



INTERNSHIPS IN EUROPE

Educational Programmes Abroad, UR/Lattimore 206, PO Box 270375,
Rochester, New York 14627-0375 www.epa-internships.org
Telephone: 585-275-8850 Fax: 585-276-2167
Email: USoffice@epa-internships.org

Application Guidance Notes and Checklist

Application Guidance Notes

- The application forms are designed to be filled in electronically, printed out and mailed to the address above. **Please do not staple any of the pages together.**
- Read all relevant sections of the EPA website before filling out the forms.
- Ensure that your name appears at the start of each form.
- Please make sure all dates are in the format **Day/Month/Year**.
- There are a number of additional documents/reference letters that are required to accompany the application forms. Please read checklist carefully to ensure you have fulfilled all the requirements.

Application Checklist

- Internship Application Form – Part 1**
 - General Conditions on page 3 signed and dated.
- Internship Application Form – Part 2**
 - Personal statement
 - Personal statement in language of country where internship is taking place
(*Non-English speaking internships only*)
- Internship Application Form – Part 3a. Reference Form**
 - Academic reference (required)
 - Character reference (recommended)
- Internship Application Form – Part 3b. Foreign Language Reference Form**
(*Non-English speaking internships only*)
- Internship Application Form - Part 4. Housing and Medical Information Form**
 - Medical Form signed and dated on page 3.
- An official transcript** for each college attended. Have the Registrar mail it to EPA or give it to you in a sealed envelope so that you may send it along with your application materials.
- 4 passport size photos** for students on the Bonn, Berlin, Brussels and Madrid programs. These may be sent after acceptance into the program. Students in other programs may want to bring one or two photos with them for purposes of IDs for rail passes etc.
- Resume**
- Passport details.** If you do not already have a passport, you will need to apply for one as soon as you decide to participate on the program. When you have obtained your passport, please send us your passport number and expiration date as the overseas program directors need this information.

Send all materials to the address at the top of the page.