

# Summer Internship Funding Application Checklist

Prior to applying for summer internship funding, it is recommended you collect all of the information below. You will be able to save your online application and return to it up until you submit it.

- UR Student ID Number: \_\_\_\_\_
- Country of Citizenship and Work Authorization (undocumented students do not need to enter this info)
- Your permanent/home mailing address
- Your summer mailing address (where checks can be sent if direct deposit is not set up):
- Geographic/physical location your experience will take place in \_\_\_\_\_
- If you will be traveling internationally as part of your internship, please check the country, region and city you will be visiting against the US State Department's [travel advisory system](#), this information will be needed for your application. Countries and locations with a level 3 or 4 warning will need additional clearance from the Office of Global Engagement.
- Dates you will be at your experience and the number of hours per week
  - Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Hours/week: \_\_\_\_\_
- The organization/company name, mailing address, website, supervisor name, supervisor email, and industry for your experience.
  - Organization/Employer Name: \_\_\_\_\_
  - Mailing Address: \_\_\_\_\_
  - Website: \_\_\_\_\_
  - Supervisor Name: \_\_\_\_\_
  - Supervisor Email: \_\_\_\_\_
- Your Estimated Expenses Budget, including
  - Cost to arrive at your experience location (if traveling away from home) \_\_\_\_\_
  - Cost of daily transportation (commuting) \_\_\_\_\_
  - Cost of Housing \_\_\_\_\_
  - Cost of Meals & Personal Expenses \_\_\_\_\_
  - Other expenses (be prepared to describe) \_\_\_\_\_
- Estimated additional sources of support, including:
  - Internship Compensation (wages, stipend, transportation card, etc) \_\_\_\_\_
  - Wages from other work (summer jobs, part-time jobs, etc) \_\_\_\_\_
  - Other University-based funding (please indicate sources) \_\_\_\_\_

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Budget Justification: Please describe how you researched each of your estimated expenses, any additional sources of support you'll be utilizing, how you will maximize any funding granted, and any why receiving funding is important in completing this experience. (Limit 500 words)

Career Impact Statement: Please describe your motivation for completing this internship or research experience, the connections you see between this experience and your academic and/or career interests, and how this experience will help you develop career competencies critical for future success. (Limit 500 words)