University of Melbourne 2015

Uni-Capitol Washington Internship
US Congress, Washington DC, USA

Information Sheet for Law Students

IMPORTANT: Applications MUST arrive by 3pm Monday 26 May 2014 NO extensions!

For credit in Law (Legal Internship): The completed Application with all documentation must be submitted both:

1. Hard copy: Attention Belinda Price, Melbourne Global Mobility, John Smyth Building, University of Melbourne, Parkville 3010, during office hours 11am-3pm; and
2. Electronically to Belinda bprice1@unimelb.edu.au before 3 pm on Monday 26 May 2014.

STATE “2015 WASHINGTON CONGRESS INTERNSHIP” IN THE EMAIL SUBJECT LINE

The hard copy of all applications and supporting documents will be forwarded by the Melbourne Global Mobility office to the Director of the Internship Program in Washington and ultimately to a congressional office in the event that a specific placement is proposed by the Director and accepted by the student. It is the congressional office that makes the final decision. The Law and Politics advisors will review the applications also and provide their review to the Director to assist in his assessment of the Melbourne University applications.

The University of Melbourne Capitol-Washington Internship Program runs for nearly 9 weeks from Monday 5 January – Friday 27 February 2015.

Melbourne law students who are Australian citizens (or dual citizens) are eligible to participate in the program. Interns work full time with the Placement Provider in the US Congress. They perform administrative and substantive duties and receive unique access and educational perspectives into the US Congress. The Internship Program has run very successfully for over 10 years. There have always been between two and four Interns, out of a total of 12, from Melbourne University.

Selection into a Washington Internship Placement is made by the Director of the Internship Program in Washington and ultimately by Placement Providers, not by Melbourne University. We cannot guarantee you a place in the Internship Program.

Criteria for Internship. You must be eligible for LAWS 50059 Legal Internship. There are no other set credentials required for application to the Internship. However, the selection process for the Internship is comprehensive and demanding. This ensures that successful applicants are placed with the Placement Participant office that will provide the best “fit” and internship experience for you.

Research. After reading carefully all of the essential documents and the Application Form, you should research the list of Placement Providers in the UCWIP 2015 Guide and begin to consider why you want to do the Internship and your preferences for internship placement. Your starting point should be the webpages of the US House of Representatives, http://www.house.gov/Welcome.html, and the US Senate, http://www.senate.gov/index.htm. You could also investigate media and other sources to find out about the Placement Providers. It is up to you to find out about the Placement Providers; the more you know, the better placed you are to prepare a successful Internship application.

Quality of your application. It is very important that you prepare a complete and well presented application for this Internship; not doing so may seriously affect your chances of success.
Application Process and Key Dates

1. Information Session (1 May 2014, MLS Th106). A telephone hookup information session will be held with Eric Federing, the Director of the Internship Program in Washington and with former Washington Interns. This Information Session is strongly recommended. You should attend if at all possible.

2. Application. Complete the detailed Application Form including all attached documentation.

3. Submit the completed Application Form with all documentation in hard copy as explained above by 26 May 2014.

4. Decision. The Director of the Internship Program will make a decision concerning your application by mid-July 2014.

5. Legal Internship subject enrolment occurs after you have been successful in obtaining an Internship placement. Students must be eligible to take for credit the subject Legal Internship if you wish to undertake this internship. Participation in this Internship must be credited towards the Legal Internship subject (or to an internship subject in Politics). Legal Internship eligibility criteria, the subject application form and all other requirements are set out on the Legal Internship subject webpage. You should read the subject webpage carefully before contacting the Coordinator of that subject, Ms Claire Carroll, with any questions.

6. Cost. Estimated living, traveling visa and other expenses for the Internship is expected to be about AUD $13,000, this depends on the US-Australia exchange rate.

7. Register with Melbourne Global Mobility. Belinda Price, Education Abroad Advisor at Melbourne Global Mobility. She will contact you once you have been successful in obtaining an internship placement to inform you about the steps to register.

8. Insurance. Once accepted you will able to apply for the free University of Melbourne travel insurance. Melbourne Global Mobility will send you instructions on how to apply, once you have been accepted onto the program.

9. Funding. Successful applicants will be considered for the Melbourne Global Grant funding through Melbourne Global Mobility, see http://www.mobility.unimelb.edu.au/outbound/funding/ for more information. The application process is competitive and funds are not guaranteed. Students may also apply for other funding through Melbourne Global Mobility as applicable. Law students enrolled in the Legal Internship subject may be eligible to apply for funding from the Law School. More information is available from the Law Study Abroad Advisor, law-studyabroad@unimelb.edu.au.

10. Visa. It is your responsibility to obtain the necessary visa for entry to the US. You must liaise with the Melbourne Global Mobility office and the Director of the Program. This process should be commenced before August 2014, the Uni-Capitol Washington Internship Program utilises the services of the Council of International Educational Exchanges (CIEE) in obtaining the US visa, the cost of this is included in the estimated budget below. Visa processing can take some time so it is important that you submit this application early. All students must obtain assistance from the MGM program in obtaining the necessary visa. Usually, interns obtain a J1 visa.

11. Accommodation. Internship accommodation will be available from late December 2014. We recommend the accommodation that is arranged for Interns by Director Eric Federing. Students share furnished and very comfortable serviced flats in a location convenient to the Capitol. This often involves sharing a room with another Intern. You must be able to demonstrate sufficient maturity to live in close quarters with other Interns for the duration of the internship. Past experience is that this is a very good accommodation option.