# 2023 Alumni Internship Program for FLEX and YES Alumni Summer Application

Program Overview

Application Deadline: April 15, 2023



Description

[American Councils for International Education (American Councils)](https://www.americancouncils.org/) is pleased to announce the Alumni Internship Program for FLEX and YES Alumni (from South East Europe and Senegal), funded by the U.S. Department of State, Bureau of Educational and Cultural Affairs (ECA), to alumni of the Future Leaders Exchange (FLEX) program and Kennedy-Lugar Youth Exchange and Study (YES) program (YES alumni from the countries of Albania, Bosnia and Herzegovina, Bulgaria, Kosovo, North Macedonia, and Senegal). Through a robust program of professional development, participants will gain practical work experience and a greater understanding of international business practices as they prepare to enter the competitive 21st century workforce.

The Alumni Internship Program for FLEX and YES Alumni (from South East Europe and Senegal) provides the opportunity for interns to work within a cohort, participate in professional development trainings, engage with senior alumni, and enter into a valuable network of peers. The Alumni Internship Program for FLEX and YES Alumni (from South East Europe and Senegal) is designed to expand the professional capacity and network of junior alumni in the career field of their choosing and empower participants with the tools needed to become self-reliant learners.

Participants will be selected through a merit-based, open competition aimed at identifying future leaders prepared to gain real-world experience in their field and in a cross-cultural environment prior to beginning their careers.

American Councils determines the finalists and matches the finalists with suitable host companies. Each finalist rates their top five preferred host companies in the application.

American Councils provides dedicated internship placement to fit the interests and goals of interns. Interns will receive a stipend from the U.S. Department of State, Bureau of Educational and Cultural Affairs (ECA) to support their living costs (and additionally, if applicable, travel costs up to $250.) Interns will be guided through career development goals during an orientation session and through online sessions during the program.

Eligibility Requirements

* FLEX or YES (South-East Europe and Senegal) alumnus/a in good standing in their alumni community
* Enrollment at a higher education institution at the time application is submitted

Questions?

Please contact us at:

Email

*kvintere@americancouncils.org*

Office Address

*American Councils for International Education
1828 L St NW Ste 1200
Washington DC 20036
USA*

Telephone

*(+1) 202-572-9198*

Personal Data

About You

1) Name:

Middle name:

Surname:

2)

Gender (F/M):

3)

Date of birth

*Use the date picker or enter in U.S. date format: MMM dd yyyy (for example, Sep 30, 1994)*

DOB:

4) Which program are you an alumnus/a of?

|  |  |  |
| --- | --- | --- |
|

|  |  |
| --- | --- |
|  | Future Leaders Exchange Program (FLEX) |

 |
|

|  |  |
| --- | --- |
|  | Kennedy-Lugar Youth Exchange and Study (YES) |

 |

5) What year did you complete the FLEX/YES program?

Alumni Year:

6) Host City and State Information

*(host state, then city or town name)*

U.S. Placement:

7)

Home City and Country

*Place where you lived before you went to the U.S. on FLEX/YES program*

City:

Country: Turkmenistan

8) What university do you currently attend?

Name of University:

Field of Study:

9) What is your highest level of education or the level you are currently pursuing?

* High School
* Bachelors degree or equivalent
* Masters degree or equivalent
* Other (please specify)

Contact Information

1)

Please provide your permanent mailing address.

|  |  |
| --- | --- |
| Country: |  |
| Address: |  |
| City: |  |
| Region: |  |
| Postal Code: |  |

2)

Your Telephone Number(s)

*Provide at least one number: mobile or home.
Include the Area Code.*

Phone number:

3)

Primary Email Address:

4)

Secondary Email Address:

5)

Social Media Information:

|  |  |  |
| --- | --- | --- |
| # | Username | Social Media platform |
| 1 |  |  |
| 2 |  |  |

6)

Are you a City/University Representative of FLEX/YES program?

|  |  |  |
| --- | --- | --- |
|

|  |  |
| --- | --- |
|  | Yes |

 |
|

|  |  |
| --- | --- |
|  | No |

 |

6a)

Name the city or the university where you are a city/university rep.

Current Contact Information

7)

Is your current address different than your permanent address?

|  |  |  |
| --- | --- | --- |
|

|  |  |
| --- | --- |
|  | Yes |

 |
|

|  |  |
| --- | --- |
|  | No |

 |

7a)

Current Mailing Address

|  |  |
| --- | --- |
| Country: |  |
| Address: |  |
| City: |  |
| Region: |  |
| Postal Code: |  |

8)

Emergency Contacts:

First Name:

Last Name:

Email:

Relationship With Applicant:

City:

Country:

Province/Region:

Street Line One:

Street Line Two:

Postal Code:

Upload Additional Documents

The following documents are required to support your application. Remember to request a letter of recommendation far enough in advance that it can be prepared and submitted before the application deadline.

Letter of Recommendation

1)

Please attach a letter of recommendation to the email when sending your application.

*The recommendation letter should be from your academic advisor, department head, or other university official familiar with your academic progress at the university. It should comment on your academic performance and your overall preparedness to benefit from an internship opportunity. The letter may be in your local language but must be on official university letterhead to be accepted. Please provide a translation if the letter is not in English.*

**Select File...**

Resume

2)

Please attach your resume or CV to the email when submitting your application.

**Select File...**

Academic Achievements and Activities

Academic Achievements/Accomplishments

1. Describe any awards or honors you have received since the first year of your university studies:

Extracurricular Activities

1. Please list your extracurricular activities and indicate how many hours per week on average that you devote to the activity:

Work Experience

Work Experience

1) Are you currently employed?

* Yes
* No

2)

Please list any previous work or internship experience (if applicable).

a)

Job Title:

b)

Start Date (Mon/Day/Year):

c)

End Date (Mon/Day/Year):

d)

Organization Name:

e)

Responsibilities:

3)

Please describe any skills (soft or practical) that you have which could be applied in a typical work environment (for example, knowledge of word processing or other computer programs).

Rank Internship Preferences

**You are applying for an internship as FLEX Program Intern at American Councils Office in Turkmenistan. Find more information about the position in the Job Description.**

|  |
| --- |
|  |

1. Please briefly comment on your motivation to intern at the American Councils Office in Ashgabat!

Personal Statement

1)

Please write a statement on your reasons for applying for an internship. Describe your qualifications for an internship and how an internship will help you to achieve your career aspirations. Describe how you plan to apply the knowledge you will gain on the internship program to your academic institution or professional goals.

*Essays should be ~400 words in English.*

Review, Certify, and Submit

Application Deadline: April 15, 2023

Final Review of Application

Make sure you have filled out all the necessary fields!

Certification

I certify that the information given in this application is complete and accurate to the best of my knowledge. I understand that the Alumni Internship Program for FLEX and YES Alumni (from Southeast Europe and Senegal) will share my application with potential host organization supervisors as part of the finalist selection process. I certify that I agree to my application materials being shared with authorized host organization supervisors.

I confirm that I will be able to attend the internship in its entirety during the indicated internship period and, if selected for an in-person or hybrid internship, I will be able to attend in person in the indicated location.

1)

Signature

*Type your full name*

2)

Signature Date

Submit Your Application

Please submit your application by email to kvintere@americancouncils.org. Make sure to attach your letter of recommendation and CV to the email along with your application!

THANK YOU FOR APPLYING!