

# Tips for Funding Graduate International Internships

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The process of pursuing an international internship can seem overwhelming. The article, [\*Tips and Resources for Finding an International Internship\*](#), can help with securing a placement. Knowing that an overseas placement is an expensive endeavor, many students are hesitant to secure the internship before they know that they have funding to pay for it. However, it is almost always necessary to have an internship established before you apply for funding. The good news is that most funding deadlines are in February and March, allowing you enough time to set up an internship beforehand. The following tips will help you prepare for the funding search.

- **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.
- **Start early.** Funding applications may have due dates early in the winter semester, and many applications may be due at nearly the same time. Starting early not only allows you to prepare a high-quality statement of purpose, but also gives you enough time to gather the documents you will need to submit.
- **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.

## Components of the Funding Application.

Each funding application will be a little different, but will for the most part be composed of the same basic documents. Tips for completing each section are outlined below.

**Cover Letter.** This is the first page of your application and should always be included. It serves to thank the organization for the opportunity to apply for funding and outlines what is included in your application as well as what documents may be missing. It also includes your contact information should the funder need to get in touch with you for any reason. Finally, it should be addressed to a specific person who is responsible for receiving applications.

**Application Form.** Some funders require a separate application form, which usually asks for basic information from the applicant, such as degree program and year. It may also include short-answer questions about the proposed project.

**Statement of Purpose.** Since most funding sources do not conduct interviews, this is usually the most important piece of your application because it gives you an opportunity to "talk" to the funders. The application will tell you what should be included and how long it should be – follow these instructions completely and accurately. This typically includes a description of the organization you plan to work for, what type of work you would be doing, how it will enhance your academic and personal goals, and why funding is being sought. Talk with people you trust and have them review your essay to make sure it is clear, answers specific questions, and accurately represents your goals and intentions for the internship.

**Budget and Budget Narrative.** 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, which is explained in the budget narrative. 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.

**Letters of Recommendation.** This should be written by a professor or academic advisor who is 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.

**Resume or CV.** Make sure it is up to date and highlights your experience and skills most relevant to the position you have applied for, such as past international experience, language ability, and related coursework. Also, have someone proofread your resume or CV – career center counselors are a great resource.

**Transcripts.** Official or unofficial transcripts may be required. Wolverine Access allows you to view and print unofficial copies and place orders for official copies. Make sure to review your transcript to check for any errors.