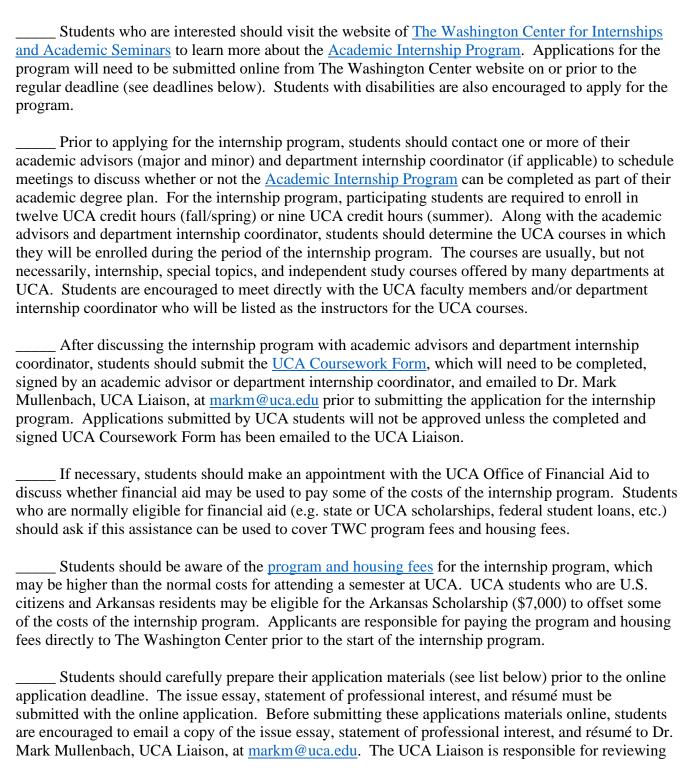
The Washington Center for Internships and Academic Seminars

Application Procedures and Deadlines

Procedures



and approving UCA student applications after they are submitted to The Washington Center, so it is useful to get feedback from the UCA Liaison prior to submitting the materials online. The letter of recommendation should be submitted online directly by the applicant's recommender. An official copy of the applicant's transcript may be requested from the UCA Registrar's Office and uploaded directly into the application or may be mailed to The Washington Center.

_____ Students should submit their application with any necessary application fees on or prior to the regular deadline.

Application Materials

- **Issue Essay** Applicant should write an essay of approximately 500 words to be used as a writing sample. The essay provides an applicant with the opportunity to reflect on a key issue related to his or her professional field of interest and demonstrate written communication skills to The Washington Center and prospective internship site supervisors. The issue essay should be typed using Times New Roman, 12 pt font, and double-spaced. Please include a title at the beginning of the issue essay.
- Statement of Professional Interest In approximately 100 words, applicants should describe their internship interests, future career goals, skills that are desired from the internship, and one or more ways in which they might contribute to the internship site. Applicants should not specify the name of any particular organization in the statement.
- Résumé Applicants should include a one-page résumé that outlines their educational background, honors or recognitions, work experience, volunteer activities, special skills, etc. Please be sure to include any computer-related expertise or foreign language skills, as well as prior internships and community service activities.
- **Letter of Recommendation** One letter of recommendation from a university faculty member or professional supervisor is required. The letter should not come from a family member or friend, and it is suggested that the letter not come from high school teachers. The letter of recommendation should be submitted online directly by the recommender.
- Official Transcript Applicants must request an official transcript from the UCA Registrar's Office. Official transcripts are preferably uploaded directly into the application. Alternatively, official transcripts may be mailed to: The Washington Center, 1333 16th Street N.W., Washington DC 20036.

Application Deadlines

Spring 2021: Early deadline is October 7, 2020. Regular deadline is November 4, 2020.

Summer 2021: Early deadline is February 17, 2021. Regular deadline is March 17, 2021.

Fall 2021: Early deadline is April 7, 2021. Regular deadline is May 5, 2021.