

BUNAC Intern in Britain Program

Intern Application Form (Applying via BUNAC USA)

BUNAC

Working Adventures Worldwide

All costs are in US dollars

1. Personal details - to be completed by the applicant (please print or type)

Last Name (as in passport): _____ First Name(s): _____ Mr: Ms:

Birth date: Month / / Citizen of the USA: Yes Other Please specify: _____

Place of birth (city, state, country): _____

Do you currently hold a valid passport with at least 3 empty pages (excluding amendment pages)? Yes No (I am applying for one)

If Yes, what date does your passport expire? / / Passport number: _____

Current address to which documents should be sent: (no PO boxes) _____ Until: _____

Street: _____

Town: _____ State: _____ Zip: _____

Telephone: _____ Cell #: _____

Permanent address (if different from above. This may be an overseas address):

Street: _____

Town: _____ State: _____ Zip: _____

Telephone: _____

E-mail address: _____

Applicant's emergency contact: _____ Relationship: _____ Telephone: _____

Address if different from permanent address: _____

How did you hear about this program? _____

2. Eligibility - to be completed by the applicant (please print or type)

Are you currently a university or college student or have you completed a degree-level course within the last 12 months? Yes No

University/college: _____ Field of study/major: _____

Year of study: Freshman Sophomore Junior Senior Post-graduate student Graduated

Date studies completed/semester end date: _____

Do you have support funds in excess of US \$1,500 (or US \$2,500 if internship is unpaid)? Yes (Include a copy of your most recent bank statement with this application.)

Have you ever been denied a visa or refused entry to any country? Yes No (If yes, attach a separate sheet with explanation.)

Have you ever overstayed a visa or been deported from any country? Yes No (If yes, attach a separate sheet with explanation.)

Have you ever been charged or convicted, or are you under criminal investigation for offenses against the law in any country? Yes No

If yes, please give details: _____

3. Internship - to be completed by the applicant (please print or type)

Full company name: _____

Internship start date: / /

Internship end date: / /

How did you find this Internship?: _____

Expected departure date: / /

Expected UK arrival date: / /

4. Insurance declaration - to be completed by the Intern (please print or type)

Full policy details can be viewed and downloaded from www.bunac.org.uk/usa/insurance. Please read the instructions below for your program

Intern in Britain: Minimum purchase is 3 months; maximum purchase is 9 months. Fill out Section 1 and sign/date the Warranty. Insurance for this program is mandatory. However, you do not have to purchase BUNAC's insurance. If you choose to provide your own coverage, fill out the Insurance Indemnity, Section 4, below. Your effective date of coverage should be the date you leave America.

Ai. Insurance purchase

Please indicate below how many months of travel insurance you wish to purchase and enclose the corresponding insurance premium. You can purchase insurance to cover travel outside the US – prior to (one month maximum for pre-program travel originating from the USA) or after (three months maximum) your time on your BUNAC program. Payment should be in the form of a money order or cashier's check made payable to BUNAC USA (no personal checks please). A single money order or cashier's check covering both the program fee and the insurance premium is acceptable.

3 months \$189 4 months \$239 5 months \$289 6 months \$329 7 months \$379 8 months \$399 9 months \$419

Premiums are valid for departures up to December 31, 2011.

Name (please print): _____ E-mail: _____

I am purchasing _____ months travel insurance to cover me while on the *Intern in Britain* program (and any prior or subsequent travels outside North America). Please make my policy effective: / /

Enclosed is my money order/cashier's check made payable to BUNAC USA in the amount of \$ _____ in full payment of the premium.

Aii. Warranty - (this section to be completed by all applicants purchasing travel insurance)

I hereby confirm that I am not traveling against the advice of a medical practitioner or for the purpose of obtaining medical treatment.

Signature: _____ Age (at date of travel): _____ Date: / /

Signature of Parent/Guardian (if applicant is under 21): _____ Date: / /

B. Insurance Indemnity - (For Intern In Britain applicants who are providing their own cover)

I do not wish to purchase the BUNAC Insurance Policy. I will provide my own coverage which provides a minimum of \$1,000,000 medical coverage (including full prescription coverage, repatriation of remains, emergency evacuation) outside North America, including the UK.

Proof of my insurance, including a summary of my medical benefits, is attached.

I hereby indemnify BUNAC against any and all consequent claims or cost.

Signature: _____ Date: / /

Signature of Parent/Guardian (if applicant is under 21): _____

5. Program reference - to be completed by the referee (please print or type)

To be completed by a recent employer or current college instructor or counselor who has known you for at least six months (cannot be a family member)

Name of BUNAC applicant: _____

How long have you known the applicant? _____ In what capacity? _____

General comments: _____

Please evaluate the applicant's:

Ability to accept supervision:	excellent <input type="checkbox"/>	good <input type="checkbox"/>	fair <input type="checkbox"/>	poor <input type="checkbox"/>
Ability to get on with others:	excellent <input type="checkbox"/>	good <input type="checkbox"/>	fair <input type="checkbox"/>	poor <input type="checkbox"/>
Ability to adapt to new situations:	excellent <input type="checkbox"/>	good <input type="checkbox"/>	fair <input type="checkbox"/>	poor <input type="checkbox"/>

Would you recommend this person as a suitable participant on *Intern in Britain*? Yes No

Please explain: _____

Referee's details: Mr: Ms: Name: _____

Telephone: _____ Job title: _____

Institution/company: _____ E-mail address: _____

Address: _____

Referee's signature: _____ Date: / /

If possible, please endorse with a company/college stamp.

6. Declaration - to be completed by the applicant

I confirm that I have evaluated and agreed to the internship offered by my UK employer as described on the Employer Application and Agreement and that it will help further my academic and career goals.

I understand and agree to the following:

- The internship described in the Employer Application and Agreement is the only employment I may undertake while in the UK under this program.
- I will not enter the UK before, nor remain in the UK beyond, the dates specified on my UK visa.
- I will participate fully in all aspects of my internship including orientation, site visit (if required by BUNAC) and final evaluation.
- I will keep BUNAC informed at all times of my personal contact details in the UK (residence address, telephone number/s, e-mail address).
- I understand and agree that it is my responsibility to remain in, and to demonstrate on demand to BUNAC, compliance with the program insurance conditions, i.e. maintaining not less than \$1 million medical coverage for the full duration of my stay in the United Kingdom.
- I will inform BUNAC immediately if, for any reason including early departure and termination, I am unable to complete my internship.
- I will inform BUNAC immediately of any changes in circumstances which may significantly affect the internship.
- I know of no reason why I may be refused a UK visa.
- I agree to respect and abide by the laws of the United Kingdom during the entire period of my stay in the UK under this program.
- I understand that BUNAC may rescind their sponsorship and inform UK Border Agency at any time if I do not remain in full compliance with these program conditions and applicable UK Immigration regulations. Once so notified by BUNAC, I understand that I must immediately depart from the United Kingdom.
- The terms of this Internship Agreement may not be abridged or otherwise altered without the express written permission of BUNAC. Any additional agreement between the Employer and Intern may not contradict or override any of the conditions of this agreement.
- I understand that visas are issued at the discretion of the British Government. BUNAC is not responsible for any visa applications delayed or refused.
- If I choose to receive my pre-departure documents outside the USA, I agree to pay the extra shipping costs.

I agree to the following cancellation conditions:

- If I withdraw from the program for any reason before my Certificate of Sponsorship number has been issued, my program fee less a \$100 administration charge will be refunded.
- If I withdraw from the program for any reason after the issue of my Certificate of Sponsorship number but more than 30 days before the start date of my internship, my program fee less a \$300 administration charge will be refunded.
- If I withdraw from the program for any reason after the issue of my Certificate of Sponsorship number but less than 30 days before the start date of my internship the entire program fee is forfeit.
- If my visa application is denied by the British Embassy/Consulate, an administration fee of \$200 will be levied. However, if my visa application is denied for reasons I did not disclose to BUNAC, I understand there will be no refund of the program fee.
- If my application is rejected by BUNAC, the program fee will be refunded in full less a \$50 administration charge.

I have read and understand all the program rules, guidelines and eligibility requirements as set out on the website at: www.bunac.org and understand that BUNAC reserves the right to reject an application at any stage. Such a decision is at BUNAC's absolute discretion. To the best of my knowledge, I am eligible for the *Intern in Britain* Program. I further declare that all of my statements on this form are true and I recognize that any false declaration on my part, or submission of documents which I know to be inaccurate, may result in the forfeiture of my place on the program with no refund of my fee or of any consequential expenditure.

Signed: _____ Date: / /

7. Application checklist

BUNAC aims to process all program applications in a timely fashion. To enable us to do this, we need to have complete information at the application stage. You can use the program checklists below to ensure that you have included all the necessary documentation. We are unable to issue any visa documents without a complete application. If you have any questions about any aspect of the application process, please call BUNAC on: 1-800-462-8622.

Please send:

- Completed *Intern in Britain* Application Form.
- Copy of your passport information page.
- Proof of Student Status i.e. your official transcript showing your most recent period of study.
- A copy of the Employer Application and Agreement detailing your duties and proposed salary.
- Proof of support funds of at least US \$1,500 (or US \$2,500 if the internship is unpaid). This should be a copy of your most recent bank statement.
- Reference (part 5 of the Application Form) or separate letter.
- Program fee of US \$750 in the form of a money order or cashier's check made payable to BUNAC USA
- Insurance Declaration signed and completed in addition to the Insurance Premium in the form of a money order (can be combined with program fee on one money order).

Please visit our website for more information: www.bunac.org/usa or call BUNAC at 1-800-462-8622.

Please sign and return the application form along all other program documents to: *Intern in Britain*, BUNAC, PO Box 430, Southbury CT 06488

If you are using courier or overnight mail, send to: *Intern in Britain*, BUNAC, 88 Main Street South, Suite A101, Southbury CT 06488
Telephone: 1-800-462-8622 Fax: (203) 264-0251

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