

## **Funding International Internships and Research Internships**

- Where to Look for Funding
  - On-Campus
  - Off-campus
- Country Specific Funding
- Preparing a Funding Application

### **I. Where to Look for Funding**

#### **On-campus Funding**

- Your school or college.
- Sometimes, your department or degree program within the school or college will be the most likely source of funding
- Office of International Education
- Professors, who may have funding for research projects

#### **Joe S. Mundy Global Learning Experience Endowment Fund for Civil Engineers at Georgia Tech**

- The Georgia Tech School of Civil and Environmental Engineering (CEE) is pleased to introduce the **Joe S. Mundy Global Learning Experience Endowment Fund**. This generous endowment has been established to allow selected CEE students the opportunity to participate in an international experience during their enrollment at Georgia Tech. Undergraduate students will be given priority in decisions to support travel, although there may be reason to support travel of eligible graduate students and faculty, particularly when accompanying undergraduates.
- For inquiries about the Joe S. Mundy Global Learning Experience Fund, please email **Laurie A. Somerville**, Director of Development for CEE at [laurie.somerville@ce.gatech.edu](mailto:laurie.somerville@ce.gatech.edu).

**For complete instructions on how to apply, visit <http://www.ce.gatech.edu/current/mundy-endowment-fund/>**

**Office of International Education Scholarships (some of these apply to work or research internships also).** For more information go to <http://www.oie.gatech.edu/sa/preparation/#9>

### **Research Internships Only**

- The Undergraduate Research Opportunities Program competitively funds individual requests by a student/faculty teams for funds to be used to support undergraduate student involvement in faculty research. Students may apply for **\$1500 (max) salary awards or \$1000 (max) travel awards**. Students are eligible for only one successful salary award per academic year, but may apply for travel awards within the same academic year. For more information, go to:  
<http://www.undergradresearch.gatech.edu/funding.php>

### **Off-campus Funding**

#### **American-Scandinavian Foundation**

- The ASF's award program for study and research abroad has been the Foundation's most long-standing commitment to educational exchange. During the past 94 years, over 3,800 fellowships and grants have been given to Americans and Scandinavians engaged in study or research projects. In 2007, 80 students, professionals and artists were provided over \$750,000 in total funding.
- For more information visit <http://www.amscan.org/fellowship.html>

#### **Airline Buddy Passes**

- Know someone who works for an Airline? Check out their policies on getting a free ticket.

#### **Ask for Donated Miles from friends and family**

- Ask your friends and family if they have frequent flier miles they would be willing to donate to you. Many people travel frequently for work and have more miles than they can ever use. This is a great way to cut your expenses!

### **Child Family Health International**

- Offering partial (\$1000) and full scholarships during 2008 and 2009. Scholarships are to be used toward the program fees for CFHI programs.
- Scholarships available during certain months only
- Scholarships will be given to students who demonstrate a commitment to their communities as well as financial need and an interest in exchanging ideas and sharing experiences with people in Bolivia, Ecuador, India, Mexico and South Africa.
- Priority will be given to people of ethnicities underrepresented in CFHI programs, as well as those who have had limited opportunity to travel abroad and no prior international health experience.
- Check it out at <http://www.cfhi.org/web/index.php>

### **The Christianson Grant**

- The Christianson Grant through The Interexchange Foundation is open to applicants who have sought out and arranged their own work, intern, or volunteer programs abroad.
- Two awards of \$10,000 for 12+ months; 2 awards of \$5000 for 6+ months; 4 awards of \$2,500 for 6+ will be given
- Visit The Interexchange Foundation for application materials, deadlines, and instructions at <http://www.interexchange.org/grants/christianson-grant.html>

### **David L. Boren Undergraduate Fellowship, National Security Education Program**

- Designed to help American undergraduates acquire skills and experience in countries and areas of the world critical to the future security of our nation. <http://www.borenawards.org/>
- Georgia Tech contact - Rebecca Miller - [rebecca.miller@oie.gatech.edu](mailto:rebecca.miller@oie.gatech.edu)

### **David L. Boren Graduate Fellowships, National Security Education Program**

- For US graduate students to pursue specialization in the study of languages, cultures, and world religions that are critical to US national security, but are not commonly studied. <http://www.borenawards.org/>
- Georgia Tech contact - Rebecca Miller - [rebecca.miller@oie.gatech.edu](mailto:rebecca.miller@oie.gatech.edu)

## **FISITA Travel Grant for Engineering Student with an International Internship in the Automotive Industry**

- FISITA offers student engineers the opportunity to apply for a travel bursary, of up to EUR 2000, to help with the costs of taking part in organized work placements (internships, exchange programs etc.) in automotive companies and research institutions overseas.
- Applications to the Travel Bursary Program will be considered twice a year, with deadlines as follows:
  - 31 March: for those attending placements April – October
  - 31 October: for those applicants attending placements November - April.
- To be eligible to apply for an awards of up to EUR 2,000, you must:
  - be studying engineering at undergraduate or postgraduate level at a recognized college or university
  - have arranged an industry or research placement in an automotive company or organization overseas
  - be a member of a FISITA member society – SAE International is the US arm of FISITA and membership is \$10.00 - <http://www.fisita.com/membership/members?id=31>
- Visit <http://www.fisita.com/students/bursary> for more details.

## **Forum on Education Abroad Undergraduate Research Award**

- Criteria
  - Nominations must be submitted by a Forum delegate at a current institutional member of the Forum. For Georgia Tech students this means a professor **MUST** nominate YOU. Nominating member may be the student's home institution or program provider. Each member may submit no more than two nominations.
  - Nominated student must have been
    - an undergraduate student at the time the research was conducted and
    - an enrolled student within 6 months prior to the submission deadline.
  - The nominated research project must be completed. It may be conducted in any academic discipline, and collaborative research projects conducted jointly and co-authored by students and faculty are encouraged.
- The Forum Undergraduate Research Awards showcase the most rigorous and significant undergraduate research that occurs as part of education abroad programs.
- The annual deadline for nominations for the Award is at the end of June of that year. The Forum encourages its members to plan their nominations to work with their organization's calendars.

### **Fulbright US Student Scholarship Program:**

- For U.S. citizen students who hold a B.S./B.A. degree and wish to study or conduct research abroad for a year. E-mail: [karen.adams@provost.gatech.edu](mailto:karen.adams@provost.gatech.edu)

### **The Interexchange Foundation Working Abroad Grant**

- The Working Abroad Grant through The Interexchange Foundation is open to applicants who have already been accepted to an Interexchange Aupair, Internship, Teaching English, Volunteer, or Work & Travel program.
- Award amounts will cover the Interexchange program fee plus \$2000 towards airfare and other expenses while traveling abroad.
- Visit The Interexchange Foundation for application materials, deadlines, and instructions at <http://www.interexchange.org/grants/index.html>

### **International Research and Exchanges Board (IREX)**

- Provides US scholars with grants to perform research abroad. <http://www.irex.org/programs/grants.asp>
- E-mail: [irex@irex.org](mailto:irex@irex.org)

### **US-Japanese Foundation**

- Interested in working in the media industry (print/online/broadcast/etc) in Japan, fellowships and grants are available at <http://www.us-jf.org/communication.php>

### **Monbukagakusho (MEXT) Scholarship**

- The Japanese Government Ministry of Education, Culture, Sports, Science and Technology (Monbukagakusho or MEXT) sponsors the Monbukagakusho Scholarship to enable foreign students from 160 countries to study Japanese language and culture at the undergraduate level, to train in methods of teaching Japanese as a foreign language, and to research a broad range of topics at the graduate level in Japanese universities.
- For more information visit <http://www.atlanta.us.emb-japan.go.jp/monbusho.html>

### **National Science Foundation (NSF), International Programs & Awards**

- Supports international research and education through a variety of programs including fellowships, travel grants, summer institutes, workshops, and research and education projects. <http://www.nsf.gov>

### **Rotary Club, Kiwanis, ethnic/religious organizations, family and friends.**

- It is often possible to approach your local Rotary, Lions, Kiwanis, etc. club and offer to do a presentation about your internship for them instead of just writing a request for funding. Usually these types of clubs are very interested in having speakers present at their meetings and enjoy establishing a relationship with the people they are funding. It would also be to your advantage to offer to present again upon your return from the internship in order to assure them that their money has been put to good use. Specifically for Rotary Clubs, offering to attend a Rotary meeting in the country where you will be interning would be extremely beneficial. Presenting your internship in front of religious organizations as well as in front of family members and friends is also a good way to inform them of your goals and to give them a sense of investing in your education as opposed to just giving you money.
- **Rotary Foundation Ambassadorial Scholarships:**
  - Scholarships for individuals who have completed at least two years of university studies or appropriate professional practice and are citizens of a country with a Rotary Club. <http://www.rotaryscholarship.org>

### **Social Science Research Council:**

- Sponsors more than 40 interdisciplinary programs focused on specific areas of research, on building new fields, and on the education and training of researchers. <http://www.ssrc.org/programs> E-mail: [info@ssrc.org](mailto:info@ssrc.org)

### **StudyAbroadFunding.org**

- Free website that allows students to search by country or field of study to find hundreds of scholarships, fellowships, and grants.

### **Whitaker International Fellows and Scholars Program**

- Grants for biomedical engineering study or research abroad. A Whitaker International fellow or scholar will either be a post BS or during graduate studies student. If it's after your BS you can pursue an academic year of study or research that leads into graduate study in BME. If it's during your graduate studies, you can conduct research or study abroad as part of your graduate

program. Grants can be one academic semester to one academic year. Grant benefits include roundtrip international airfare, a monthly living stipend, health insurance, and approved tuition (if applicable). For more information [www.whitaker.org](http://www.whitaker.org). Applicants must be US citizens or permanent resident of the USA.

Two web sites that have excellent general suggestions for fundraising are:

- American Medical Students Association - <http://www.amsa.org/global/ih/travelfunding.cfm>
- WorldTeach - [http://www.worldteach.org/program\\_information/fundraising.html](http://www.worldteach.org/program_information/fundraising.html)

## II. Country Specific Funding

### Germany

- DAAD

- The German Academic Exchange Service (DAAD) is the German national agency for the support of international academic cooperation. They offer programs and funding for students, faculty, researchers and others in higher education, providing financial support to over 55,000 individuals per year.
- Undergraduate Scholarship – Highly qualified undergraduates are invited to apply for scholarships in Germany that are either independently designed or part of an organized program. All applicants must be able to receive academic credit at their home institutions for their activity in Germany in order to apply. For more information go to [www.daad.org/?p=undergrad](http://www.daad.org/?p=undergrad)
- RISE – Research Internships in Science and Engineering – The RISE Program gives undergraduate students in the fields of biology, chemistry, earth sciences, engineering and physics the chance to spend a summer working with German doctoral students on serious research projects. For more information go to [www.daad.de/rise](http://www.daad.de/rise)
- RISE Professional – Graduate students, graduating seniors and undergraduate DAAD alumni in the fields of biology, chemistry, physics, geology, or engineering (or closely related field) are invited to apply for an internship in Germany. For more info go to [www.daad.de/rise-pro](http://www.daad.de/rise-pro)
- internXchange Summer Journalism Internship Program – DAAD and the Freie Universitaet Berlin have developed this unique new program for young journalism and communication students. Participants spend six weeks at the Freie Universitaet Berlin, then do a week of project work with journalism students from the Independent States of the former Soviet Union and subsequently embark on an intensive four-week internship with a German newspaper, magazine, radio station or PR agency. For more information visit [www.daad.org/?p=internxchange](http://www.daad.org/?p=internxchange)
- EMGIP – Bundestag Internship – EMGIP (Émigré Memorial German Internship Program) offers internship opportunities in the German parliament, the Bundestag, for the students who are fluent in German. The internships are two months long in positions matching the students interest and experience. For more information go to [www.daad.org/?p=emgip](http://www.daad.org/?p=emgip)
- German Studies Research Grant – The program is designed to encourage research and promote study of cultural, political, historical, economic and social aspects of contemporary German affairs from an inter- and multidisciplinary perspective for short-term research (one-two months) in either North America or Germany. For more info go to [www.daad.org/?p=germanstudies](http://www.daad.org/?p=germanstudies)
- Study & Internship Program (SIP) in Germany – Run jointly by German Universities of Applied Sciences (UAS7) and DAAD, SIP provides students with the opportunity to study for a full semester together with German and international students at one of Germany's leading universities of applied sciences followed by a six-month, hands-on, profession

internship experience in a company or research institute. Students in the field of engineering, computer science, natural sciences, business, management, economics, architecture, art and design, social work or journalism are welcome to apply. For more info please visit [www.uas7.org](http://www.uas7.org)

Parts were modified from the UM International Center. With special thanks to: Anna Lembryk, Peer Advisor, UM International Center, University of Michigan and Sara Schmidt, Graduate Student Advisor, UM International Center, University of Michigan.

### III. Preparing your Funding Application

Most funding sources require you to complete a specific application form and have guidelines about which materials to include with the application. Even if there is not a formal application form, generally, you will be asked to submit any of the following items:

#### Proposal

Most scholarship applications ask you to write a proposal. The most common questions seem to be:

- How will the experience benefit your future career?
- What do you expect to gain from the experience?
- How will this experience help you academically?
- Why do you want to work abroad?

- **Do put effort into answering these questions.** Answering questions like these will not only make writing your proposal easier but it will help you gain an understanding of what you want to do after graduation.
- **Start early.** Just because you may think you know what you want to write about does not mean that it will be easy to put that into writing. Also, have at least one person proofread your proposal, preferably two. It helps if one person knows about your interests and the other does not. The first can ensure that you wrote what you intended and the other that it all makes sense. It is very easy to forget to explain something that is second nature to you. Talking about your interests and what you expect from the semester abroad will help you brainstorm ideas and give you a clearer picture of what you want to do.
- **Get organized.** Make a list of all funding sources you are applying for. Include due dates, what documents the application requires, and any notes you have from information sessions about the award.
- **Be creative.** Explore your options for funding from areas you wouldn't normally think of. See if there is a way for you to incorporate projects outside of your original scope into your internship in order to be eligible for additional funding.
- **Follow instructions.** Make sure that you have all of the requested documents, all parts of the application are complete and within page/word limits, and that you submit by the date and time deadline.
- **Keep copies.** Keep copies of all the materials you submit. Not only does this serve as a record of what you've done in case anything gets lost, but you will likely use the same basic documents for each of your applications.
- **Learn about the organization** you will be working for and incorporate that into your proposal. If you do not have a placement yet, you can write about the placement program. Also, read up on the institution that is sponsoring the scholarship you are applying for. You are trying to convince them to give you money; they want you to know about them.

- Once you have a basic proposal, you should be able to use the ideas for most of your applications. You will likely have to tailor it to answer specific questions but you will not have to start from scratch each time you have to write a proposal. But be careful about copying and pasting together a new proposal, it might not come out the way you want. Do proofread it yourself and have someone else read it too.
- Check all requirements before you apply and after you receive the scholarship. Some institutions require that you write a paper about your experience or a thank you note for the donors.
- If you have questions about the funding application, don't be intimidated to call or email the organization. Submitting the proper paperwork on time could make a difference between receiving the scholarship or not.

### **Budget**

The budget should include figures for roundtrip air travel, local transportation, housing, food, immunizations, travel visa(s) and travel medical insurance. Each item should be based on real figures. Most applications will also ask what other funding sources you have applied to and received, and this should be included. Your total budget will probably be greater than the amount of the award you are applying for, so it is essential to apply for more than one award.

#### **- Airfare**

The student travel agency (STA) is a good resource for student travel rates. <http://www.statravel.com/>

#### **- Housing**

Negotiate with the employer to see if housing can be provided as “payment in kind” or see if the employer can help locate inexpensive housing. Ask the organization you will be working for if they provide anything. Do they provide lunches or pay for transportation? Will they provide housing?

#### **Sample Budget for U.S. Department of State Internship in Athens, Greece**

Travel:	\$1,200 (roundtrip airfare from Atlanta to Athens, summer)
Room/ Board:	\$3,000 (10 weeks)
Personal Expenses:	\$600 (including cost of daily transportation to internship)
<b>TOTAL:</b>	<b>\$4,800</b>

### **Letters of Recommendation**

This should be written by a professor, academic advisor, or previous employers/supervisors who are familiar with your work interests and ability to carry out the proposed internship. To make this easier for the reference, request the letter at least six weeks before the letter is needed, and if you need multiple letters from the same professor for different applications request them all at once. Provide her or him with a copy of your CV, a personal statement, and the requirements for the letter, as defined by the funder.

### **Letter of Invitation**

This is some sort of verification that you are indeed accepted as an intern at the organization where you intend to work. It should include a statement of what you will be doing, the dates you will be working, and any funding (including in-kind) you will receive from the organization. An email is usually sufficient – check with the funder to confirm. It is important to ask for this from the agency as soon as possible so you have it for the application.

### **Official transcript**