IMPORTANT: Applications MUST arrive by 1 June 2007. NO extensions of time!

Law students (Legal Internship): The completed Application for the Washington Internship, with all documentation must be submitted to Miranda Stewart m.stewart@unimelb.edu.au (Faculty of Law) both electronically and in hard copy by Friday 1 June 2007.

All material will be forwarded by Ms Stewart, in collaboration with Mr Tom Davis in the Politics Department, 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 acceptance decision.

To be eligible to apply, students must participate in an essential preselection process run by Melbourne University, by 10 May 2007. See below.

Melbourne law students who are Australian citizens (or dual citizens) are eligible to participate in the 2008 Capitol Washington Internship program. Participation in this Internship must be credited towards the law subject Legal Internship (or to a subject in Politics).

The Capitol Internship runs for 8 weeks from Thursday 3 January 2008 to Friday 29 February 2008.

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 ran very successfully in 2007, with four Interns from Melbourne University, including three Melbourne Law students.

There are three essential documents for law students who wish to apply for the Capitol Washington Internship program. These documents are all available for download from the Legal Internship subject webpage, http://www.law.unimelb.edu.au/subjects/legal-internship/.

- Information Sheet for Law Students 2008 (this document).
- Uni-Capitol Washington Internship Programme 2008 Guide
- Application Form 2008

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

Criteria for Internship. There are no set academic or other 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 2008 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.
**Legal Internship Subject.** You must be eligible to take the subject Legal Internship if you wish to receive credit towards your law degree for the internship. You should complete your enrolment for Legal Internship at least one week prior to departing for your internship. In order to enroll, you first need to have been accepted to your Internship placement. You then need to find a supervisor within the Law School for your 5000 word research paper, on a topic agreed with your supervisor. Legal Internship may also be combined with Advanced Legal Research, in which case you would write a 10,000 word research paper. 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 with any questions.

**Accommodation** is arranged for Interns by the Director of the Washington Internship program. Students share furnished 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. Internship accommodation will be available from **26 December 2007**.

**Visas.** Students must submit visa applications by 1 October 2007 or as notified by the Programme Director. Successful applicants are responsible for obtaining their own visas from the US Consulate for entry to the US to participate in the Internship. Usually, interns must obtain a **J1 visa**. All students must obtain assistance from the Melbourne Abroad program at Melbourne University in obtaining necessary visas.

**Cost.** We are advised that estimated living, traveling and other expenses for the Internship may range up to AUD $15,000. Successful applicants are eligible to apply for some funding to support you during the Internship Program. Students should be creative in considering other sources of funding.

- Melbourne University Scholarships Office, Melbourne Abroad funding: see [http://www.services.unimelb.edu.au/exchanges/index.html](http://www.services.unimelb.edu.au/exchanges/index.html). The Scholarships Office can provide funding assistance, to a maximum of AUD $2,000, on a discretionary basis, to successful Applicants. An application form must be completed.
- Law students enrolled in the Legal Internship subject are eligible to apply for discretionary funding from the Dean of the Law School of approximately AUD $1,500. Application forms can be downloaded from the Legal Internship subject webpage.
Uni-Capitol Internship Program
Melbourne University Law Students Information Sheet

Application Process and Key Dates

1. **Melbourne University Pre-selection:** You must prepare a draft Basic Statement setting out why you wish to participate in the Internship Program, in no more than a single page (see Section 2 of the Application Form). Law students must submit your draft Basic Statement by email to Miranda Stewart at m.stewart@unimelb.edu.au, by 5pm on **Thursday 10 May 2007**. Include your name, student number and email address.

If Step 1 is not completed, you will not be eligible to apply for the Internship.

2. **Information Session,** Friday 11 May 2007, 11.30am, Room G08, Ground Floor, Melbourne Law School. 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. It will not be recorded.

3. **Application.** Complete the detailed Application Form including all attached documentation. Instructions are on the Application Form.

4. **Submit** the Application Form with all documentation to Miranda Stewart, both electronically and in hard copy by end of **Friday 1 June 2007**. Your application will be forwarded to the Director of the Internship Program in Washington. There is NO extension of time allowed.

5. **Decision.** The Director of the Internship Program will make a decision concerning your application by mid-July 2007.

6. **Enrolment** in Legal Internship occurs after you have been successful in obtaining an Internship placement. The enrolment form should be completed by one week before your departure for your Internship. Usually, you would enroll in the subject for the semester immediately following the Internship (i.e. Semester 1, 2008). Eligibility criteria, the subject application form and all other requirements are set on the subject webpage.

7. **Funding.** Successful applicants can apply to the Melbourne University Scholarships Office for funding assistance via the Melbourne Abroad program. Application forms must be submitted by late August 2007. Contact the Scholarships Office to confirm the due date and for application forms. Law students may in addition apply for discretionary funding from the Dean after enrolling in Legal Internship. Information is on the Legal Internship webpage.

8. **Visa.** It is your responsibility to obtain the necessary visa for entry to the US. You must liaise with the Melbourne Abroad office and the Director of the Program. This process should be commenced no later than September 2007. Applications must be submitted by 1 October 2007. The deadline for visa processing and applications is not negotiable.

9. **Accommodation.** Internship accommodation will be available from **26 December 2007**. Interns may arrive in Washington to commence the Internship on **26, 27, 28 December 2007**.

10. **Insurance.** As successful interns complete a subject for credit with Melbourne University, they are eligible to be covered by University travel insurance for the period that they are in the United States. **Students must liaise with Melbourne Abroad and complete all appropriate documentation to ensure that they receive this insurance cover.**