

## Application Procedure

Please submit your **application forms as outlined below to Karyn Cremeens in 307 Cornell Hall:**

### *Step 1: Application*

- a. **Program Administrative fee.** Payment forms are available on the following pages. Pay your Administrative fee of \$500 ASAP to the Cashier's office in Jesse Hall (lower level).
- b. **International Internship Data Form.** Next, you need to *complete the International Internship Data Form* (at the end of this document).
- c. **Make a copy of your passport main page.** Note that your passport **MUST BE VALID** at least six months later than you plan to return to the U.S. This is a U.S. passport control regulation for re-entry into the U.S. If you do not have a passport, see step 2 below.
- d. Complete the **CAPA Internship application packet** (also found on our website), including all the documents requested:
  - Internship Application Form
  - A current resume
  - A generic cover letter in English and host language if studying in a non-English speaking destination
  - Two passport size photos
  - One professional reference
  - One academic reference
  - Police background check
  - Transcripts
- e. **Bring a copy of the following to the Administrative Assistant in 307 Cornell Hall:**
  - i. Copy of the Admin fee **payment form** (stamped paid by the cashier's office.)
  - ii. Copy of your **International Internship Application Packet**.
  - iii. A check **made out to CAPA** for their application fee of **\$300.00**.
  - iv. Copy of your **passport**.

### *Step 2: Obtaining a Passport.*

- IF you do not already have a passport:
    - The main post office in Columbia has a passport window with a person who can assist you, or you can go to the web site at: <http://travel.state.gov/passport/index.html>.
    - Be sure to get photos according to the following:
      - **Already have a passport:** two photos for the International Internship application.
      - **Need a passport:** 2 photos for passport application **and** two photos for the International Internship application.
- (FedEx-Kinko's, Walgreens and Wal-Mart produce regulation photos but **shopping mall photo booths are not acceptable**.)

Check with the Administrative Assistant in 307 Cornell Hall, ([umcbusstudyabroad@missouri.edu](mailto:umcbusstudyabroad@missouri.edu)) for any questions or clarification.

**TRULASKE COLLEGE OF BUSINESS**

**SUMMER 2010**

**Administrative Fee Payment Form  
Summer International Internship Program  
SYDNEY, AUSTRALIA**

**SUMMER 2010**

**Tran Code = 99318**

*Return a copy of this payment form (stamped **PAID** by the cashier's office) to Cornell 307.*

Payment of this \$500 administrative fee indicates the student's intention to participate in the summer International Internship program indicated above.

I have read and understand the program charges explained on this form and understand that **\$200 is non-refundable**.

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Student Number

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
E-MAIL Address

Telephone Number: (\_\_\_\_\_)\_\_\_\_\_

Date: \_\_\_\_\_

**For Cashier's Office Use:**  
\$500 Administrative Fee Paid  
**\$200 is non-refundable.**

**This administrative fee covers the following for the length of your Internship**

- Initial processing of student data forms
- Facilitation of CAPA application process
  - Collection, shipping and handling of CAPA documents to CAPA
- Informational Sessions to explain program and interface with MU.
- Student support while in program
- Availability of support and advocacy for Parents/significant others during program
- Pre-Departure course to familiarize student with their host country and allow interns to meet and get to know each other before departure.

**University of Missouri-Columbia**  
**Trulaske College of Business**  
**INTERNATIONAL INTERNSHIP STUDENT DATA FORM**

**APPLICANT INFORMATION**

Name: \_\_\_\_\_  
*Last First Middle*

MU Student #: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Citizenship:  U.S.  Other: \_\_\_\_\_ GRAD UGR (*circle one*)

Passport # \_\_\_\_\_ **\*\*Please provide a copy of the photo page**

Student Major: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Previous Programs: (please circle applicable programs)  
Italy Summer Spain Summer France Summer  
China Summer Vietnam Summer Korea Summer  
Ireland Summer Ireland Internship Prague Summer

Student GPA: Cumulative: \_\_\_\_\_ Resident Non-Resident (*circle one*)

Local Address: \_\_\_\_\_

Student E-mail Address: \_\_\_\_\_

Local Phone: (\_\_\_\_) \_\_\_\_\_ Local information valid until (date): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parents' Address: \_\_\_\_\_  
\_\_\_\_\_

Parents' Phone: (\_\_\_\_) \_\_\_\_\_

Emergency Contact: \_\_\_\_\_  
(required) *Last First Middle*

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

Emergency E-mail: (required) \_\_\_\_\_

Professional Organization Member:  
 Alpha Kappa Psi  
 Delta Sigma Pi  
 Marketing Forum  
 Other \_\_\_\_\_

Social Organization Member:  
 Sorority  
 Fraternity  
 Other \_\_\_\_\_

TCoB International Internship Program  
2010 Summer Sydney Program

How did you hear about this program? (*Circle all that apply*) Friends Website Exposition

International Center Advisor Other \_\_\_\_\_

In a sentence or two, tell us why you chose this program over the others available.

What are you looking forward to the most on this program?

### CERTIFICATIONS

Are you currently 1) on scholastic probation; or 2) under any disciplinary sanction by the university?

Yes  No

*Please note that the fact that a student is on probation or under sanction will be taken into account when making a decision regarding that student's application for study abroad and may result in the rejection of an application. As part of the application process, current academic and disciplinary standing will be reviewed. Failure to indicate probationary status will result in withdrawal of support for an application.*

May the International Center provide information related to your study abroad program to the person listed as your emergency contact?

Yes  No

I certify that the information in this application is complete and correct to the best of my knowledge. I understand that any action on this application is contingent on review of all of my grades until the time of departure for the program. I further understand that, if I incur a disciplinary sanction prior to my departure overseas, this may result in the withdrawal of support for my nomination. I understand that the application process may include supplementary materials, which I agree to complete promptly. If accepted, I will participate in all required orientations and complete all evaluations. I authorize the International Center to forward my transcripts to the overseas studies program(s) to which I am applying. Finally, I authorize the Director of Study Abroad to release any information deemed relevant to my health and/or safety.

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**Student Signature**

**Date**