



**Institute of Latin American Studies**  
**2018 UNDERGRADUATE INTERNSHIP GRANT PROGRAM**  
**Application Form**



**To the Applicant:** The ILAS Undergraduate Internship Grant is directed to all undergraduate students at Columbia University to carry out internships or research programs in Latin America. Please refer to the Application Guide for more information on this and other ILAS grant programs. Be sure to fill out all parts of the application and submit it to **Eliza Kwon-Ahn** at the Institute of Latin American Studies (827 International Affairs Building) in person, by mail, or email (with scanned application as ***one PDF document*** attached). The deadline is **Friday, March 23, 2018**. Proposals will not be accepted without **all** application materials. Awards will be announced by April 15, 2018. **ALL MATERIALS MUST BE ONE-SIDED. PLEASE DO NOT STAPLE!**

**PERSONAL DATA**

Name & UNI					
E-Mail Address					
Street Address					
City		State		ZIP Code	
Telephone number					
School		Department/ Concentration		Graduation Year	

**PROJECT DATA**

Name of Internship Organization	
Position (if known)	
Location of Internship	
Duration of internship	
Total Budget Requested	
Other Grants Applied	

**PROPOSAL CHECKLIST**

**Please submit one copy of your application with all of the following items in the following order. Please see the guideline for more details:**

- Application (this page), completely filled out and signed by applicant
- Letter from host organization confirming summer internship or study program and outlining scope of responsibilities/duties
- 1-page detailed budget
- 3-page, double-spaced description of the expected benefit to you of the internship
- Brief curriculum vitae or resume
- Undergraduate transcript(s)
- Proof of language competence (letter, test result, etc.)
- Letter of recommendation from a faculty member

**STATEMENT OF QUALIFICATION**

**I meet the following qualifications:**

- My internship will take place in one of the Spanish- or Portuguese-speaking countries of Latin America.
- I am an undergraduate student in good standing at Columbia University.
- I will graduate after summer 2018; I will NOT study abroad or extend my internship abroad during AY 2018-2019.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

(type name if submitting electronically)



## 2018 Graduate and Undergraduate Internship Travel Grants



ILAS is sponsoring a program of grants to encourage Columbia University graduate and undergraduate students to travel to Latin America to take advantage of short-term internship and research program opportunities. Awards will range up to \$1,000 for airfare only to the internship country and travel within the country. The number of awards varies from year to year depending on the strength of the applications received. Travel is expected to be undertaken during the summer, but, exceptionally, travel during other periods will be considered if funds are available.

This year the funding is made possible by the Lemann Foundation, Tannenbaum Fund and ILAS.

### **Eligibility:**

**Graduate Internship Travel Grants** are intended for all graduate students enrolled in a degree program at Columbia University to undertake summer internships in Latin America.

**Undergraduate Internship Travel Grants** are intended to permit any exceptional undergraduate student at Columbia College, Barnard College, General Studies and School of Engineering and Applied Sciences whose course of study includes a substantial focus on Latin America to take advantage of summer internship or research program opportunities in Latin America.

**Restrictions:** Award amounts are intended to offset costs of airfare. No food or lodging is permitted with this grant money. Graduating students are not eligible for the grants. The student must leave and come back during the summer months!

**This grant is not intended for a 6-month long practicum.**

### **HOW TO APPLY:**

Application is available online at ILAS website:

<http://www.ilas.columbia.edu/resources/funding-opportunities-for-students/>

Completed applications and proposals must be submitted to Eliza Kwon-Ahn by **Friday, March 23, 2018** in person, by mail or email as **one scanned** document. **Proposals will not be accepted without all application materials.**

### **Applicants will be required to submit the following information:**

1. **ORGANIZATION LETTER:** A letter from the host organization in Latin America confirming the student's expected participation in an internship or program of study. In the case of an internship, the letter should outline the scope of the intern's responsibilities and duties as well as the duration of the internship and other relevant aspects. The letter must be on letterhead and signed by the supervisor and/or another organization staff member. The letter can be sent as an email, but the email address must show the organization's name (for example, [johndoe@columbia.edu](mailto:johndoe@columbia.edu)).
2. **PERSONAL STATEMENT:** A three-page statement, one-sided, double-spaced describing your reasons for participating in the internship or research program.
3. **BUDGET:** A detailed budget of the internship or research program, indicating clearly all travel-related costs. A sample budget is shown on page 3
4. **CV or RESUME:** A brief curriculum vitae or resume.
5. **TRANSCRIPT:** An official or unofficial copy of your graduate or undergraduate transcript(s) from Columbia University.
6. **LANGUAGE COMPETENCE:** A proof of language competence sufficient to carry out the project must be attached. The proof could be the following: scores of tests taken at Columbia, a study abroad certificate or any other classes taken, a letter from an instructor

stating your competence, a transcript showing classes taken, a personal statement indicating that you are a native of a certain country, etc.

7. **RECOMMENDATION:** A letter of recommendation from a faculty member of Columbia University attesting to the value of the proposed internship or research program and to the student's ability to participate successfully in the activity.

**NOTE: THE ENTIRE APPLICATION MATERIAL MUST BE ONE SIDED AND CANNOT BE STAPLED!!!!**

**Application Review:** A special committee composed of Columbia faculty affiliated with the Institute of Latin American Studies will convene to determine awards. In making the grant awards, the committee will decide what budget items can be funded and by what amount. Announcement of awards will be made by .

**Reporting:** The awardees will report to the Institute within thirty days of their return from the field or by September 1, whichever comes first. There are two reports to submit: 1) A narrative report, 5-page minimum (one sided, double spaced) and must include an introduction, body and conclusion with an assessment of the benefits gained from the program and follow-up activities and an itinerary. 2) The financial report must be a detailed account of expended funds. 3) Awardees will also be requested to **participate in an internship panel** for students during the Fall or Spring semester following the completion of their internship or research program.

*The reports provided after the internship trips will be used for ILAS Annual Reports, Newsletters and other outreach materials.*

For more information, please contact the Student Affairs Coordinator Eliza Kwon-Ahn at [ek2159@columbia.edu](mailto:ek2159@columbia.edu)

**BUDGET** (SAMPLE)

Please be specific.

If you have other funding provided by another department that will cover other costs of your travel, please specify.

Your Name & UNI:

Email Address:

Internship/Research Organization:

Country of Internship/Research:

Airfare: From New York to Sao Paulo, Brazil	\$1,000
Airfare: From Sao Paulo to Minas Gerais	\$300
Visa to Brazil	\$130
Local Transportation in Brazil	
- Bus rides to the historical archives in Sao Paulo (30 days x 2)	\$60
- Taxi rides to/from airport in Sao Paulo	\$60
- Taxi rides to/from airport in Minas Gerais	\$50
Other transportation	
- Super Shuttle from home in Brooklyn to JFK	\$60
- Air Train from JFK to Manhattan	\$25
- Subway from Manhattan to home in Brooklyn	\$2.25
<b>Total</b>	<b>\$1,687.25</b>
<b>Requested:</b>	