



AGBU Mission Statement

AGBU, established in 1906, is a non-profit philanthropic organization serving over 400,000 Armenians annually in over 38 countries. Its purpose is to preserve and promote the Armenian identity through educational, cultural and humanitarian programs.

MSIP Mission Statement

AGBU welcomes you to its newly created 2010 Moscow Summer Intern Program. Already home to the largest community in the worldwide Armenian Diaspora, Moscow will be the location of AGBU's newest summer intern program, which joins the organization's successful programs in New York and Yerevan.

AGBU Moscow Summer Intern Program Dates

June 26, 2010 – July 31, 2010 (5-week session)

MSIP Description

The program offers students of Armenian descent from around the world a once-in-a-lifetime professional experience in a global hub of trade, commerce, diplomacy and innovation. Like its sister programs in New York and Yerevan, students participating in the Moscow program will explore the Armenian character of the city and meet local Russian Armenians who are a driving force in the revitalization of this former capital of the Soviet Union. In addition to local outings, educational seminars and cultural workshops, participants will travel to St. Petersburg to explore the cultural riches of former czarist Russia. Among the treasures they will encounter during their trip to Russia's cultural capital will be the famed Hermitage Museum and St. Catherine's Armenian Apostolic Church.

During the program, interns must:

- Work 35 hours a week in office of assigned internship
- Participate in all mandatory cultural, educational, and social activities (3-4 times a week)
- Participate in at least one (1) community service project
- Adhere to all AGBU MSIP policies regarding work performance and personal conduct
- Complete a 5-week internship

MSIP Fees

- \$50 application fee (non-refundable)
- \$2,200 participation fee (\$500 of which is non-refundable in case of withdrawal from Program after June 12, 2010)
- Financial aid available to students demonstrating need (please attach note requesting financial aid application)

MSIP Participation Fee Includes:

- Visa Entrance Fee
- 5-week Dormitory Accommodation
- Welcome Dinner
- Armenian Language Courses
- Russian Language Courses
- Armenian Dance Course
- Social Programs
- Meetings with Government Officials
- Sightseeing in Moscow & St Petersburg
- Trips to Museums and Galleries
- Trip to St Petersburg (includes transportation, accommodation, & meals)
- Farewell Dinner

MSIP Eligibility Criteria

Applicants must be:

- Of Armenian descent
- At least a sophomore undergraduate or a graduate student
- Enrolled in an accredited college or university
- Between the ages of 19 and 26
- High academic achievers with a minimum overall grade point average (GPA) of 3.0 (B) and above
- Active participants in public service oriented activities serving in Armenian and non-Armenian communities.

MSIP Placement Procedures

An MSIP staff member will conduct comprehensive telephone interviews with accepted applicants to discuss possibilities for internship placements. Based on obtained information, the MSIP staff will begin an individualized internship search for each applicant in an effort to find the most suitable placement. Although the length of time required to find the best internship for each applicant varies, most students usually know where they will be interning by the end of May.

Accepted MSIP applicants must be prepared to prove themselves on the job through consistent hard work, inquisitiveness, and a cooperative attitude. It is important for the applicants to have realistic expectations for the duties assigned to them at the start of their internship.



Application Checklist

All application packets must be received by **April 15, 2010**.

Mail to: **AGBU MSIP
55 East 59th Street
New York, NY 10022**

In one envelope, please include one copy of the following materials in the order listed below.
Please do not staple your material.

- a) ___ Completed application form
- b) ___ 2 passport pictures
- c) ___ 2 photocopies of passport (which includes personal information)
- d) ___ One page resume/CV hardcopy
- e) ___ MSIP Personal Essay
- f) ___ Writing sample (research paper/published work)
- g) ___ \$50 application fee, made payable to AGBU
- h) ___ Note requesting financial aid (if applicable)

The following materials may be sent separately, but must be received by **April 15, 2010**:

- a) ___ Current official transcript in a sealed envelope
- b) ___ Two letters of recommendation in their sealed & signed envelopes
- c) ___ Email copy of resume/CV to msip@agbu.org

Applications missing any of these materials will not be considered.
Questions?

212.319.6383 or msip@agbu.org

APPLICATION DEADLINE: APRIL 15, 2010

NOTIFICATION DEADLINE: APRIL 29, 2010



Application Deadline: **April 15, 2010**. Please type or print clearly in black or blue ink.

Personal Data

Last Name	First Name	Middle Name
Date of Birth (MM/DD/YY)	Place of Birth	
Age	Social Security/ID/ or Passport #	Citizenship

Current Address **Valid Until:** _____

Street	Apartment #		
City	State	Zip	Country
Current Home Phone	Mobile Phone		
Email	Permanent Home Phone		

Parental Information

Last Name	Father's Name	Mother's Name	Mother's Maiden Name
Street	Apartment #		
City	State	Zip	Country
Email	Permanent Home Phone		



Name of Applicant: _____

Educational Background

In September 2010 you will be a (circle one): Junior Senior Graduate Other

Name of college/university you are currently attending

City State Country

Expected Graduation Date Major

Please list below all colleges or universities you have previously attended in chronological order, excluding your current institution.

Institution Dates Attended Degree/Major Graduation Date

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Will you be able to receive college credits for your internship from your University?

_____ Yes _____ No



Name of Applicant: _____

Personal Essay

Please limit your response to two (2) pages, typed and double spaced.

Write a personal statement explaining your interest in a summer internship in Moscow. Describe your professional interest and the skills you will bring to the AGBU MSIP. Specify, in detail, your motivation for choosing to intern in Moscow.

How did you hear about the Program?

(Check all that apply)

_____ AGBU News Magazine _____ AGBU Website

_____ Armenian Newspapers _____ Family/Friends

Other (please specify): _____

Applicant Signature

The information given above is complete and accurate to the best of my knowledge.
I am aware that any misrepresentation will result in the disqualification of my application.

Print Name

Signature

Date



Name of Applicant: _____

Internship Area Selection

Among the choices listed below, number your selections as 1, 2, 3 to indicate your first, second, and third choices. Choose only the categories in which you would like to be considered for an internship.

____ Advertising
 ____ Creative
 ____ Sales

____ Architecture

____ Arts
 ____ Administration
 ____ Film and Theater
 ____ Fine Arts
 ____ Music
 ____ Performing Arts

____ Business
 ____ Accounting
 ____ Administration
 ____ Banking
 ____ Finance
 ____ International Business
 ____ Marketing
 ____ Information Systems

____ Education
 ____ Administration
 ____ Research
 ____ Teaching

____ Engineering (specify) _____

____ Government (specify) _____

____ Information Technologies

____ International Relations
 ____ Human Rights
 ____ Research
 ____ NGOs

____ Law
 ____ Commercial
 ____ Corporate
 ____ Criminal
 ____ International Law

____ Marketing

____ Media
 ____ Journalism
 ____ Print: Newspaper/Magazine
 ____ Broadcast
 ____ Radio
 ____ Television

____ Medicine

____ Nonprofit (specify) _____

____ Public Relations

____ Sciences

____ Other (specify) _____



Name of Applicant: _____

Additional Background Information

Please answer the following questions completely.

(This information to remain confidential between the Program staff and the intern.)

Do you have any medical conditions?

Do you have any allergies (food or otherwise)?

Are you currently taking any medication of which we should be aware?

Have you ever been convicted of any criminal offense - or have a record of any nature that may prohibit clearance to receive a foreign Visa?

Have you ever been to Armenia? Yes ____ No ____ Have you ever been to Russia? Yes ____ No ____

Please check the appropriate level of your knowledge of the Armenian and/or Russian language.

<u>Armenian</u>	None	Basic	Good	Fluent	<u>Russian</u>	None	Basic	Good	Fluent
Speaking					Speaking				
Reading					Reading				
Writing					Writing				

Name of Applicant: _____



Emergency Contact Information

Please provide the following information for two (2) emergency contacts:

1. Name _____

Relation _____

Address _____

Telephone _____ Mobile Phone _____

Email _____

2. Name _____

Relation _____

Address _____

Telephone _____ Mobile Phone _____

Email _____



Recommendation Form

To the Applicant

Please choose two individuals from whom you wish to obtain a recommendation and give each a copy of this sheet. One letter of recommendation must be written by a college or university professor or advisor who is familiar with your academic performance, and preferably one who has had a first-hand opportunity to evaluate some significant aspect of your academic work. The second letter may be written by another professor, or an employer. Avoid recommendations from personal acquaintances, i.e. family friends, parish priests, etc.

Applicant's Last Name (Please print) _____ First Name _____ Middle Name _____

College or University _____

Applicant's Signature _____ Date _____

To the Recommender

Thank you for taking the time to write on behalf of this applicant who is applying to the AGBU Moscow Summer Intern Program. Please answer all the questions listed in the table. In addition, on a separate sheet school or business letter head, please describe in narrative form why you endorse the student as a nominee for the AGBU Moscow Summer Intern Program. Be sure to address what you know about the student's academic and professional experiences, participation in extracurricular activities, leadership potential, aptitude and achievement in his or her chosen field. Kindly mail your recommendation along with this form to **AGBU MSIP (55 East 59th Street, New York, NY 10022)** OR you may return your recommendation letter with this form to the applicant **in a sealed and signed envelope before April 15, 2010.**

Recommender's Name and Title (Please print) _____

Organization/Institution _____

Daytime Phone _____ Fax _____ Email _____

Recommender's Signature _____

How do you rate the candidate on the following criteria?

	OUTSTANDING	TOP 10%	VERY GOOD	TOP 20%	ABOVE AVERAGE
Intellectual Curiosity					
Seriousness of Purpose					
Motivation					
Leadership					
Academic Achievement					
Cultural Adaptability					