



**American College Dublin use only**  
Student ID#

## American College Dublin Study Abroad Internship Request Form

### Semester and Summer Programs

To apply, send the complete internship application form, official transcript, resume, letter of recommendation, purpose statement, study abroad application form and \$35 application fee to:  
**American College Dublin Study Abroad • 3001 Philadelphia Pike • Claymont, DE 19703**

|                                      |                    |
|--------------------------------------|--------------------|
| Name                                 | Middle             |
| Last                                 | First              |
| CURRENT ADDRESS: (Valid Until: / / ) |                    |
| Number and Street                    | PERMANENT ADDRESS: |
| City                                 | Number and Street  |
| State/Country                        | City               |
| Zip Code                             | State/Country      |
| Zip Code                             | Zip Code           |
| Email                                |                    |

Which address to use for correspondence?  Current  Permanent

Highest level of education completed: \_\_\_\_\_

Currently enrolled in an educational program?  Yes  No

If yes, what institution? \_\_\_\_\_

What degree or major? \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Sex:  Male  Female Date of Birth: / /

Citizenship: \_\_\_\_\_

Do you have a passport:  Yes  No

### Emergency Contact Details

|                   |               |
|-------------------|---------------|
| Name              | Relationship  |
| Address           | Address       |
| Number and Street | City          |
| City              | State/Country |
| State/Country     | Zip Code      |
| Zip Code          | Zip Code      |
| Telephone: ( )    | E-mail        |

### Internship Information

Industries of interest - Please select your top three (3) choices of industries in which to work:

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

Language proficiency: Language \_\_\_\_\_ (✓ one):  Excellent  Good  Fair  Poor

Are you interested in taking courses for credit?  Prior to internship  During internship  After internship

Term of interest:  Fall ( Year )  Spring ( Year )  Summer ( Year )

- Type of internship:  (1) Participation in the internship program is for professional development and to gain career experience.  
 (2) Participation in the internship program is an attempt to gain academic credit at my home institution.  
 (3) Participation in the internship program is for professional development and to gain academic credit.

**Home institution requirements**  
**For academic credit only**

American College Dublin will try to meet any requirements set by your home institution. If additional requirements must be adhered to, submit a letter to the study abroad office outlining the requirements and include contact details for the advisor at your home institution.

Amount of contact hours: Total Per Week Duration (in weeks) \_\_\_\_\_

Credit hours: (1 credit hour earned for 50 contact hours completed. Minimum 3 credit hours) \_\_\_\_\_

**Internship advisor contact details**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Additional requirements: \_\_\_\_\_

**Housing accommodations** Please select one (1) option:

- I require shared student-housing accommodations in the International Student Residence Hall
- I require family homestay housing accommodations, if available
- I do not require housing accommodations

**Special needs or limitations the internship office should be aware of**

**Certification**

I certify that the information in this application for entrance into American College Dublin's Study Abroad Program is true to the best of my knowledge, and I understand that any untruthful statement would make me subject to dismissal from the Study Abroad Program. Further, I agree to abide by the rules and regulations as set forth by American College Dublin. I understand the awarding of transfer credits for specific courses is at the discretion of the credit accepting institution. I understand if I desire to enroll into one of American College Dublin's degree programs as a matriculated degree seeking candidate, I am required to submit a separate American College Dublin Application for Admission along with the required school records, test scores, recommendations, and other necessary information in order to be considered for admission.

We, the signatories to this application, will abide by American College Dublin's policies concerning financial obligations and assume responsibility for full payment of fees. We have read and agree to the above stipulations.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_  
(If applicant is under 18 years of age)

**Please send completed Application Form along with:**

- A nonrefundable application fee of \$35 (please make checks payable to "American College Dublin Study Abroad")
- An official transcript. An official transcript must be sent DIRECTLY FROM THE HOME INSTITUTION to the following address:

**American College Dublin Study Abroad • 3001 Philadelphia Pike • Claymont, DE 19703**  
U.S. Toll Free: 1- 877- ACD 0440 • Tel: 302 - 793 1101 • Fax: 302 - 793 1140  
E-mail: admission@acd.edu • www.acd.edu/admissions\_dublin