

APPLICATION FOR WERNER H. KIRSTEN STUDENT INTERN PROGRAM (SIP)

Cover Sheet and Application Checklist

Student's Name: _____

Student's Signature: _____

School Name: _____

School Reviewing Official's Name: _____

I, the school reviewing official, have reviewed the SIP application and all the documents specified below are attached and complete.

School Reviewing Official's Signature: _____

1. ***Cover Sheet and Application Checklist***, to be signed by an authorized school representative (not submitted on-line).
2. ***Parental Consent and Acknowledgement form***: Required for all interns under 18 years of age (not submitted on-line).
3. ***Student Data Collection Form with a copy of a Permanent Resident Card***, if applicable. Students who are not US citizens MUST provide the Permanent Resident Card copy.
4. ***Projected Senior Year Plan form***.
5. **Two teacher evaluations**: Teachers will complete the required form on-line. These recommendations must be completed by the student's current year science and/or mathematics teachers for scientific interns and by current year mathematics and/or business teachers for support of science/research interns. If applicable, the third recommendation letter for students with a GPA 2.5-3.0.
6. **Resume**: The resume should consist of name, address, home telephone number, date of birth, citizenship, e-mail address, work experience and other qualifications (job skills, languages, typing speed, computer hardware/software, etc.).
7. **Official school transcript**: This transcript must contain either an official stamp or be signed/dated by the individual providing the transcript to the student. Transcripts that do not display either an official stamp or a signature/date will not be accepted (not submitted on-line).
8. **A letter from the student describing:**
 - a. academic goals and career interests. Do **not** reiterate your transcript; look toward the future, what you might like to be doing and how you plan to get there academically. If you have several goals/career interests in mind, please list them; scientific intern applicants should not limit themselves to a specific scientific discipline unless you are unwilling to accept an internship in any other area; you may express specific interests, but it might be rewarding to experience an internship in a discipline other than your first choice, especially if you have not had exposure to other areas. Mentors are looking for highly motivated, responsible, dedicated students who enjoy new challenges.
 - b. reasons for wishing to participate in the Student Intern Program. Please be specific; do not use generalities such as ".....because I want to find a cure for cancer," or because it looks good on a college application.
 - c. hobbies and other areas of interest and participation you have outside of the school setting that may not have been identified in other parts of the application, including but not limited to organized programs and volunteer organizations.
 - d. relevant personal experiences that define you as an individual. Describe something important to you and how it affected you. Some examples are volunteering, a special teacher relationship, entering a competition, when you became interested in a subject you consider as one of your career goals including but not limited to science (for science intern applicants).

This letter is considered to be a critical part of the application package and should **not** be a reiteration of the resume or the transcript. Reflect yourself in this letter; do **not** repeat information that can be found elsewhere in your application. Mentors are looking for characteristics that make the applicant the unique individual that they are and also to gain some insight into the students' personality which a resume and transcript do not provide.

ALTHOUGH A PORTION OF THE APPLICATION IS SUBMITTED ELECTRONICALLY. PLEASE PROVIDE A COPY OF YOUR ELECTRONIC SUBMISSION SUMMARY PAGE TO THE SCHOOL SYSTEM CONTACT.