

**University of Connecticut
Human Rights Institute
Summer Internship Fellow
Cover Sheet**

Name: _____

Application Checklist:

- ☐ Application Form
- ☐ Personal Statement
- ☐ Cover Letter
- ☐ Anticipated Budget
- ☐ Letter of Recommendation
- ☐ Unofficial Transcript
- ☐ Resume

Application deadline: **February 3**

Please submit your application in PDF via email to humanrights@uconn.edu

Please name your document in the following format: Lastname.firstname.name of internship placement.2017

Incomplete applications will not be considered.

Students are welcome to apply for multiple internships.

Please submit a separate personal statement for each program to which you are applying.

Please indicate the internship(s) for which you wish to be considered:

_____ Amnesty International USA

_____ Business and Human Rights Resource Center

_____ Center for Justice and International Law (CEJIL)

_____ Croatian Mediation Association & Center

_____ International Criminal Court of the Former Yugoslavia

_____ Net Impact

_____ Social Accountability International

_____ WITNESS

_____ Individualized Placement*

Please submit a separate cover letter if applying for multiple internships.

For questions or inquiries, please email humanrights@uconn.edu or call (860) 486-8739

**University of Connecticut
Human Rights Institute
Undergraduate Human Rights Internships
Application Form**

Name: _____

Student ID #: _____ Date of Birth: _____

Permanent Street Address: _____

City: _____ State: _____ Zip Code: _____

Local Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____ Email: _____

I am a Human Rights: ☐ Major ☐ Minor Expected Graduation: _____

What languages do you speak/read? _____

All of the internships require the selected students to move to the respective city where the agency is located. You would be responsible for obtaining your own lodging. Are you willing to move for the length of the internship?

☐ Yes ☐ No

Emergency Contact: _____ Relationship: _____

Phone Number: (____) _____ Cell Phone: (____) _____

Application continued on next page.

In addition to this application, please submit the following:

1. **Personal Statement:** Please describe your plans for your human rights internship and how this award will assist you in achieving your goals. Your statement should include information on your interest in human rights and how the internship experience fits with your future career plans. Your statement should not exceed 1,000 words.
2. **Cover Letter**:** You should submit a separate, individualized cover letter for each internship placement opportunity you are applying for. Your cover letter should concisely articulate how working for a specific organization will assist you in advancing professionally. Why are your professional interests, skills, and ambitions compatible with the work done by this organization? Your cover letter should not exceed 500 words.
3. **Anticipated Budget:** The purpose of the budget is to demonstrate you have considered the costs associated with your internship. The budget description should provide a complete financial and qualitative description that supports the requested funds.
4. **Letter of Recommendation:** Please have one letter of recommendation written on your behalf from an instructor or mentor who has known you for at least one year. The reference letter must be submitted to Rachel Jackson via email at Rachel.jackson@uconn.edu, and include the name, address, and phone number of the referee.
5. **Unofficial Transcript:** Please enclose an unofficial copy of your University of Connecticut academic transcript.
6. **Resume**:** Please enclose a resume that includes current and previous employment, including military experience, part-time work, and summer or other temporary positions. Your resume should also list your involvement in extracurricular activities, such as organizations, clubs, sports, and campaigns, while attending the University of Connecticut.

Please Note:

* There are additional application requirements for students who would like to pursue the individualized internship placement option, please make an appointment with Rachel Jackson for further information.

** To maximize the likelihood of being selected as a Human Rights Internship Fellow, we recommend that all applicants schedule an appointment with the Center for Career Development to have their resumes and cover letters critiqued prior to submission.

I attest that the information in this application and its supporting materials are true and accurate to the best of my knowledge.

Signature _____

Date _____

Anticipated Budget

Please complete this budget to assist you in thinking about the expenses associated with the internship and whether this is something you can do financially.

	Expected Expenses
Travel Itemize your estimated transportation and commuting expenses (provide documentation for quotes and cost estimates) <u>Relocation</u> <ul style="list-style-type: none"> Air Transportation (i.e. CT to NY) Mileage (if using own car) <u>Daily Commute</u> <ul style="list-style-type: none"> Mileage (if using own car) Ground Transportation (shuttle, bus fare, metro/subway fare, etc.) 	Relocation \$ Commute \$
Living Expenses Itemize and provide documentation (when applicable) for the cost of your expected living expenses while at your internship site. Please indicate if housing is provided by your internship agency. <u>Housing</u> <ul style="list-style-type: none"> Rent (\$ per month x number of months) Utilities (\$ per month x number of months) <u>Food</u> <ul style="list-style-type: none"> \$ per day x number of days For US internships, use the low/moderate cost plan at: https://www.cnpp.usda.gov/sites/default/files/CostofFoodSep2016.pdf. 	Living Expenses Rent: \$ Utilities: \$ Food: \$
Registration/Tuition If you are using this internship to fulfill your capstone requirement as part of your human rights degree, you will need to complete the HRTS 4291 course concurrently with the internship. <u>Summer 2017 Tuition for 3 Credit Course: \$1407.00 (Total)</u> <ul style="list-style-type: none"> \$469 per credit <u>Summer 2017 Course Fees: \$135.00</u> <ul style="list-style-type: none"> Enrollment Fee: \$45 Technology Fee: \$30 Online Course Fee: \$60 (\$20 per credit) 	<p style="text-align: center;">Estimated: \$1,542</p>
For International Travel (Undergraduate): <ul style="list-style-type: none"> Ed Abroad Approval ID Registration Health Insurance 	\$
Other (please describe)	\$
Total Budget (Sum of all Expected Expenses)	\$

	Expected Contributions
HRI Stipend Maximum stipend amount varies based on internship site. Please refer to individual agency placement pages at http://humanrights.uconn.edu/current-placements/ to determine the maximum amount available for your preferred location	Amount Requested: \$
Amount Requested from Other Sources <ul style="list-style-type: none"> Financial Aid Awards from External Organizations – if applicable provide documentation for the source and amount of award(s) in your application. 	Source/Amount Awarded: <ul style="list-style-type: none">
Family	Amount Provided: \$
Self	Amount Provided: \$
Total Expected Contributions (Sum of all Expected Contributions)	\$