



**Georgia Institute
of Technology®**

Government and Community Relations

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

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

Please complete the application below.

Applying for: **Fall 2015**

Please note the following dates and deadlines:

- Application deadline – Friday, February 6 at 12:00pm
- Mandatory workshops for selected participants – Monday, March 2 and Monday, April 6
- Deadline to secure internship (DC Internship Only) – Friday, August 7
- Deadline to register internship with Georgia Tech Center for Career Discovery and Development – Monday, August 10

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 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:

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
- ☐ Technique
- ☐ 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.

I am up to date with all fees owed to Georgia Tech.

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
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
Phone: 404-894-3895

Georgia Tech DC Internship Program 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.

| | Below Average | Average | Above Average | Superior | Truly Exceptional | Unable to Judge |
|------------------------------------|--------------------------|----------------|--------------------------|-----------------|------------------------------|----------------------------|
| 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.