



# INTERNSHIPS IN IRELAND APPLICATION

## Professional Internship Placement

Execute your classroom knowledge in a real life work experience with practical on-the-job training



Please complete the application to the best of your ability. In addition, please submit the following in one pdf file to **info@learninternational.ie**: Unofficial transcript, cover letter (as described overleaf), resume or CV, two references and a copy of your signed passport.

When you submit your application, it will be sent to the Learn International review committee. Once your application is reviewed, we will contact you with the next steps in the application process. Thanks in advance for your complete application.

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International

**Internships**

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[www.learninternational.ie](http://www.learninternational.ie)



## Application deadlines\*

Please mark with an "x":

☺ Spring: November 1

☺ Summer: February 15

☺ Fall: May 15

\*If you cannot meet these deadlines please contact us



“Meeting new people and learning different views on issues and topics”  
Alumni, University of Kentucky, USA

## 1. Student Information

First Name: .....

Last/Family Name: .....

Date of Birth: DD | MM | YY      Gender: .....

Permanent address: .....      City: .....

State/Zip code: .....      Country: .....

Mailing address: .....      City: .....

State/Zip code: .....      Country: .....

Country of Birth: .....

Citizenship: .....

Passport #: .....

Passport Expiry\*: DD | MM | YY

\* Passport must be valid least 6 months after your departure from Ireland.

Are there any medical or disability needs we need to know to assist in your internship placement? **Please mark with an "x":**

yes    no

**Please note: This information is confidential and will not inhibit your ability to be accepted.**

Have you ever been convicted of a felony or been in trouble with the law? Excluding speeding tickets. **Please mark with an "x":**

yes    no

If yes, please explain:

**Please note: This information is confidential and will not inhibit your ability to be accepted.**

Preferred type of accommodation. **Please mark with an "x":**

☺ Home stay

☺ Apartment style  
**(please note: apartments are based on availability and will be an additional cost)**

Do you have any allergies (pets, food etc.) we need to be aware of for accommodation placements?

Other information you want to share:



Learn International values and respects privacy. Please check the box below if you agree to have personal information discussed with your emergency contact in case of an emergency.

I approve Learn International to discuss the following areas (please check) in case of an emergency with my Emergency contact or necessary parties, deemed appropriate by Learn International (ex. physician).

Please mark with an "x":

- Medical/Health
- Academics
- Financial
- Other:  
.....



## Emergency Contact Person:

Name: .....

Relationship: .....

Address: .....

Telephone: .....

Email: .....

## 2. Academic Information

Home University: .....

Please mark with an "x": Are you

- an undergraduate
- graduate student
- or other?

If other, please explain. ....

Major: ..... Minor: .....

GPA: .....

Year in school: ..... Intended year of graduation: .....

Have you ever been on academic probation. Please mark with an "x":

- yes  no

Do you receive financial aid?. Please mark with an "x":

- yes  no

Study abroad advisor contact information:

Name: .....

Email: .....

Telephone: .....



### 3. Internship Information

#### 3.1 Requested dates of placement

Internships range from 8 weeks to 12 weeks; however, shorter or longer placements may be accommodated upon request.

What semester are you applying for and please list preferred arrival dates?

Tick all that apply. **Please mark with an "x":**

- Spring (January-May)      DD | MM | YY
- Summer (May-August)      DD | MM | YY
- Fall (September-December)      DD | MM | YY
- Other dates      DD | MM | YY

How many weeks would you like your placement to be? \_\_\_\_\_

#### 3.2 Academic credit

Each institution has different requirements for issuing credit. Please discuss these requirements with your advisor prior to arrival.

a. Do you plan to receive academic credit for your internship through your home institution? **Please mark with an "x":**

yes     no

If yes, how many credit hours? \_\_\_\_\_

b. What academic department is issuing credit?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c. Who is your academic advisor in this department (where applicable)

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

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_



### 3.3 Type of placement

You may continue onto a separate piece of paper if needed.

- a. What subject area(s) or major(s) are you interested in doing your internship? Please choose 3 areas of interest, in order of preference. Example: Tourism, Urban Planning and Archaeology.

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- b. Please write 2-3 sentences about your ideal internship placement? You may include things like location, type of office/business setting etc.

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*Please note: We will do our best to accommodate your ideal placement, but all areas are subject to availability.*



**“Being immersed into the culture of Ireland. The staff really helped with this with suggestions and generally just being around, even if they were off the clock.”**

Alumni, University of Scranton, USA



## Checklist

Please submit the following in one pdf file to [info@learninternational.ie](mailto:info@learninternational.ie)  
In the subject of your email please include: your name, university and internships in Ireland.

Please mark with an "x":

- Completed application
- Application fee (non-refundable) €95.00
- Unofficial transcript
- Cover Letter
- Resume or CV
- Two References
- Passport copy (photo and signature)

If you have any additional questions, please feel free to contact us.

## 3.5 References

Please provide two professional or academic references.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Years known: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Years known: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

If your university also collects references, you may use the same references with this application.

### Signature verification

*I certify that above information is accurate and true to the best of my knowledge. If this application leads to an internship placement, I understand that any false information could be detrimental to the placement.*

Printed Name \_\_\_\_\_

Signature: \_\_\_\_\_

Date: DD | MM | YY



For further information  
please contact

Learn International Internship Team

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[www.learninternational.ie](http://www.learninternational.ie)

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