



APPLICATION FORM

For admission to The Field Study and Internship Program

GENERAL INSTRUCTIONS

In addition to this form you will need to submit the other four PDF forms linked-to on the Apply! Webpage:

- The Language Assessment Form
- The General Recommendation Form
- The Placement Form
- The Housing Form (optional)

As well as the following materials:

- A CV in English
- A CV in French
- An official transcript from every educational institution attended since high school
- A letter attesting to the applicant's good health, written by a college or family physician
- Proof of medical insurance, valid in France
- A bank draft of USD 60 to cover IFE's non-refundable application fee of USD 50, and USD 10 membership fee in the non-for-profit association IFE

Please send an original of all application documents. Applicants are advised to:

- Keep a copy for their own records
- Notify IFE by e-mail when mailing an application
- Consult IFE about overnight carriers.

APPLICATION DEADLINES

Fall Session: May 1

Spring Session: November 1

Graduating seniors: June 1

CONTACT INFORMATION

Please mail all documents to:

Internships in Francophone Europe
5, rue Saint Nicolas, 75012 Paris
FRANCE

Should you have any questions about the application process, please do not hesitate to contact IFE by mail, phone or e-mail.



I. PERSONAL INFORMATION

I am applying for:

- Fall Session 20 Spring Session 20
Paris Program Brussels Program I am flexible and would consider both programs

Name: **Sex:** M F
(last/first/middle)

Date of Birth: **Place of Birth:**
(dd/mm/yyyy)

Nationality: **SSN** (if available):

Passport Number:

Date and Place of Passport Issue :

Current Address:

Telephone:

Permanent Address:

Telephone:

E-mail:

Person(s) to be contacted in case of emergency:
(name and relation)

Address:

Home Telephone: **Work Telephone:**

Academic status during internship will be :

- 1st semester Junior 2nd semester Junior
 1st semester Senior Independent post B.A.
 Graduate student Other

Major(s):

How did you first hear about IFE?:



II. INTERNSHIP AGREEMENT

The completed application includes your signature on both of the following texts:

1. I certify that the above information is true and that it was written by me alone. I understand that complete professional discretion will be expected of me during any internship I may do through the intermediary of INTERNSHIPS IN FRANCOPHONE EUROPE. I understand that INTERNSHIPS IN FRANCOPHONE EUROPE will provide me with rules of conduct for my internship and I agree to comply with these rules. I understand that certain internship placements may require security clearance of their interns. If such is my case, I agree to subject to this. I understand that any breach of conduct or of professional discretion on my part may result in the termination of my internship.

Date:

Signature:

2. Je, soussigné, certifie que tous les renseignements fournis ci-dessus sont vrais, et que j'ai rédigé ce dossier moi-même. Je prends conscience de l'importance de la discrétion absolue que le directeur de mon stage est en droit d'exiger de moi pour toute information que j'aurais pu obtenir dans le cadre du stage que je vais accomplir par l'intermédiaire de l'Association INTERNSHIPS IN FRANCOPHONE EUROPE Je m'engage à respecter pendant la durée de mon stage les consignes générales que la direction d'INTERNSHIPS IN FRANCOPHONE EUROPE me donnera. Je sais que pour effectuer certains stages il sera nécessaire de se plier à des règles strictes de sécurité : si tel est mon cas, je m'engage à m'y soumettre. Je comprends que manquer à ce règlement peut entraîner l'interruption de mon stage.

Please write "lu et approuvé" above your signature for the French text.

Date:

Signature:



III. FINANCIAL FORM



To be completed by all candidates.

Program and housing fees for the semester you are interested in are published in IFE's "Schedule of fees and dates" (included with the descriptive brochure and on IFE's website). You must consult your study abroad office to determine financial arrangements between your institution and Internships in Francophone Europe. You are responsible for reading and complying with the information below. Even if a third party is paying your program and/or housing fees you are responsible for ensuring that payment is made according to these policies and requirements.

Payment of the non-refundable application fee must be received before your application can be considered. Full payment of all fees is required before the accepted student may begin the program. The applicant's signature on the program agreement, below, is considered to be his or her commitment to abide by all financial and general policies of Internships in Francophone Europe, as stated below and in the Program Description.

Billing name and address for IFE program and/or housing fees:

.....
.....

Home Telephone:

Work Telephone:

IFE PROGRAM AGREEMENT

The completed application must include your signature on this form

- 1.** I certify that I have read the Internships in Francophone Europe Program Description in its entirety. I understand and I agree to the general conditions stated therein.
- 2.** I certify that I have read and agree to all financial information, requirements and refund policies stated on the reverse side of this form.
- 3.** I certify that I understand and agree to the housing policy stated on the reverse side of the housing form included with this application.
- 4.** I certify that I have read and agree in writing to additional conditions stated in the IFE internship agreement, printed on the fifth page of this application.

Date:

Signature:



III. FINANCIAL FORM



FINANCIAL POLICY

Checks should be made payable to "Internships in Francophone Europe". Checks may be in US dollars. Payment must be made in accordance with the following schedule:

For the Fall Session: Within ten days of acceptance	300 €
July 10	Balance of fee
For the Spring Session: Within ten days of acceptance	300 €
January 1	Balance of fee

By "fee" is meant program and housing fees for students who have chosen one of the IFE housing options, and program fee alone for students who have chosen the IFE independent housing option.

THE IFE PROGRAM FEE COVERS

- Internship placement and follow-up
- Semester-long seminar
- Insurance covering students during courses and placement
- Academic pre-session
- Faculty advisor for the semester

THE IFE PROGRAM FEE DOES NOT COVER

- Medical insurance
- Books and printed materials for IFE courses
- Visa/Passport expenses
- Housing
- Round-trip airfare from/to North America
- Personal expenses
- Public transportation

REFUND POLICY

The IFE refund policy is based on the fact that IFE, in contrast to conventional academic programs, goes to work on the placement process immediately upon enrollment of a candidate and makes engagements of various sorts on behalf of enrolled students based on the assumption of participation.

Therefore:

- The first payment after acceptance will be considered a non-refundable deposit, reserving a place in the IFE session to which the student has been admitted.
- Refund of the balance of program fees (payment due on July 10/January 1) is made according to the schedule below. Refunds beyond these dates are only considered for reasons of health or in the case of serious illness or death in the accepted candidate's immediate family. Requests for refunds must be made in writing, and documented by appropriate attestations (e.g. physician).
- Students obliged to withdraw before their program session begins for reasons of serious illness may request to have admission deferred to a subsequent semester.

REFUND SCHEDULE FOR THE FIELD STUDY AND INTERNSHIP PROGRAM FEE

Fall Session:

Withdrawal on or after June 1st but before August 1st	50% of balance of fees
Withdrawal on or after August 1st	No refund

Spring Session:

Withdrawal on or after December 10th but before January 15th	50% of balance of fee
Withdrawal on or after January 15th	No refund

No refund will be considered for any intern withdrawing from the program after it has begun.