

## Internship Program Application Form

All applications must be submitted via email to [ssheehan@aifs.co.uk](mailto:ssheehan@aifs.co.uk) by **Monday 4<sup>th</sup> November 2013**. **A completed application consists of this form, a comprehensive resume and a cover letter.** Applications received after this date cannot be accepted.

Please note that if you are undertaking an internship, you **must** apply for a Tier 4 (General Student) prior entry clearance visa in advance of your coming to the UK – separate handouts on prior entry visas will be emailed to students on receipt of their AIFS internship application form. The Tier 4 visa currently costs £299 GBP (October 2013) and is subject to change. This fee is paid to the UK Consulate not AIFS

Refrain from making a Tier 4 prior entry visa application until you have received this information from AIFS.

<p>Information required for Tier 4 visa-CAS number</p> <p>(Please write clearly throughout this application)</p>	<p>Name exactly as it appears on your passport:</p> <p>Passport number:</p> <p>Date of Birth: Must be UK Format so please write DAY/MONTH/YEAR</p> <p>Gender:</p> <p>Nationality:</p> <p>Place of Birth:</p> <p>Country of Birth:</p> <p>US University you are attending:</p> <p>Housing Option (apartment or home stay option chosen)</p>
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<p>Personal details</p> <p>(Please write clearly throughout this application)</p>	<p>Family name:</p> <p>Middle name:</p> <p>First name(s):</p> <p>Date of birth (dd/mm/yyyy):</p> <p>Gender:</p> <p>Email address (include both school and personal email):</p> <p>Cell phone:</p> <p>Skype address:</p>
<p>Academic information</p>	<p>Major:</p> <p>Class Standing:</p> <p>Anticipated graduation date:</p> <p>GPA:</p>
<p>Preferred internship assignment</p>	<p>To help us place you, please indicate in order of priority (maximum of three) the preferred areas for which you wish to be considered for an internship, based on your educational background, work experience and interest.</p> <ul style="list-style-type: none"> <li>• Banking &amp; Finance</li> <li>• Consulting &amp; Professional Services</li> <li>• Law</li> <li>• IT &amp; Information</li> <li>• Property &amp; Real Estate</li> <li>• Media &amp; Advertising</li> <li>• Marketing, Events &amp; PR</li> <li>• TV, Film &amp; Radio</li> <li>• Art, Fashion &amp; Design</li> <li>• Publishing &amp; Journalism</li> <li>• Human Resources</li> <li>• Communication</li> </ul>



Do you have any companies in mind you would like to work with?

- Charities
- Children
- Teens
- Elderly
- Other (please state)

First choice	
Second Choice	
Third Choice	

Indicate the reasons for your choices



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Please provide details about your career aspirations and what you hope to gain from your internship

Do you know what career you intend to pursue after graduation?



What are your  
current strengths  
(knowledge,  
skills, values)

What are your  
current  
weaknesses  
(knowledge,  
skills, values)

Computer skills

*For computer skills please check the box*

Word processing

Graphics/image/photo

Spreadsheets

Financial software

Data bases

Web browser/E-mail

Presentation software

Other software (please specify below)



Language skills	Mother tongue:																								
	<p>In the table below write;</p> <p><b>A</b> if you are professionally fluent (able to converse at a high level of fluency and prepare reports and papers)</p> <p><b>B</b> if you have a working knowledge (able to follow work-related discussions, use the telephone and understand documents)</p> <p><b>C</b> if you have a limited knowledge (able to understand simple conversations and written texts)</p> <table border="1"> <thead> <tr> <th>Language</th> <th>Understand</th> <th>Speak</th> <th>Read</th> <th>Write</th> </tr> </thead> <tbody> <tr> <td>French</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Spanish</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Italian</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other:</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Language	Understand	Speak	Read	Write	French					Spanish					Italian					Other:			
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Spanish																									
Italian																									
Other:																									
Professional experience	<p><i>List positions held in reverse order, starting with the current/latest one</i></p> <p>Company name and type of business:</p> <p>Job title:</p> <p>Date to/from:</p> <p>Employer: Name -</p> <p>Address –</p> <p>Description of duties and responsibilities:</p>																								
	<p>Company name and type of business:</p> <p>Job title:</p> <p>Date to/from:</p> <p>Employer: Name -</p> <p>Address –</p> <p>Description of duties and responsibilities:</p>																								



Other experience

*Outline particular experiences and activities that you feel show your aptitude and strength when being considered your desired internship*