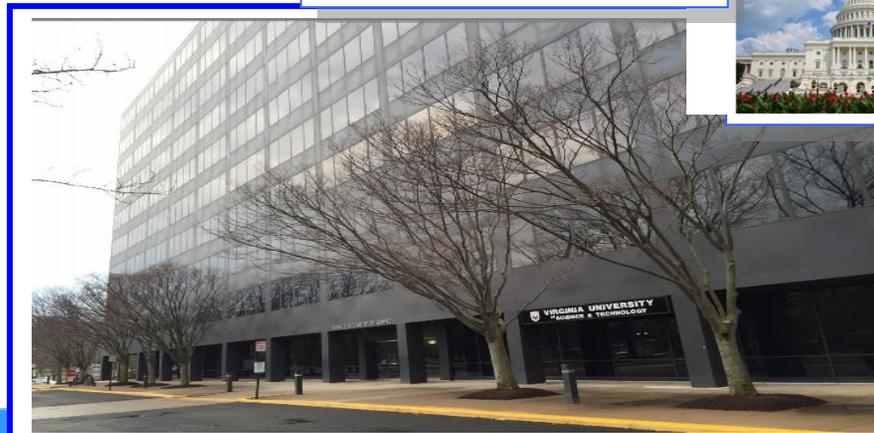# VIRGINIA UNIVERSITY
of ## SCIENCE & TECHNOLOGY

VUST

Internship Application Form

Higher Education for Tomorrow!
成功之大门永远向有志者敞开！

8400 Westpark Drive
Suite 1180
Tysons Corner, VA 22030, USA

Tell Free Phone: 888-880-8588
Direct: 703-298-5852
E-mail: info@VUST.US

Virginia University of Science & Technology
Application Form for Internship

Qualifications for Internship

Following are the requirements needed to qualify for Internship at VUST:

- A **Bachelor or Master** degree students from an accredited American University, with the following Majors/Specialist:
    - Computer Science, Computing Engineering
    - Database Design and Development
    - Graphic Design
    - Computer Applications – Web Design and Development
    - Education Management, Curriculum Design and Development
    - Information/Cyber/Networking Security
    - Information Management System
    - Business Administration and Management
    - Accounting
    - Math
    - Electrical & Electronic Engineering
    - English
- An Undergraduate and Graduate **GPA** (Grade Point Average) of **3.00** or higher on a 4.0 scale, Submit official copy of transcription.
- Foreign Students, whose native language is NOT English and don't complete 2-years study in an accredited American university/college, must provide TOFEL Score Report - - Score must be 80 or higher.
- **Two recommendation letters are mandatory:**
    - ✓ **one must come from who knows you very well in last three years,**
    - ✓ **one must come from your professors at your university**
    - ✓ **one optional: come from a previous employer that you had worked more than 3 months**
    - ✓ **All recommenders must provide their contact information, including a daily telephone number and email address so that VUST can verify the information.**
- All Candidates may require background Check if necessary.
- 3 Months commitment beginning is required
- Completion of the Application Form, including a 300-500 words essay outlining your reasons for wanting to be Intern at VUST.

General Duties & Working Hours

Although the duties vary daily, the average working load ranges from 4 to 6 hours every day. The tasks are assigned by your professors or manager. This includes web design, development, maintenance, update, develop school database, or any applications.

Application Processing Deadlines

1. Application form must be received by 10th of May
2. All required documents must be received by 15st of May
3. Decision will be noted no later than 30th of May
4. Accept/or Reject Letter will be sent to you no later than 31th of May
5. First work day is first week of June
6. Specific notice: **<u>VUST may also open some positions anytime</u>**, please don't hesitate to contact @ info@vust.us

PART I : Personal Information

Last Name		Sex	M ☐	Citizenship	
First Name			F ☐		
SSN# or Passport				Birth Day	
Do you have Work Permit	If Yes: Permission ID				
Race	Caucasian ☐ , Latino ☐ , Black ☐ , Asian American ☐				
Birth Place	City/State/Country			Native Language	
Home Address	Street, City		State/Province		
			Country		Zip Code
Home Phone			Cell phone		
Email			Work Phone		
Emergency Contact Person	Name		Relation	Phone	

Current Photo is required here

PART II-A: Undergraduate Education Information

College Name		Graduation	Yes No
Enter Date	MM/YYYY	Graduate Date	MM/YYYY
Major		Minor	
Average GPA	In 4.0	Student ID	
Degree(s)	Yes or No	Degree Received	(BS, BA, etc.)
School Address			
School Website		School Phone	

PART II-B: Graduate Education Information if applied

University Name		Graduation	Yes No
Enter Date	MM/YYYY	Graduate Date	MM/YYYY
Major		Minor	
Average GPA	In 4.0	Student ID	
Degree(s)	Yes or No	Degree Received	(MS, MA, etc.)
School Website		School Phone	

Advisors & Contact information		

PART III：Working Experience					
Employer Name			Start Date		MM/YYYY
Title & Responsibility			End Date		MM/YYYY
Address			Supervisor Name		
Contract Email			Salary or Compensation		$/Hour

PART IV：Compensation Requirement (you can choice ONLY One)					
Volunteer		Yes｜NO	How Many Days Work per Week		Days/Week
Minimum Wage		Yes｜NO	How Many Days Work per Week		Days/Week

PART V：Recommendations						
Recommendation I	Name		Phone:		Email:	
Recommendation II	Name		Phone:		Email:	

PART VI：Working Available Date						
Start Date	May	June	July	August	September	or other days

PART X：Information Verification	
I, _____ , I agree to the policies and regulations of Virginia University of Science & Technology (VUST). To the best of my knowledge, the information in this application is true.	Agree

_____ 　　　　_____

Print Applicant Name 　　　　　　　　Applicant Signature：

Date: 　　　 mm/dd/yyyy