**HESBURGH PROGRAM IN PUBLIC SERVICE**

Application for Lyman Internship Award

***Eligibility***

Hesburgh program minors who are making good progress completing the minor and have an offer for a summer internship in *public service/public policy* that is at least 6 weeks in duration and 30+ hours per week.

#### *Information for foreign students*

If you are a student with F-1 or J-1 immigration status you will need to apply for special employment authorization before accepting any funding. Please contact the International Student and Scholar Affairs Office in Room 105 of the Main Building for assistance immediately, as this can take several weeks to process.

***Impact on Financial Aid***

Students that receive financial aid should contact the Office of Financial Aid to inquire about any impact this grant may have on your financial aid package.

***Impact on Income Taxes***

This grant may have an impact on your income taxes. Please refer to page 3 for information from the Controller’s Office.

To apply, submit the following to carroyo@nd.edu.

1. Your *résumé*,
2. A brief statement (1 page max, double spaced) explaining how the internship is related to public policy or public service, and your learning goals,

3. *Offer letter or e-mail* from the organization offering the internship,

4. Application form (see next page).

**Submit the application materials to** **carroyo@nd.edu****.**

**Applications are accepted on a rolling basis.**

*Student Information*

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NetID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ND ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class­­­\_\_\_\_\_\_\_\_

Cell phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home telephone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am a U.S. citizen\_\_resident alien\_\_non-resident alien\_\_\_other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_

*Internship Information*

Name of organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s e-mail & telephone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The internship begins on (date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and ends on (date)\_\_\_\_\_\_\_\_\_\_\_\_

I will work \_\_\_\_hours per week for a total of \_\_\_\_ weeks. Is it paid or unpaid?\_\_\_\_\_\_\_\_\_\_\_\_\_

If it is paid, specify the type of payment (stipend, wages) and the total amount.\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Budget*

Airfare/Amtrak/Megabus/Gasoline to & from internship site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Housing: amount per week\_\_\_\_\_\_\_\_x \_\_\_\_\_weeks. Total\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daily commute: amount per week\_\_\_\_x\_\_\_\_weeks. Total\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Groceries/meals: amount per week\_\_\_\_\_\_\_\_x\_\_\_\_\_weeks. Total\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total expenses for summer internship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minus funding from other sources:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Have you received a Lyman award in the past?\_\_\_ If yes, how much?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# *Extenuating circumstances beyond food, housing and transportation will be considered on a case by case basis.*

# *Submit your application to carroyo@nd.edu.*

