC Internship Application



Instructions:

Applicants should complete all parts of the Study Australia Internship Application at least 4-5 months prior to their intended departure date. If applying within 3 months of their intended departure date, call our office for instructions. *Please note that Study Australia cannot discuss potential placements until our office receives all application items.*

All applicants are required to submit the following items:

- Completed Study Australia Internship Application
- Most recent academic transcripts (*if recent graduate provide final university transcripts*)
- Current Australian-style resume (*include contact details for employer references*)
- Statement of internship objectives: explain how the experience relates to current studies, previous work or volunteer experience (*include any restrictions or limitations on the type of work you seek, the hours and days you will be available and any other special requirements*)
- Statement from current university or employer indicating that the internship is a requirement of your course or that it is supported by your home institution or employer. (*Australian Department of Immigration requirement*)
- Statement of financial support: generally a letter from parents/guardians stating they will support the student financially while abroad. (*Australian Department of Immigration requirement*)
- Application fee of USD\$100 and Program Deposit of USD\$300 made payable to Study Australia (*please review refund and cancellation policy within Internship brochure*). If students are submitting application within 12 weeks of their intended start date, enclose the additional \$195 late application fee.

Send completed application to:

Study Australia, LLC
Internship Program
54515 State Road 933 N.
P.O. Box 1004
Notre Dame, IN 46556-1004
Phone: (800) 585-9658 Fax: 509-357-9457

Internship Application:

This form is used by all applicants for any Study Australia, LLC. Internship. Study Australia conveys this information to the prospective academic supervisors, employers, universities and other organizations for assessment of applicants.



Personal Information

1. Last Name _____ 2. First Name _____
3. Campus Address _____
4. Campus Phone Number _____ 5. Cell Number _____
6. Email Address _____ 7. Fax Number _____
8. Country of Birth _____ 9. Date of Birth _____
10. Citizenship _____ 11. Gender (M/F) _____
12. Passport Number _____ 13. Country of Issue _____
14. Parent/Guardian Name _____
15. Parent Guardian Address _____



Academic Information

1. Home University _____
2. Major Area/Discipline of Study _____
3. Minor (s) _____
4. Average Credit Score/Rating or GPA: 4.0 Scale _____ Other _____
5. Current Academic Standing (if applicable)
 Undergraduate _____ Graduate _____ Other _____
6. Current Year in University/College
 Year (e.g., third year/junior) _____ Term/Semester/Quarter (e.g., semester 2) _____
7. Completed Academic Degree/Awards/Honors (include date received, institution and degree type)

Please remember to submit ALL parts of the internship application

C Internship Requirements

1. Please indicate your Preferred Internship Placement type (e.g., Finance, Zoology, Media, etc.)

2. Do you have a preferred placement destination within Australia (e.g., Sydney, Perth, Brisbane, etc.)?

3. Is the internship a compulsory practical unit for your current studies? (If yes, please provide details)

4. Internship Period (choose option A or B below)

A. Group Intake: Session (e.g. Summer 2009) _____ Dates (e.g. June 10 - July 24, 2009) _____

B. Independent Program

Desired Length of Internship Placement (# of weeks): _____ Minimum _____ Maximum

Earliest Preferred Start Date: _____ Latest Preferred Completion Date: _____

5. Academic Credit Requirements (Do you require academic credit for this internship?)

___ No, I do not require any academic credit

___ Yes, and I want Study Australia's assistance with academic credit

___ Yes, and I have arranged academic credit with my home institution

D Supplemental Information

1. Do you require prearranged accommodation from Study Australia? _____ If no, please describe your reasons below:

2. Housing Type Desired: Please rank from 1 to 3 (with 1 being the most preferred):

Off-Campus House/Apt.: _____ University Residence Hall: _____ Homestay with Australian Family: _____

3. Arrangements for Students with Disabilities (Optional):

If you have a disability or long-term medical condition as a result of which you may need more help in Australia, please provide a brief description. This will be kept confidential and will not affect your admission to the program for which you are applying.

5. Is English your first language? ___ Yes ___ No (if no, please provide your test score from any English proficiency)

E Declaration

I wish to be considered for one of Study Australia's Internship programs and declare that the information submitted is correct and complete. I understand that Study Australia, the employer or the university to which I am admitted reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information. I further understand that Study Australia or any Australian university may obtain records from any education authority or institution previously attended by me, and I authorize Study Australia and other relevant third parties to do so. I have read and fully understand I am subject to terms of the Study Australia cancellation and refund policies.

Student Signature

Date

Parent/Guardian Signature *

Date

* All applicants under 21 must have the application signed by a parent or guardian.



STEP-BY-STEP INTERNSHIP APPLICATION PROCESS

STEP ONE: COMPLETE INTERNSHIP APPLICATION

Before submitting your application to Study Australia, you need to make sure it is *complete* and all necessary supporting documents are attached.

- Study Australia Internship Application Form:** *include clear details about the exact type of internship you require and any specific details, including start and finish dates.*
- Copy of Resume:** *Your application must include one copy of your resume, in the required Australian format (see attached sample resume and ‘helpful hints’ on completing a resume at the end of this checklist). Your resume plays an important part in your internship placement since it helps give the internship consultants an idea of your background and experience. Remember this document will be sent to potential employers and is effectively going to be used to “sell” you to the various Australian organizations to make a possible match. Please see the attached sample Australian-style resume for you to use as a guide, and contact Study Australia with any questions/concerns regarding your resume. In addition, we will need an electronic copy of your resume (in Microsoft Word) emailed to our internship coordinator at internships@study-australia.com.*
- Statement of Internship Objectives:** *Your resume is the ‘hard facts’ about you and your experiences, while the Statement of Internship Objectives is about who you are and what you hope to gain out of an Australian internship experience (see ‘helpful hints’ on completing a Statement of Internship Objectives at the end of this checklist). This one-page document is to assist Study Australia and their Australian placement partners find the most suitable placement for you, and will also be sent to potential employers. Please be very specific and provide any details that will aid our staff in finding your preferred internship. It is okay to list specific companies for us to use as a guide, but we cannot guarantee placements at those organizations. (See ‘helpful hints’ at the end of this checklist. In addition, we will need an electronic copy of your Internship Objectives (in Microsoft Word) emailed to our internship coordinator at internships@study-australia.com.*
- Official Academic Transcript:** *Must include transcripts for all university study completed. (Australian Department of Immigration requirement)*
- Statement of Financial Support:** *This can be a bank statement, letter or e-mail from your parents indicating that they will support you financially for the duration of your internship. (This is an Australian Department of Immigration requirement)*
- Statement of Support from University/Employer:** *This is mandatory for all Occupational Training internships regardless of whether you are seeking academic credit. Most students get a letter from a professor within their field of study stating that an internship overseas will be beneficial and compliments current studies. If you are a recent graduate ask a former professor or provide the statement from an employer. (This is an Australian Department of Immigration requirement)*
- Proof of English Proficiency:** *If English is not your first language, please attach proof of your English Proficiency by way of an original or certified copy of an IELTS or TOEFL test score.*
- Program Deposit and Application Fee:** *please submit a check made payable to Study Australia for the \$300 deposit and \$100 application fee. If you are submitting your application within 12 weeks of your intended start date please enclose the additional \$195 late application fee.*

STEP TWO: FORWARD DOCUMENTS TO STUDY AUSTRALIA

Once you have all of your documents together, forward the *complete* application to Study Australia's U.S. office:

Study Australia, LLC
Internship Program
P.O. Box 1004
Notre Dame, IN 46556-1004

Please Note: Do not forget to email your Resume and one-page Internship Objectives Statement (in Microsoft Word) to internships@study-australia.com. Please note that your application will not be activated until all of the required documents have been received.

STEP THREE: QUESTIONS/CLARIFICATION OF INTERNSHIP PROGRAM

Once your application has been activated a Study Australia representative will contact you via email and/or phone. This is the time to ask any questions you may have about the Study Australia Internship Program. Our representative will discuss specific internship requirements in detail and make any necessary amendments to your application. *This stage is very important, because once an internship placement is finalised, it is very difficult and time consuming to change the program dates and location.*

During this contact Study Australia will provide more information on housing, travel arrangements and purchasing airline tickets. Students selecting the Study Australia housing will be required to complete a Housing Questionnaire.

STEP FOUR: OBTAIN PERSONAL LIABILITY INSURANCE

All Study Australia interns are required by the Australian Department of Immigration to carry personal liability coverage. Most U.S. health insurance policies do not carry this coverage. Study Australia can recommend an inexpensive policy for approximately USD\$16 per week. This policy also includes important travel and medical coverage that all participants should carry. You must show proof of personal liability coverage before your visa can be issued and before you may commence work in Australia.

STEP FIVE: CONFIRMATION OF INTERNSHIP PLACEMENT AND BALANCE OF PAYMENT

Once your internship has been arranged in Australia, the Study Australia Internship Coordinator based in Australia will contact you with the details of your internship, and provide you with a Confirmation Letter (outlining the contact details of your host employer) and a Training Agreement (outlining your internship duties). In order to accept your placement, you will need to pay the remainder of your program fees. When your fees have been received by Study Australia, you will be issued with a receipt and an Official Approval Letter from your Australian sponsor. This letter is necessary to apply for and obtain the Occupational Training Visa to enter Australia and undertake your internship placement. In some cases the final program fee will be required before the internship is finalized. **All applicants are required to submit final payment at least six weeks before their intended start date regardless of whether their placement is finalized.** If for some reason a placement cannot be found, all funds paid to Study Australia will be refunded to the applicant based on our program contract.

STEP SIX: OCCUPATIONAL TRAINING VISA ARRANGEMENTS

Once you have paid your program fees to Study Australia and have received the official approval letter from your Australian sponsor, you will need to apply for the Occupational Training Visa*. This visa is required in order for you to enter Australia and undertake the Internship Placement.

In order to obtain this Visa, you **must** submit Form 147 to the nearest Australian Embassy along with the official approval letter from your sponsor, and your current *passport and Visa Application Fee (approx. USD\$120 based on current exchange rates)*. Your Visa will then be processed, stamped into your passport and posted back to you. Contact details for the Australian Embassy can be found at www.austemb.org.

Please note that further details on applying for your Visa and instructions on how to complete the Visa Application (147) Form will be sent to you by Study Australia along with the final details of your Internship Placement and the Official Approval Letter from your Australian sponsor.

* If you will be undertaking an internship during a semester Study Abroad program you may be able to utilize a student visa application in lieu of Form 147. Study Australia will provide more details.

STEP SEVEN: VISA APPROVAL

Once you have completed the Visa Application and sent it with your passport and supporting documents to the nearest Australian Embassy, you can expect your passport with your visa inside to be posted to your address between two to four weeks. If you have not received your visa within 3 weeks please advise your Study Australia representative.

STEP EIGHT: PRE-DEPARTURE PLANNING

At this point it is imperative that you have made all of the necessary arrangements for your trip including flight and travel arrangements, accommodation confirmation, Personal Liability Insurance, and health and travel insurance. Your Study Australia representative will contact you when you arrive in Australia and be available for the duration of your internship.

Helpful Hints for outlining your Statement of Internship Objectives

Your Internship Objectives Statement should be no more than one page and in paragraph style, and can include:

- Who you are as a person (e.g. outgoing, passionate about the environment, want to make the world a better place)
- What you have already learned at university and in the workplace (e.g. project management skills, conflict resolution skills, specific academic study)
- What you would like to achieve from your internship and think of this in broad terms (e.g. better understanding of organizational culture, understanding of a marketing department, applied research skills)
- What benefits (skills, experience, personality) can you bring to the organization that offers you an internship
- What industries/sectors would you like to complete an Internship project

Helpful Hints to Creating your Resume

Your resume (also known as Curriculum Vitae or C.V.) should include:

<i>Length</i>	2-3 pages
<i>Layout</i>	There is no strict format, however try to use headers, sub headers and bullet points
<i>Content</i>	Describe everything in reverse chronological order (i.e. most recent experience first). The three key areas to be covered are:

- 1) *Employment history* (including paid employment and Internships)
- 2) *Education Qualifications* - Because you are studying a non-Australian qualification, include a short description of your current degree, what faculty it belongs to and your results or grade point average
- 3) *Computer Skills and language proficiency*- Include what computer programs you are familiar with and your English language proficiency level

You may choose to include personal interests, professional/sporting memberships, volunteer activities, courses taken outside of university.

For each internship or place of employment listed on your resume, include at least the following 4 points:

- 1) *Describe the Internship, project or place of employment* (e.g. What industry, how many staff, annual sales, project budget). Always assume the reader knows nothing about your background and avoid using technical jargon. If you use an acronym explain it (e.g. WTO - World Trade Organization)
- 2) *Describe what activities you completed* and include specific numbers (answered 80-100 phone calls per day, managed 3 staff, worked with two major clients, managed a \$10,000 budget)
- 3) *Describe any major challenges you overcame* OR your major achievements.
- 4) *Outline what you learned from this experience*. It is very important potential employers/place of internship know what you learned from your previous experience.

This is a sample Australian-Style Resume only

NAME
ADDRESS
E-MAIL ADDRESS
PHONE NUMBER

Internship Objective

To gain experience in Australia in the area of marketing with a focus on international marketing. I would like to gain an insight into Australian advancements in this area and also into labor procedures and work ethic.

Key Skills

(include here a summary of your key skills)

- Proven ability.....
- Sound knowledge in
- Strong
- Ability to work as a part of a team
- Professional

Work Experience

Inside Out Company

(Include a summary of what the company does)

Inside Out Company is England's leading maker of bottles. With over 200 hundred staff and 14 branches spread throughout England, Inside Out can make any sized bottle for its clients.

Position: International Bottle Maker – Inside Out Company

May 2001 – October 2002

(Summary of the key skills used in this job)

- Wash, clean and stack bottles
- Monitor other bottle cleaners
- Manage budget of \$200,000 per year
- Repair all machinery

Achievements: *(summary of your major achievements)*

- Managed team of 10 bottle washers
- Improved number of bottles washed per hour from 350 to 400

Students Services Company

Students Services Company assists International students who move to Australia to study. It is the biggest provider of information about studying in Australia. Student Services has 400 employees in 25 counties and was founded in 1973.

Position: Student Consultant – Student Services Company

Jan 2000 – April 2001

- Managed over 300 student files

Traveled to Australia to learn more about Australian Universities

Managed all difficult cases

Processed student visas

Achievements

- Reduced number of complaints from 30 per month to only 5
- Increased number of students studying in Australia

Internships

8-week Internship at McDonalds Corporation

May – June 1999

(Include a summary of the Internship and what you learnt)

McDonalds Corp. is specialised in bottling and marketing essential oils and has 20 employees. I worked in the accounting department. As there was a tax audit I had to collect all data from the past 3 years and sort them. Another task was to maintain the standing data in DATEV, a popular software program in tax analysis.

I assisted in other departments when needed. I worked a few days in the sales department answering telephone calls and taking orders and a few days in the production and shipping department.

This Internship taught me how to work in a professional environment and how an oil company is structures.

Education

1996 Bachelor of Commerce (Sports Management Major) – UTS Sydney

1997 Diploma of Education – UTS Sydney

(Here list any courses you feel are directly related to your desired internship placement)

- International Marketing 304: *(brief description of course and materials/concepts covered)*
- Marketing Management 332: *(brief description of course and materials/concepts covered)*

Computer Skills

Basic maintenance of a small computer network

Strong knowledge of Windows Products: Word, Excel, Powerpoint, Explorer, Access

Working Knowledge of Mac and related applications

Other Programs: custom Recruitment Software packages

Photoshop

Memberships

Member of World of Students Foundation

Member of Greenpeace

Active Member of WWF

Referees

1. Mr George Smith
Manager
Inside Out Company
Ph: 61-2-9850-0000
E: gsmtih@inside.com

2. Mrs Mary Pippis
Supervisor
McDonalds Corporation
Ph: 61-2-9854-3214
E: maryp@mccorp.com