

## STUDENT INFORMATION

<input type="checkbox"/> Male <input type="checkbox"/> Female	Address
Last name	
First name	Telephone number
Middle name(s)	Mobile number
Birthdate (MM/DD/YY)	Email
Nationality	Emergency contact name
First language	Emergency contact telephone
<b>Class start date</b> (MM/DD/YY)	<b>Weeks of study</b>
<b>Volunteer Internship Program start date</b> (MM/DD/YY)	<b>Weeks of study</b>

## AREAS OF INTEREST\*

### SOCIALLY-FOCUSED NGOs

- Women's Rights
- Education
- Children
- Social Welfare
- Environmental

### CHOOSE 3 AREAS IN WHICH YOU WOULD LIKE TO DO YOUR VOLUNTEER PLACEMENT\*\*

First choice: \_\_\_\_\_ Second choice: \_\_\_\_\_ Third choice: \_\_\_\_\_

\*Placements in interest areas are subject to availability. \*\*Students must accept a placement in ANY of their three choices.

## DOCUMENT CHECKLIST

Please initial each statement in each box for your confirmation.

	I have provided a valid email address.
	I have submitted my resume, cover letter and Volunteer Internship Program application 1 month prior to my arrival to my agency and emailed an electronic copy to coop@ilsc.in.
	I have read, understand, and accept the application in its entirety. (If you need help with translations of the Program Policies & Student Agreement below, please ask your agent or counselor prior to signing the document).

## VOLUNTEER INTERNSHIP PROGRAM POLICIES & STUDENT AGREEMENT

- I accept that the placements are voluntary, unpaid and intended for language acquisition, not for vocational or career skills training.
- I understand that due to the nature of the Indian labor market and economy, ILSC cannot guarantee interviews with certain companies or specific industries. Therefore, it is not always possible to find a volunteer placement that fulfills the exact criteria of the student.
- I understand that the minimum language required for Volunteer Internship placements is ILSC Intermediate 1 for Social Volunteer Internships. I accept that I must complete a minimum of two weeks of classes at the required language level before I can start my internship. For more information please contact your counselor or agency.
- I accept that I may be required to enroll in additional classes or cancel my Volunteer Internship Program if I do not meet the required language level or if I do not meet my student responsibilities.
- I accept that placements depend on the availability of positions with host companies, the timing of my placement, my skills, experience, language level and performance in the interview. I consent to the Volunteer Internship Department choosing a suitable placement for me at their discretion, with my best interests in mind and using their best judgment and expertise.
- I accept that although many businesses are located in the Dehli area, a placement may be located farther away in Gurgaon or Noida. This may require public transportation or taxi service.
- I accept that the host company may require me to have a criminal record check prior to offering me a placement. Some organizations require that students have a criminal record or medical check/background clearance or reference letters from their home country in order to volunteer. Students should consult with their agents and are encouraged to have this completed before leaving their home country.
- I accept that I am also responsible for any other miscellaneous program related costs, including, but not limited to, transportation to/from the interviews and during their placement, meals during their internship, and criminal record checks.
- I understand that ILSC may use information on this form and during my internship for Marketing purposes. I hereby give permission for ILSC to use my testimonials, reports, name, video and photograph for such purposes.
- Upon accepting an internship, I am responsible for completing the registered placement term. I understand that a minimum of 4 weeks of the scheduled internship is mandatory to receive a certificate of completion.
- I will maintain communication with my Program Coordinator by submitting weekly reports or emails throughout my placement in order to obtain my certificate of completion.
- I accept that withdrawal from the Volunteer Internship Program before classes begin will result in a full refund minus the \$150 administration fee, and a withdrawal after classes begin will result in a full credit to tuition (no cash refund) minus the \$150 administration fee. Within six weeks of the placement start date, ILSC will not refund or credit any program fees.
- I confirm that the information I have given in this application, resume and cover letter is true, otherwise my application to the Volunteer Internship Program may be denied and/or my placement may be changed or delayed.

Student signature

Date (MM/DD/YY)