

Carter Center Internship Sample Application

At the start of an internship, qualified applicants must meet one of the following criteria:

Undergraduate Students

All undergraduate candidates must have completed at least two years of study by the start of the internship. For example, qualified candidates within the United States will have a minimum of 60 credit hours earned toward their bachelor's degree.

Recent Undergraduates

Recent graduates may apply if they completed their undergraduate degree within 24 months of the internship start date.

Graduate Students

Graduate student applicants can either be currently enrolled as students or have been enrolled within 24 months of their internship start date.

There are no age restrictions or citizenship requirements for interns.

If you are not a U.S. citizen and need visa sponsorship, Emory University cannot support an application for a J-1 visa unless you have completed your bachelor's degree. Please email us if you have questions about obtaining a visa:

EducationalPrograms@cartercenter.org.

Preliminary Questions

Are you currently enrolled as an undergraduate or graduate student OR were you enrolled as an undergraduate or graduate student within the last 24 months at the start of the internship?

- Yes
- No

At the start of the internship, will you have completed a minimum of 60 credits hours in your academic program?

- Yes
- No

Your Contact Information

Session *

First Name *

Last Name *

Middle Name

Email Address *

Phone *

Alt Phone

Gender *

- Male
- Female
- Other
- Prefer Not to Say

Are you a US Citizen? (For Visa Purposes Only) *

- Yes
- No

Current Address

Country *

Street Address 1 *

Street Address 2

City/Town/Other

Province/Region/Other

Postal code *

Check here if Permanent Address is the same as Current Address.

Permanent Address

Country *

Street Address 1 *

Street Address 2

City/Town/Other

Province/Region/Other

Postal code *

Your Academic Experience

Enrollment Status *

Total# of Units/Credits Earned

Schools Attended

Please list primary post-high school institutions only (college or university). Study abroad, courses taken at secondary colleges or universities, or other related experiences should be explained on your resume or in the extracurricular activities text box located on the Additional Info tab. (Limit 4)

School *

Country *

City/Town/Other

State/Province/Region/Other

Area of Study *

G.P.A

Graduation Date or Anticipated Graduation Date

Graduate Program

- Yes
 No

Add Second School

Internship Preferences

Please choose your first and second choice program areas for your Internship:

Internship 1st Choice *

Hours Available: (min. 20hrs) *

Internship 2nd Choice

[Internship Program Description Link](#)

Please list & describe any coursework that applies to your preferred program areas:

0 / 350

Additional Information

English proficiency is required for this position. Indicate other foreign language abilities. You may add up to five.

Language

Proficiency

Add Second Language

Indicate computer literacy, listing specific software applications and proficiency level

0 / 250

List experience and extracurricular activities applicable to your specified program area(s).

0 / 250

How did you learn about the program at The Carter Center?

Resume/Bio/Short Essay

Short Essay #1: Tell us about yourself and why you would make a good candidate for this position? (under 350 words) *

Short Essay #2: What interests you most about the work of The Carter Center and how does it align with your career goals? (under 350 words) *

Upload your resume as a PDF *

Upload your writing sample as a PDF (sample should be pertinent, academic paper, 5 pages or less in length) *

REGISTER RECOMMENDERS

The Carter Center Educational Programs require two references. Please add the names and emails for both of your selected references in the fields below.

Select INVITE RECOMMENDERS to register your references. This will prompt the application system to send each of them a direct email, asking them to upload a letter of recommendation.

References must submit their letters of support within one week of the application deadline.

If you accidentally enter information erroneously, select "Remove" and follow the steps above to register your reference again.

To send your reference(s) a reminder, select "Resend." This will immediately send your reference an email reminding them to submit their letter.

Once this is done, select SAVE AND NEXT.

Recommenders

Title	First Name	Last Name	Email	Status	Resend	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>	<input type="text"/>				

+ INVITE RECOMMENDERS

REVIEW

You will be given an opportunity to review your online application before submitting it. All required fields must be completed, and the system will prompt you to complete all required fields. Congrats on submitting your application.

But wait... you are not yet done.

MAIL TRANSCRIPTS

Official transcripts must be mailed in a sealed envelope and postmarked by the application deadline. Please send all transcripts to this address:

Educational Programs
Attn: Internship Program
The Carter Center
One Copenhill
453 Freedom Parkway
Atlanta, Georgia 30307
EducationalPrograms@cartercenter.org

Please contact the Carter Center's Educational Programs if you have any questions. EducationalPrograms@CarterCenter.org.

***Please Note: The Carter Center will ONLY accept submissions through our online application. You CANNOT complete this PDF and mail/email it to our offices. Any mailed/emailed PDF submissions will NOT be accepted.**