



# UNSW Internship Application

This form is for all applications for internships at UNSW.

UNSW Study Abroad conveys this information to prospective academic supervisors and placement organisations to assess each application.

## Attachments

Please submit with this application:

- Certified transcripts of your **academic record**.
- Your current resume, including information about relevant work or volunteer experience.

You will also need to provide a brief essay of about 500 words setting out:

- Specific area/s in which you would like to be placed.
- The skills you are seeking to develop from the internship.
- What you expect to learn, and how this experience will benefit you.

Please tell us about any particular expertise, interest or experience you have which will help to evaluate your application and determine suitable placements.

## Letters of recommendation

Please arrange to have two academic references sent directly to UNSW Study Abroad using the form at the end of this application.

## Send this application and attachments to:

Institut Ranke-Heinemann  
Schnutenhausstrasse 44  
45136 Essen  
Deutschland  
Tel.: 0049-201-252552  
info@ranke-heinemann.de  
www.ranke-heinemann.de

Institut Ranke-Heinemann  
Ludwigstr. 27, Raum G005  
80539 München  
Deutschland  
Tel. 0049-89-21805731  
muenchen@ranke-heinemann.de  
www.ranke-heinemann.de

Institut Ranke-Heinemann  
Friedrichstrasse 95  
10117 Berlin  
Deutschland  
Tel.: 0049-30-209629593  
berlin@ranke-heinemann.de  
www.ranke-heinemann.de

Institut Ranke-Heinemann  
Universitätsstrasse 11  
1010 Wien  
Österreich  
Tel.: 0043-1-4060224  
wien@ranke-heinemann.at  
www.ranke-heinemann.at

## Internship options

UNSW Internships are available in two ways – as a two day per week work component in conjunction with university courses, or as a full time eight week program with an employer.

The eight week full-time option is not available within the UNSW Study Abroad Semester program.

Which option are you applying for?

- Semester – 2days/week over the semester
- Full-time – 8 weeks

## Personal details

family name

given names

date of birth

dd mm yy

gender M  F

your permanent or family address

.....

.....

.....

postcode/zipcode country

country of citizenship

phone

email

## Disabilities

Do you have any disabilities/conditions that you think UNSW Study Abroad should be aware of?

Y  N

If yes, please attach a letter explaining the support required





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## University or college details – where you are studying now

current university/college

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major area/discipline of studies

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minor subjects

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Year of expected graduation yyyy

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## Academic record

### Current studies

cumulative university/college grade point average  
(European system – ECTS, US system – GPA)

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last semester ECTS, GPA or equivalent

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current academic standing

Undergraduate

Graduate

other

Current year

1  2  3  4  5

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Other – please explain

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### Previous studies

List any other tertiary level colleges, business or  
professional schools you have attended

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1. Name of institution and country

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years attended

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degree studied

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qualification gained and year awarded (or stage of course  
reached)

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overall ECTS/GPA/grade

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### Computer skills

Name the software packages in which you are  
competent (eg word processing, spreadsheet,  
statistical analysis.)

1

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2

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3

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4

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5

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**Previous internships**

List any internships you have already completed and briefly outline your role at each

1

2

3

**Proposed area of interest**

Please provide a preliminary indication of your preferences for an Internship placement by numbering your areas of interest from the list below.

You need to have completed substantial course work or other experience in the area of your choice –a major or minor area of study.

**Please specify your order of preference.**

**Business**

- Banking and finance
- Accounting
- Other

**Media and Communications**

- Print
- Radio
- TV
- Film
- Public Relations
- Advertising

**Marketing**

- General marketing
- Market research
- Other

**Government**

- Parliament
- Public Service
- Local Government
- Government agencies

**Social Science**

- Social Welfare Policy (private/public)
- Not-for-profit organisations
- Employer groups

**Biological Science**

- Taronga Zoo
- Environmental Policy





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## Reference information

Please give the name, address and phone number of two people who have agreed to act as academic referees and another person who has agreed to provide a third reference.

If you have had permanent, full-time employment, summer or part time work experience the third reference should be completed by the former employer, with specific comments about your performance.

The referee reports should be sent directly to UNSW Study Abroad.

1. Name of Academic referee

address

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postcode/zipcode

country

phone

2. Name of Academic referee

address

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.....

postcode/zipcode

country

phone

3. Name of personal or employer referee

address

.....

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.....

postcode/zipcode

country

phone

## Declaration

• I declare that the above information submitted in this application is complete and correct.

signature

date



UNSW Study Abroad  
Sydney Australia



## Confidential Referee report for Internship applicant

Make some copies of this form and give them to your nominated referees. Please ask them to complete the form and send it to The University of New South Wales.

### student's name

This student is applying to the UNSW Study Abroad Internship program. If selected, the student is expected to participate in a workplace placement program. We would appreciate a confidential statement evaluating the student.

Please complete and send or fax this report to:

mail UNSW Study Abroad Office  
Level 16, Mathews Building  
UNSW Sydney NSW 2052  
Australia

fax + 61 2 9385 1265

### Your details

name

position

institution

email address

signature

### General comments

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Use the other side of this sheet if required

