**Capitol Hill Internship Program (CHIP) APPLICATION**

Due **March 15** for Fall semester and **October 1** for Spring semester

Minimum Prerequisites: POLSC 1000 and GPA of 3.0 or above.

NWU is looking for outstanding applicants to participate in this program. The CHIP committee will assess the quality of your application essays, resume, and interview performance, as well as the success of your academic program to make its admission decision.

**PART I**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated Month and Year of Graduation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year: First Year \_\_\_\_\_  Sophomore \_\_\_\_\_\_ Junior \_\_\_\_\_\_ Senior \_\_\_\_\_\_\_

Are you a United States Citizen? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are not a citizen, indicate your Visa Type:

(Student, Permanent, Other) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following is needed for federal government reporting requirements, please check your category:

White, Non-Hispanic \_\_\_\_\_\_ Black, Non-Hispanic \_\_\_\_\_\_ Hispanic \_\_\_\_

Asian \_\_\_\_\_\_ American Indian \_\_\_\_\_\_ Alaskan Native \_\_\_\_\_\_

Pacific Islander \_\_\_\_\_\_ Native Hawaiian \_\_\_\_\_\_

Current GPA: \_\_\_\_\_\_\_\_\_\_ Have you taken POLSC 1000? \_\_\_\_\_\_\_\_

Name of one NWU professor who will act as a reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a Tuition Remission or Tuition Exchange recipient? \_\_\_\_\_\_\_\_\_\_\_

If so, please be aware that Tuition Remission and Tuition Exchange will not cover the full cost of CHIP. For students receiving this form of financial aid, please contact the Director of Scholarships and Financial Aid for additional details.

**PART II**

Answer the following questions.

1. Why do you want to participate in CHIP? Specifically, how have your experiences on campus and in the community prepared you for this program? (250 word limit)
2. How will this program connect with your career goals? (250 word limit)
3. What is important in the timing of your participation in CHIP? (Why do you want to go now?) (200 word limit)
4. What agencies, organizations or offices would be ideal internship sites for you? What connections, if any, have you made with organizations or individuals in the Washington, D.C. area? (200 word limit)
5. An important aspect of CHIP is urban experiential education. The city is the campus. CHIP students share living spaces with roommates in close quarters and are responsible for getting themselves wherever in the city they need to be. Describe how you have responded to a novel or unexpected situation in your life. (200 word limit)

**PART III.**

Bring your resume to the NWU Career Center and participate in a resume critique.

Contact the Career Center for open office hours or to make an appointment.

402.465.2224   
[career@nebrwesleyan.edu](mailto:career@nebrwesleyan.edu)

Submit your application, resume, and WebAdvisor Academic Analysis to Meghan Winchell via email [mwinchel@nebrwesleyan.edu](mailto:mwinchel@nebrwesleyan.edu) as a Word document or a PDF.

**Part IV.**

Submit a $250 non‐refundable housing deposit (to be deducted from housing cost) to Ben Dahl in the Business Office with “CHIP Housing Deposit” and your name clearly marked on the memo line.

**Part V.**

Participate in a formal interview with members of the CHIP selection committee. You will be contacted to set up a 30 minute interview slot.

**Part VI.**

If you are selected to participate in CHIP you must attend a required pre-departure orientation on campus, as well as an orientation in Washington, D.C. upon arrival.