

In these pages you will find a detailed description of the documents you need to hand in to complete your application. To make sure you have everything, please go through this check-list carefully before submitting your application.

**Check-List:**

1. **Application Form** + Terms & Conditions complete and signed
2. **CV** complete, with a photograph, in English and, if possible, also in Spanish
3. **Letter of Intent** in English and, if possible, also in Spanish; consider the questions listed in page N° 3
4. **Copy of your degree**, work certificates and recommendations

## Curriculum Vitae (Sample)



### PERSONAL DETAILS

Name and Surname:  
 Nationality:  
 Date of Birth:  
 Place of Birth:  
 Address:  
 Phone:  
 E-mail:

### PROFESSIONAL EXPERIENCE

2002-present Research Assistant	U.S.C. Institute of Research - Alhambra, CA  -Coded open-ended variables for Alcohol/Tobacco Study. -Developed & implemented organizational scheme for data. -Assisted in referencing work on academic papers.
2001-2002 Data Entry Specialist	Harry's Plumbing -Cupertino, CA  -Entered & verified monthly sales tax records. -Created visual schematics showing growth based on company data.
2000-2001 Teaching Assistant	Department of Biology, University of California, San Diego - La Jolla, CA  -Planned the course curriculum with the professor, instructed students.

### EDUCATION

1999-2002	B.A. in Psychology, California State University, Long Beach, CA,  -Concentrations: Research Theory, Biology Studies
1998	A.A. in Liberal Studies, Crafton Hills College, Yucaipa, CA

### COURSES AND SEMINARS

2002	"Scientific Research", California State University (20h.)
2001	"Bacteriological Techniques", California State University (25h.)

### LANGUAGES

Spanish	High Intermediate Level
German	Intermediate Level

### INFORMATICS

Good command of Word, Excel, Outlook, Adobe and Front Page

## Letter of Intent (Sample)

Date  
Name  
Address  
Phone  
E-mail

Photo

### Tips on writing your letter

When writing your Letter of Intent, it is important that you consider the questions below. You should bear in mind that your letter is one of the most important tools we have to organize your internship/volunteer work according to your profile and expectations. This is why we ask you to give careful thought to your questions, to be honest and to provide detailed information.

#### IMPORTANT:

- Establish a clear relationship between your skills/studies and the type of placement you would like to obtain.
- Specify at what stage of your studies you are and what your current occupation is.
- ✓ What are your reasons to participate of a Professional Internshipsk Program?
- ✓ What are your expectations regarding your professional career?
- ✓ What are your ideal placements? Mention three options in order of importance.
- ✓ In what type of company/organization would you like to intern?
- ✓ Do you have any professional experience in the chosen field?
- ✓ What personal/professional characteristics would you highlight for a host company/organization to take an interest in your application?
- ✓ What type of activity/project would you like to carry out? How would you develop them?
- ✓ What is your level of Spanish? How did you learn the language? Are you planning to take a Spanish course before getting started with the internship?
- ✓ What would you add to illustrate your ability to adapt to an intercultural environment?

**Don't forget to sign your letter!**



## Application Form

Names		Surnames	
E-mail			
Date of Birth		Place of Birth	
Nationality		Passport Number	
<b>Home Address</b>			
Street		Zip Code	
City		Country	
Telephone		Fax	
<b>University Address</b>			
Street		Zip Code	
City		Country	
Telephone		Fax	
<b>Studies</b>			
University			
Specialization(s)			
Start year		Graduation year	
Degree			
<b>Spanish Proficiency</b>			
Basic			
Intermediate (communicational)			
High Intermediate (good writing & speaking skills)			
Advanced (high language proficiency and knowledge of grammar)			
Is current level of Spanish sufficient to successfully perform an internship?		yes	no
<b>Computer Skills</b>			
	<b>basic</b>	<b>high</b>	Other Programs (please list here)
Word			
Excel			
Internet			
Outlook			
Photoshop			
<b>Insurance</b>			
Do you have a proper insurance for a Study Abroad program?		yes	no
Are you covered in cases of...	illness?	accident?	civil responsibility?
Company	Expiry Date	Emergency N°	Policy #



## Placement Details

<b>Standard Internship</b> (please name three of our published placements you would like to apply for)	1.
	2.
	3.

<b>Customized Internship</b> (please name three placement possibilities)	1.
	2.
	3.

### Dates & Length

Start Date		End Date	
Placement Duration			

### Location

Spain	Barcelona
	Other

## Personal Characteristics



Knowing more about you will help us in the search for a placement that fulfils your expectations and that is in accordance with your profile and skills. This is why we ask you to complete this questionnaire. It is important that you bear in mind that this information will be dealt with absolute respect and privacy. It is not compulsory that you answer the questions that you consider private.

### Why did you choose Spain for your study abroad program?


	yes	no
Are you well informed about Catalonia region?		
Are you aware that in Barcelona Catalan is widely spoken?		
Do you know people from Barcelona?		
Have you been in this area before?		

	very important	important	not important
How important are social relations for you?			
How important is socializing with other students?			
How important is socializing with local people?			

	yes	no
Have you been abroad for more than 3 months before?		
Do you live with your family?		
Do you live with other students?		
Do you live alone?		

### How is your level of Spanish?

	very good	good	basic	bad
Reading				
Writing				
Speaking				
Understanding				

### What do you like doing in your free time?

Dancing		Dining out		Concerts	
Swimming/Surfing		Cultural Activities		Sightseeing	
Shopping		Sunbathing		Theatre/Cinema	
Visiting Museums		Trekking		Watching Sports	
Outdoor Sports		Clubbing		Reading	
Mountain Sports		Paragliding		Listening to Music	



What would you like to achieve during your study abroad program?


I would like my host company/organization to be:

small		medium		big		any	
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Have you performed an internship before?

yes		no	
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If yes, can you please give us more details?


Have you carried out a project before?

yes		no	
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If yes, can you please give us more details?


How important is this internship/volunteer work for your university studies?

very important		important		not so important	
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Is an internship/volunteer work abroad a requisite to get your degree?

yes		no	
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	yes	no	more or less
Do you like expressing yourself in public?			
Have you done public presentations?			
Are you extroverted?			
Are you shy?			
Do you like to work in a team?			
Do you like working on your own?			
Do you feel confident facing challenges?			
Do you prefer observing the situation before getting started with an activity?			
Do you ask for help when you have a problem?			
When facing a problem, do you like finding a solution on alone?			

Thanks for your cooperation!



## Accommodation Search Service

To save you the hassle of looking for accommodation upon arrival, our correspondent offers a special accommodation search service. We are committed to providing high quality places that we continually manage and visit, and our hosts will ensure that you receive the best service possible. To help us in the search, please consider each question carefully.

### Type of Accommodation

Shared Apartment		Student Residence		Youth Hostel		Host Family	
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### I want to live with:

Foreign Students		Local Students		Local Family		Any	
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### Meals

Self Catering		Breakfast		Half Board		Any	
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### Are you...?

	yes	no
Smoker		
Vegetarian		
Allergic		

If yes, please specify:

### Do you like...?

	yes	no
Pets		
Small Children		

### Dates & Length

Arrival Date		Departure Date		N° of Weeks	
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### Flight Details

Date		Time		Airline		Flight #		Airport	
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Would you like to add something else regarding your accommodation?

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