



International Internship Program APPLICATION FORM

HOW TO APPLY

Read the following information before starting your application:

STEP 1: ARE YOU ELIGIBLE?

Participants in CAPI's International Internship Program need to meet basic eligibility requirements. Check our Eligibility Requirements before proceeding to Step 2.

STEP 2: FILLING OUT THE APPLICATION FORM

Complete the attached Application Form.

STEP 3: COMPLETING THE APPLICATION PACKAGE

Your complete application package must include **ALL** of the following elements. Please create one PDF document and save the required information in the following order:

1. A completed Application Form (typed)
2. An up-to-date resume (no more than 2 pages)
3. A copy of your College or University transcripts (unofficial, scanned or photocopied transcripts are accepted).

Once you have compiled ALL of the documents above, proceed to Step 4.

STEP 4: SUBMITTING THE APPLICATION PACKAGE

Complete application packages MUST BE submitted by email to CAPI at rfile@uvic.ca and interns@uvic.ca by January 24, 2020 at 4 pm PST. Late and/or incomplete applications will not be accepted.

Important: Applications should contain CAPI and your name in the subject line (i.e. "CAPI – FirstName LastName – Application").

We thank everyone for their applications and their interest in our Crossing Borders Internship Program. Only candidates selected for an interview will be contacted. Shortlisted candidates will be contacted to schedule an interview in early February 2020.



SECTION ONE – General Information

First Name _____ Last Name _____

Address _____

City _____ Province _____

Postal Code _____ Country _____

Phone _____ Email _____

Date of Birth _____

Passport # _____ Passport Expiry Date _____

Are you a Canadian citizen or permanent resident? Yes No

Please note, only Canadian citizens and those with permanent residence will be considered for the program.

Have you previously participated in a similar international program? Yes No

SECTION TWO – Educational Information

UVic Student V# _____ UVic home faculty or department _____

UVic Department _____ Current year of study _____

Are you currently a full-time student? Yes No Are you a Co-op student? Yes No

SECTION THREE – Health and Safety

Many of our placements are in challenging environments. The health and safety of our program participants is very important to us. Do you have any health and/or safety considerations we should be aware of? This information is confidential and used so that we may properly ensure your safety and security while abroad.

(Examples of information that you may want to touch on include medical conditions, prescription medications, physical fitness, allergies, dietary restrictions for vegetarians/vegans, religious considerations etc.)



SECTION FOUR – Placements Options

CAPI will be offering 6.5-month placements with the following organizations this year. Please rank the placements offered in order of interest.

If there are any placements you are not interested in, do not include these positions in your rankings.

Rank	Placement
	Global Alliance Against Traffic in Women (GAATW), Bangkok, Thailand (1 position)
	Karenni Social Development Centre (KSDC) in Mae Hong Son, Thailand (1 position)
	Malaysian Social Research Institute (MSRI) in Kuala Lumpur, Malaysia (2 positions)
	Centre for Indonesian Policy Studies (CIPS), Jakarta, Indonesia (2 positions)

Describe which placements you are most interested in and why.

Your answer should outline how you meet the specific requirements as detailed in the relevant placement description (available online at <https://www.uvic.ca/research/centres/capi/internships/home/current-opportunities/index.php>). This is your opportunity to shine!

a. Why are you interested in pursuing an internship placement with this/these organization(s)? How does it connect to your personal, academic and/or professional background/interests? (300 words)

b. How will you secure academic credit for this placement? List any relevant courses you are taking this academic year? (Directed reading, co-op term, honors thesis, etc.)



SECTION FIVE – Statement of Intent

a. What do you think contributes to a successful internship placement and why do you think you are a good candidate? (200 words)

b. Please describe an experience that has changed who you are in the world? (200 words)



SECTION SIX – References (one academic/one work related)

REFERENCE ONE

Full Name _____ **Title** _____

Organization _____

Phone _____ **Email** _____

How long and in what capacity have you know this reference?

REFERENCE TWO

Full Name _____ **Title** _____

Organization _____

Phone _____ **Email** _____

How long and in what capacity have you know this reference?