

INTERNSHIP APPLICATION

(Please type or print in black ink.)

FULL NAME: _____
(your legal name) Last First Middle

CURRENT ADDRESS:

Street

Apt./P.O. Box

City State/Province Zip/Postal Code

County/Region

PERMANENT ADDRESS (if different from current address):

Street

Apt./P.O. Box

City State/Province Zip/Postal Code

County/Region

PHONE NUMBER: _____
(include country code, if applicable)

CELL PHONE: _____
(include country code, if applicable)

EMAIL: _____

UNIVERSITY NAME: _____ City _____ State _____
Major _____ Minor _____ GPA _____
Degree _____ Date _____

ARE YOU A U.S. CITIZEN? Yes No Country From Which Your Passport Is Issued: _____

LIST THREE INTERNSHIPS OF INTEREST: 1. _____ 2. _____ 3. _____
For a list of internships currently available, please visit kennedy-center.org/institute/internships

HOW DID YOU FIND OUT ABOUT THE INSTITUTE? Internet Ad on: _____ Print Ad in: _____
 Other: _____

ALSO INCLUDE IN YOUR APPLICATION PACKET THE FOLLOWING:

- Cover letter stating career goals, computer skills, and three internships of interest
- Resume
- Official university/college transcript(s); undergraduate and graduate (if applicable)
- Writing sample (no more than 3 page)
- Two letters of recommendation from individuals who can write about your background and skills in the performing arts and/or arts administration and your ability to learn. Letters must arrive in sealed envelopes with the signature of the letter writer appearing across the envelope flap.
- Applicants from non-native English speaking countries must provide proof of English speaking and writing competence through a minimum TOEFL score of 600. Applicants who have earned a bachelors degree in an English speaking country may request an exemption from this requirement.
- International applicants must have a valid visa. The Kennedy Center does not assist with visa applications.

I certify that the information contained on this form and in my application pack is true and complete to the best of my knowledge.

SIGNATURE: _____ **DATE OF APPLICATION:** _____

All materials submitted must arrive in one package and must be written in English. Application postmark deadlines are: Fall, June 15; Winter/Spring, October 25; Summer, March 1. Materials become the confidential property of the Kennedy Center and are not returnable.

All qualified applicants will receive consideration for an Internship without regard to race, color, sex, age, national origin, religion, disability, veteran status, sexual orientation, marital status, citizenship, or any other protected status. No question on this application is intended to secure information to be used for such discrimination. The Kennedy Center offers equal opportunity and treatment to all who apply and is committed to diversity in the Institute.

SEND APPLICATION PACKET TO:

Institute for Arts Management
Internships
The Kennedy Center
Washington, DC 20566

