**International Internship Program   
Global Skills Opportunity**APPLICATION FORM

**STEP 1: ARE YOU ELIGIBLE?**

Participants in CAPI’s International Internship Program need to meet basic eligibility requirements as outlined on the CAPI website. Check our [eligibility requirements](https://www.uvic.ca/research/centres/capi/internships/home/current-opportunities/index.php) before proceeding to Step 2.

**STEP 2: FILLING OUT THE APPLICATION FORM**

Complete this 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 fine for the initial application).

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* rfila@uvic.ca *by 26 January 2024  
at 4 pm PT. Late and/or incomplete applications will not be accepted.***

**Important:** Applications should contain “GSO Internship Application” and your name in the subject line (i.e., “GSO Internship Application – FirstName LastName”).

We thank everyone for their applications and their interest in our International Internship Program. Only candidates selected for an interview will be contacted. Shortlisted candidates will be contacted to schedule an interview in February 2024.

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| Part 1: Applicant Information |

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| First name: |  | Last Name: |  |
| Street address: |  | | |
| City |  | Province: |  |
| Postal code: |  | Country: |  |
| Phone: |  | Email: |  |

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| Date of birth: |  |
| Are you a Canadian Citizen or Permanent Resident? (please note that only Canadian citizens or Permanent Residents are eligible for this program): | Yes |

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| For Canadian Citizens | | | |
| Passport: | Yes  No | Passport expiry date: |  |

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| For Permanent Residents | | | |
| Permanent Resident ID Number: | |  | |
| Nationality: |  | | |
| Passport #: |  | Passport expiry date: |  |

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| UVic student V#: |  | UVic home faculty: |  | |
| UVic department: |  | Current year of study: |  | |
| Major program: |  | Minor program: |  | |
| Are you currently a full-time student? | | | Yes | No |
| Are you a co-op student? | | | Yes | No |

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

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| Part 2: Self-Identification |

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| Do you identify as any of the following (please check all that apply)?  If none, skip to Part 4 and complete the remainder of the application form | Indigenous student  Student with a disability  Low-income student | | |
| According to your self-identification(s), please complete the following sections: | | | |
| **Indigenous student** | | | |
| Indigenous self-identification: | First Nation (status or non-status)  Métis  Inuit  other | | |
| **Student with a disability** | | | |
| Do you self-identify as an individual requiring accommodation or supports for learning or daily living circumstances due to a long-term physical, sensory or cognitive condition or other health matter? | | Yes | No |
| Are you registered with UVic’s Centre for Accessible Learning (CAL)? | | Yes | No |
| **Low-income student** | | | |
| Do you experience financial barriers that limit your ability to participate in an international experiential learning opportunity or program (internships, exchange, etc)? | | Yes | No |
| Do you receive a Canada Student Grant or B.C. Access Grant, or similar non-repayable student financial assistance offered by provinces and territories? | | Yes | No |

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| Part 3: Supporting information |

Based on your self-identification(s), use the space below to complete your eligibility statement(s) to confirm your eligibility. Should you self-identify as belonging to more than one of the designated groups (e.g., Low income *and* having a disability, Indigenous *and* low income), please complete a statement for each.

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| **Indigenous student** |
| Please outline your Indigenous ancestry and relationships to your Indigenous community or communities. |
| Please aim for about 300 words |

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| **Student with a disability** |
| Please describe your disability and outline the accommodations or supports that would be required for you to participate fully in an internship. |
| Please aim for about 300 words |

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| **Low-income student** | |
| Please complete the following summary of your financial accounts and provide a statement describing your financial situation/background:  Low-income students: students who report to be in receipt of Canada Student Grants, or similar non-repayable student financial assistance offered by provinces or territories (e.g., BC Access Grant, Former Youth in Care), or, in the absence of receiving non-repayable student financial assistance, can provide information to demonstrate that they require financial support to study or work abroad. | |
| Monthly employment income (part-time work, work study, teaching assistant, etc.): | $ |
| Monthly family/sponsorship support (e.g., parents or other family members, etc.): | $ |
| Other monthly income (e.g., Orphan’s benefits, Canada Child Benefit, etc.): | $ |
| Total amount of any student financial awards (e.g., scholarships of bursaries) in the last 12 months | $ |
| Monthly student loan/grant amounts: | $ |
| Total savings and other financial assets (cryptocurrencies, GICs, etc.) | $ |
| Please describe your financial situation if you identify as a low-income student. How do you pay for school? Do you work? Do you get support from other sources?  Please aim for about 300 words | |
| Part 4: Health and Safety | |

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| Many of our placements are in challenging environments (large, polluted urban cities; remote rural areas with limited infrastructure, such as paved roads, water and electricity). The health and safety of our program participants is very important to us. Do you have any health and/or safety considerations that 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 should provide include medical conditions, prescription medications, physical fitness, allergies, dietary restrictions such as pescatarian/vegetarian/vegan, religious considerations, etc. |
| approx 300 words |

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| What do you think will be challenging about this placement? What tools do you have/need to deal with these challenges and how might you approach overcoming the challenges that arise? |
| approx 300 words |

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| Part 5: Placement Options and Questionnaire |

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| Please write a statement of intent. Let us know who you are! |
| approx 350 words |

CAPI will be offering nine 6-month placements with the following organizations. Please rank the placements offeredin order of your interest. If there are any placements you are not interested in, leave them blank.

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| **Funder** | **Placement** | **Rank** |
| GSO | Global Alliance Against Traffic in Women (GAATW), Bangkok, Thailand (1 placement available) |  |
| GSO | Center for Indonesian Policy Studies (CIPS), Indonesia (2 placements available) |  |
| GSO/QES | Malaysian Social Research Institute (MSRI) in Kuala Lumpur, Malaysia (2 placements available) |  |
| GSO/QES | Karenni Social Development Center (KSDC), Thailand (2 placement available) |  |
| QES | Penampang DAP Service Centre, Kota Kinabalu, Malaysia (1 placement available) |  |
| QES | Pacos Trust, Kota Kinabalu, Malaysia (1 placement available) |  |

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| Describe which placement you are most interested in and why? How does the work of your preferred organization align with your career goals, your personal, academic and/or professional background/interests? |
| approx 250 words |
| What do you think contributes to a successful internship placement and why do you think that you are a good candidate? What do you hope to learn from this experience? |
| approx 200 words |
| Please describe a formative life experience that has changed who you are in the world. |
| approx 300 words |
| How will you secure academic credit for this placement (PAAS credit courses, directed reading, co-op term)? Please discuss with Robyn if you have any questions. |
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| Part 6: References |

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| **Reference 1 – Professional / Community (work supervisor, volunteer coordinator, community elder etc.)** | | | |
| Name: |  | | |
| Job title |  | | |
| Organization: |  | | |
| Phone: |  | Email: |  |
| How long and in what capacity do you know this reference? | | | |
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| **Reference 2 – Academic (professor, instructor, TA)** | | | |
| Name: |  | | |
| Job title |  | | |
| Organization: |  | | |
| Phone: |  |  |  |
| How long and in what capacity do you know this reference? | | | |
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