

Check List for Students Applying to The Washington Center for Internships

- ___ Study The Washington Center website: <http://www.twc.edu>
- ___ Make an appointment to talk with your academic advisor about how The Washington Center for Internships fits with your academic degree plan.
- ___ Make an appointment to talk with Dr. Peter Mehl, 450-5282, peterm@uca.edu, Liaison to The Washington Center.
- ___ Check UCA's Website for up-to-date information (deadlines, costs, etc) on The Washington center at <http://www.uca.edu/washingtoncenter/>.
- ___ If necessary, make an appointment to talk to financial aid about funding for the Washington center. (Remember that any financial aid you receive for the semester you attend the Washington Center must be used for the bill you will receive from the Washington Center. UCA will only bill you a \$200 administrative fee that semester.)
- ___ Complete your application online.
 - Two letters of reference (ask for in advance)
 - Résumé
 - Issues essay
 - Internship statement
- ___ Make an appointment with Dr. Mehl to review your application before you submit it. Dr. Mehl must approve your application.
- ___ Submit your application with fee and request that a transcript be sent The Washington Center.