



## APPLICATION INSTRUCTIONS

Thank you for your interest in Tulane University's Semester in NOLA program. To submit an application, please complete the following:

- ❖ **Semester in NOLA Application Form and Application Fee**
  - Be sure your contact information is correct and up to date
  - Payment information is included in the application form. Please double check your credit card information to be sure it is correct. We cannot process your application without payment of the nonrefundable \$40 application fee.
  
- ❖ **Personal Statement**
  - This is your chance to tell us about yourself, why you want to participate in Semester in NOLA, what unique skills, interests, or background you bring to the program, and any other important information you feel we should know. Also, in your personal statement you should clearly indicate the type(s) of service placement(s) in which you would like to participate.
  
- ❖ **Resume**
  - Please submit a one-page professional resume we can share with our community partners during your internship placement process. If you have not written a resume before, we encourage you to utilize the resources provided by your institution's career counseling office.
  
- ❖ **Letter of Recommendation**
  - We request that your letter of recommendation be written by a current or former teacher or faculty member, an employer, or another individual who can comment on strengths or skills you possess, your professionalism, work ethic, ability to responsibly commit to projects, etc.
  
- ❖ **Official Transcript**
  - Please request a copy be sent from your institution.
  
- ❖ **Self Addressed Stamped Postcard**
  - If you wish to be notified when all requested information is in your file, please enclose a self-addressed, stamped postcard stating: "Your Semester in NOLA application was completed on \_\_\_\_\_. We will mail your postcard to you when your application is complete with the date of completion indicated.



We request that all application materials be sent to Faye Kim at:

**Faye Kim**  
**Internship Coordinator**  
**327 Gibson Hall**  
**6823 St. Charles Ave.**  
**New Orleans, LA 70118**

*If you have any questions about the application process please contact Faye Kim at (504)862-3355.*

**Payment Procedures and Policies:**

Total payment of the \$4,200 program costs will be due upon student's acceptance but no later than April 27th. Should a student choose to withdraw from the program after payment has been made, Semester in NOLA will refund payments according to the following schedule:

- Withdraw by May 4<sup>th</sup> - 100% refund
- Withdraw by May 11<sup>th</sup> – 50% refund
- Withdraw by May 18<sup>th</sup> – 25% refund
- Students withdrawing after May 19<sup>th</sup> forfeit their payment.

*Please indicate that you, as an applicant, understand this refund policy by initialing where indicated on the application form.*





**College or University Information:**

Name of college/university in which you are currently enrolled:

Dates attended: Month / Yr to Month /Yr

Major(s):

GPA:

\_\_\_\_\_ *Type your initials here to indicate that you agree to take full responsibility for ensuring that you receive credit from your institution. Tulane University is not responsible for ensuring credit transfers and does not guarantee that credits will transfer at the same level or hour amount.*

**Internship Placement Information**

Please rank the following areas of internship/service focus by level of interest (1 indicating most interest, 5 indicating least interest):

- \_\_\_\_\_ Asset Development
- \_\_\_\_\_ Environment
- \_\_\_\_\_ Culture and the Arts
- \_\_\_\_\_ Education

What types of tasks, issues, or skill areas interest you? Choose a maximum of three:

- |   |   |
|---|---|
| <input type="checkbox"/> Accounting and Finance                             | <input type="checkbox"/> Fundraising/Development          |
| <input type="checkbox"/> Advocacy/Lobbying                                  | <input type="checkbox"/> Government                       |
| <input type="checkbox"/> Arts/Humanities                                    | <input type="checkbox"/> Grant Writing                    |
| <input type="checkbox"/> Building and Construction/Deconstruction           | <input type="checkbox"/> Health and Medicine              |
| <input type="checkbox"/> Children and Youth                                 | <input type="checkbox"/> Housing Issues                   |
| <input type="checkbox"/> Communications/Media                               | <input type="checkbox"/> Human Rights                     |
| <input type="checkbox"/> Community Building and Renewal                     | <input type="checkbox"/> International/Languages          |
| <input type="checkbox"/> Computer Training/Assistance/Instruction           | <input type="checkbox"/> Legal Issues                     |
| <input type="checkbox"/> Conflict Resolution/Mediation                      | <input type="checkbox"/> Political Activism               |
| <input type="checkbox"/> Counseling and Mental Health                       | <input type="checkbox"/> Public Policy                    |
| <input type="checkbox"/> Crime and Safety                                   | <input type="checkbox"/> Public Relations                 |
| <input type="checkbox"/> Database Design                                    | <input type="checkbox"/> Research (subject) _____         |
| <input type="checkbox"/> Disability Services and Issues                     | <input type="checkbox"/> Science and research application |
| <input type="checkbox"/> Education/Curriculum Development/Teaching/Tutoring | <input type="checkbox"/> Special Events Planning          |
| <input type="checkbox"/> Elderly Services                                   | <input type="checkbox"/> Website Design                   |
| <input type="checkbox"/> Environmental Issues                               | <input type="checkbox"/> Writing and Editing              |
|   | <input type="checkbox"/> Women's Issues                   |

Other tasks, issues, or skill areas:



### Additional Information:

Language proficiency:

Language(s):

Speaking

Reading

Writing

For international students only:

Native Language:

*If English is not your native language you need to take the TOEFL*

Date TOEFL was taken:     /     /

Score:

### Diversity Information (optional)

How do you describe yourself?

- African American
- White, non-Hispanic
- Latino/Hispanic
- Asian American or Pacific Islander
- Alaska Native or American Indian
- Other: \_\_\_\_\_

Please indicate if you require any specific assistance or have special needs:

### Transportation

Will you provide your own local transportation:  Yes  No

<i>I understand that full payment for Semester in NOLA is due upon my acceptance to the program.</i>	
Typed Initials: _____	Date:     /     /
<i>I have read and understand Tulane's cancellation and refund policy:</i>	
Typed Initials: _____	Date:     /     /



**Payment Information:**

Credit Card Type:

(MasterCard or Visa only)

Credit Card Number:

Expiration Date: Month /Year

Name as it appears on the card:

*By providing this information, I authorize Tulane University's Semester in NOLA program to charge \$40.00 to my credit card account as a non-refundable payment for my Semester in NOLA application fee.*

Typed Initials: \_\_\_\_\_

Date:     /     /

Please indicate if you would like to rent a microfridge (microwave/mini-fridge) unit for your dorm room during your stay in New Orleans by checking the appropriate box. The cost of this unit is \$35 for the duration of your stay. You will be responsible for adding this cost to your final payment for the Semester in NOLA program.

Yes- I would like to rent a microfridge unit.

No- I would like to rent a microfridge unit.

**For Office Use Only:**

Date Received:

Application fee processed:

Student Accepted?

Date of notification: