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| **INTERNSHIP PROGRAM APPLICATION** | | |
| **Applicant’s Last Name** | **Applicant’s First Name** | |
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| **Home University** | | **Department/Faculty** |
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| **INSTRUCTIONS** | | |
| *General Information on the Internship Program*  Be aware that this application form is for the internship *program*, and not for particular internship opportunities. Each year, there are thousands of applicants for internships in European organizations, for which Canadian applicants are usually not eligible. We have secured a commitment from host organizations to allow participants in the EUST&IP to intern for short periods of time (typically two months). However, these host organizations can afford to be highly selective – with so many applicants available, they need only accept interns they believe will be a good fit with their organization. Furthermore, many host organizations have minimum requirements, as well as preferred qualifications. Only if you have the minimum requirements will your application be sent to a given host organization. Having skills and qualifications that an organization prefers, is an asset. The Selection Committee vets applications before sending to host organizations.  Most internship opportunities are two months in duration: June and July 2017, immediately following the tour. If you travel on a Canadian passport, you are entitled to stay in the European Union (Schengen Area) for 90 days. This means that you can complete the tour and a two month internship without requiring a Schengen Visa (i.e., May, June, July). If you choose to stay longer, or if you are traveling on a non-Canadian passport which requires a Schengen Visa, then it is your responsibility to obtain this Visa. | | |
| *Specific Instructions on completing this form*  Page 2 and 3 of this application will be seen *only* by the Director and the internship Selection Committee of the EUST&IP. These pages are used to determine yourconstraints andpreferences regarding internship positions. Pages 4 onwards will be given to select host organizations in Europe, and they decide if they will offer you an internship. Because these pages could be seen by more than one host organization, please do not identify specific organizations in the cover letter or Europass CV.These documents might be sent to multiple organizations. The Selection Committee bears no responsibility for finding an internship if these instructions are not followed.  Page 4 is a generalized cover letter. Typically, a cover letter should be catered to specific positions and organizations, but because you are applying to the internship program and not specific internship opportunities, you must highlight your general qualifications, skills and motivations in a way that *any* European organization can see the value you bring to their organization. For assistance, consult your home university’s career center.  Pages 5 and 6 is a Europass CV. Fill in the fields and delete what is not necessary. You *must* use this format, do not simply attach a generic CV in place of this. For assistance, consult the PDF document on the tour website entitled ‘CV instructions’.  Upon completion, please send **as a Word document** to: [conradking@capilanou.ca](mailto:eustudytour@capilanou.ca), no later than Feb 9 | | |
| **LETTER OF COMMITMENT – pursuant to an internship application** | | |
| **Last Name** | **First Name** | |
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Selection Committee

Network for European Studies (Canada)

c/o Conrad King ([conradking@capilanou.ca](mailto:conradking@capilanou.ca))

Dear Selection Committee:

**RE: Internship through the European Union Study Tour & Internship Program (EUST&IP)**

I have applied for the internship program through the EU Study Tour & Internship Program. By this letter I wish to confirm the following understanding and acceptance:

1. I have read the description of internships set out in this application and on the EUST&IP web site and accept the terms and conditions set out therein (cf. “Internships”, [www.capilanou.ca/europa](http://www.capilanou.ca/europa)).
2. I agree to pay the administration fee of $600.00 at the time of application.
3. I understand that if I am offered an internship position and do not accept, I will not be eligible for reimbursement of the administration fee.
4. In any contact and communications with the host institution and during the period of internship I understand my performance and actions reflect on the integrity of the EUST&IP and shall make every reasonable effort to maintain and enhance the reputation of the EUST&IP.
5. On the completion of the internship assignment, I will submit, to the Director, a required completion report by myself and the internship supervisor at the host institution. I understand that a copy of the completion report will be provided to my sponsoring faculty member.
6. I understand that Capilano University (business office of the *Network*) or the *Network* have no liability with respect to my travel, accommodation, maintenance or work performance or any other circumstances arising out of the internship period.

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| Signature (Print name) |  | Date (dd/mm/yy) |
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| **CONSTRAINTS FOR INTERNSHIP OPPORTUNITIES** |
| Please indicate your constraints for an internship. This can include constraints regarding:   * dates * location (must be Brussels, or willing to go elsewhere) * other factors   Please indicate only constraints that will prevent you from accepting an internship offer. For example, if you must return for coursework in September, this is the place to indicate this. The more constraints you have, the more difficult it will be to find an internship but please also be absolutely honest – your constraints will not be used to evaluate your candidacy for particular opportunities, only to try to ensure you receive an offer you can accept. |
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| **PREFERENCES FOR INTERNSHIP OPPORTUNITIES** |
| Please indicate your preferences for an internship. This can include preferences regarding:   * duration (2 months, 4 months, 6 months) * location (Brussels, or elsewhere) * specific dates (beginning in June, or another time of year) * policy areas or sectors that align with your academic or professional background (such as immigration, trade, energy, environment, and so on). * particular organizations   Please begin this section with the most important factor for accepting an internship offer. Then proceed with the next most important factor, and so on. If a factor is not important to you, then do not include it. Please be absolutely honest – your preferences will not be used to evaluate your candidacy for particular opportunities, only to align your preferences with an appropriate opportunity. |
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Name, Surname

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| Replace with house number, street name, city, postcode, country |
| Replace with telephone number  Replace with mobile number |
| State e-mail address |

[Contact Person] Do NOT alter this, the Director will complete

[Name of Organization] Do NOT alter this, the Director will complete

[Date]

**RE: Internship Applicant, EUST&IP**

To Whom It May Concern:

[Main text: explain your motivations for applying for an internship in Europe, how an internship fits in with your academic and professional plans, and why you are an especially excellent candidate for an internship opportunity. Be as specific as possible, in order to draw attention to particular aspects of your CV. If you have relevant professional or academic experience, then try to bring attention to this by highlighting the skills and qualifications that you cultivated, specifically from this experience. If you have particular intellectual interests which motivate you, then you could emphasize relevant knowledge and skills (you might link these to specific courses completed or your degree specialization(s), to be included on your CV). In short, you are trying to establish why you are an ‘added-value’ candidate, by linking the text of this cover letter to specific aspects of your CV, and demonstrating how these motivations, skills, or experiences would add value to a host organization in Europe.]

[Thank them for their time and consideration, tell them you look forward to hearing about this opportunity]

[Closing Salutation]

[Your Name]

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| PERSONAL INFORMATION | Replace with First name(s) Surname(s) |
| [All CV headings are optional. Remove any empty headings.] | |
| © European Union, 2002-2013 | <http://europass.cedefop.europa.eu> | Replace with house number, street name, city, postcode, country |
| Replace with telephone number  Replace with mobile number |
| State e-mail address |
| State personal website(s) |
| Replace with type of IM service Replace with messaging account(s) |
| Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies |

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| POSITION | **Internship or Stagiaire** |

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| WORK EXPERIENCE |  |

[Add separate entries for each experience. Start from the most recent.]

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| Replace with dates (from - to) | Replace with occupation or position held |
| Replace with employer’s name and locality (if relevant, full address and website) |
| * Replace with main activities and responsibilities |
| Business or sector Replace with type of business or sector |

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| EDUCATION AND TRAINING |  |

[Add separate entries for each course. Start from the most recent.]

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| Replace with dates (from - to) | Replace with qualification awarded | Replace with EQF (or other) level if relevant |
| Replace with education or training organisation’s name and locality (if relevant, country) | |
| * Replace with a list of principal subjects covered or skills acquired | |

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| PERSONAL SKILLS |  |

[Remove any headings left empty.]

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| Mother tongue(s) | Replace with mother tongue(s) | | | | |
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| Other language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |
| Replace with language | Enter level | Enter level | Enter level | Enter level | Enter level |
|  | Replace with name of language certificate. Enter level if known. | | | | |
| Replace with language | Enter level | Enter level | Enter level | Enter level | Enter level |
|  | Replace with name of language certificate. Enter level if known. | | | | |
|  | Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  Common European Framework of Reference for Languages | | | | |

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| Communication skills | Replace with your communication skills. Specify in what context they were acquired. Example:   * good communication skills gained through my experience as sales manager |

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| Organisational / managerial skills | Replace with your organisational / managerial skills. Specify in what context they were acquired. Example:   * leadership (currently responsible for a team of 10 people) |

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| Job-related skills | Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired. Example:   * good command of quality control processes (currently responsible for quality audit) |

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| Computer skills | Replace with your computer skills. Specify in what context they were acquired. Example:   * good command of Microsoft Office™ tools |

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| Other skills | Replace with other relevant skills not already mentioned. Specify in what context they were acquired. Example:   * carpentry |

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| ADDITIONAL INFORMATION |  |

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| Publications  Presentations  Projects  Conferences  Seminars  Honours and awards  Memberships  References | Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.  Example of publication:   * How to write a successful CV, New Associated Publishers, London, 2002.   Example of project:   * Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012). |

**PLEASE BE SURE TO PROVIDE AT LEAST ONE REFERENCE (with email and phone number). Faculty at your home university are preferred.**