WELCOME

FSU DC Study Away Program Fall 2027 Cohort Student Application

Welcome! Thank you for your interest in the FSU DC Study Away Program.

This program gives 15 selected Florida State students the opportunity to live, learn, and intern full-time in Washington, D.C. while building meaningful professional experience and connections.

We're excited you're considering joining us. Before you begin, make sure you have the following ready:

- Your one-page resume
- A cover letter
- A professional photo
- A writing sample
- Contact information for two professional references
- Your LinkedIn profile URL (or create one before applying)

Applications must be complete to be considered.

Questions?
Reach us at DC-Study-Away@fsu.edu

ABOUT YOU

Full Legal Name

First Name

Last Name

Preferred Name

Contact Information

Your @fsu.edu Email Address

- What is Your @fsu.edu email address? Your @fsu.edu email address is Florida State's official email service. Your primary email address and sign-in username is generally in the format of FSUID@fsu.edu

Your Mobile Phone Number

Your FSU ID

- What is an FSUID? Your FSUID is your personal username for logging into university computers and online systems (such as ted02d or cwa29f).

Your FSU EMPLID

- What is an EMPLID? An EMPLID is a unique, nine-digit number issued to all Florida State students. You received your EMPLID during the admissions process. To find your EMPLID visit the FSUID Identity Management page

Your Current Major(s)

- Please enter the official name of your academic major(s). For a list of all academic programs at FSU, please visit https://academic-guide.fsu.edu/all-programs

Your Current Minor(s) (if applicable)

- Please enter the official name of your academic minor(s). For a list of all academic minor programs at FSU, please visit https://academic-guide.fsu.edu/minors

Your Current Certificate(s) (if applicable)

- Please enter the official name of your academic certificate(s). For a list of all academic certificate programs at FSU, please visit https://academic-guide.fsu.edu/certificates-and-specialized-studies

What is your expected/anticipated FSU graduation semester and year? (i.e. Fall 2027, Spring 2028, Summer 2029, etc.)

What year did you earn your high school diploma?

Your Current FSU Classification

- To view your current class standing or academic level (e.g., Freshman, Sophomore, Junior, Senior) at Florida State, log in to the myFSU Portal using your FSUID. Once there, click on the Student Central (SC) icon, navigate to My Academics, and select View Unofficial Transcript to verify your total earned credits and standing.
- Alternatively, you can log into your Stellic dashboard, which lists your basic academic information, degree progress, and class standing at the top of your student profile.
- Please note: your class standing is created based on your number of credit hours, *not* your years/time at FSU.

Your FSU CUM GPA

- CUM GPA refers to your cumulative GPA of **coursework at FSU only**. You can find your Cum GPA at the end of your transcript. Your Cum GPA is used for your academic standing (good/probation/dismissal) at FSU. You can find your official FSU GPA by logging into the myFSU Portal, clicking the Student Central (SC) icon, and accessing your unofficial transcript under the Academic Records menu.

Your LinkedIn Public Profile URL

- **Where to find your LinkedIn public profile URL?**

    - To get your LinkedIn public profile URL on a desktop computer, simply log in to LinkedIn.com, click your profile icon (Me), and select View Profile. Your URL will be in the address bar at the top of your screen, or listed on the right side under "Public profile & URL”
        - Pro tip: You can personalize or customize your LinkedIn profile URL following these instructions

- **Why are you asking for my LinkedIn Public Profile URL?**
    - Professionals in DC are accustomed to connecting with peers through LinkedIn so having a LinkedIn profile will be imperative to a student’s success in this program. Student applicants that do not have one can refer to these sign-up directions as well as LinkedIn’s provided A Student’s Guide to LinkedIn and Student Job Seekers: Tips to Building the Perfect LinkedIn Profile.
- Please know that applications will not be judged on the maturity of the profile or how many people are currently in the profile’s network. However, it is important that the LinkedIn profile is well set up to be used during the internship search, interviewing and networking process.

Are you an International Student studying at FSU on a F-1 or J-1 Visa?

- International students at FSU must consult their international advisor at the **Center for Global Engagement (CGE)** or their **International Programs (IP)** advisor before committing to any study abroad, study away or exchange program. This ensures that your participation aligns with your major and complies with visa and full-time enrollment regulations.

- ○ Yes
- ○ No

Do you possess a REAL ID?

- A REAL ID is a federally compliant driver's license or state ID required to board domestic flights or access federal facilities.

- ○ Yes
- ○ No

Have you previously completed a part-time job or internship during college?

You should answer "yes" to this question if you have held a part-time job or an internship during college (after completing high school).

-

- ○ Yes
- ○ No

Please upload your professional photo/headshot.

Note: The FSU DC Study Away Program is committed to an equitable, unbiased selection process. Any professional photo/headshot provided will not be viewed during the selection process not utilized to evaluate your qualifications, skills, or candidacy. The professional photo/headshot is utilized by the FSU DC Study Away Program when announcing the next cohort.

- Need a new or refreshed professional photo? The FSU Professional Photo Booth provides a way for Florida State University students to access FREE professional photos for use with networking sites such as LinkedIn, or with portfolios.
- Want to snap your own? Check out LinkedIn's tips for a good professional headshot

Your Short Professional Bio

- For your FSU DC Study Away Program application, please craft a short, professional overview of who you are and what kind of internship you are seeking in Washington, D.C. that aligns

with your skills and interests highlighting previous experiences written in third person.

- For example >
  - *Tracey Dowling is a junior at Florida State University double majoring in Psychology and Communication, originally from Port St. Lucie, Florida. She is seeking a Fall 2027 internship in Washington, DC focused on policy research related to voting rights, technology policy, and/or democracy reform. She brings prior experience through the State of Florida's Senate Page Program, a policy internship with the James Madison Institute, and service within the Legislative Branch of Florida State's Student Government Association, where she supported research, constituent representation, and advocacy initiatives. Through these roles, she has developed strong skills in legislative analysis, policy research, written communications, and stakeholder engagement.*

Please upload your one-page resume.

All applicants must submit a one-page resume as part of their FSU DC Study Away Program application. While the Selection Committee takes many things into account when making program admissions decisions, your one-page

resume should exemplify your ability to be concise and communicate effectively. It is also an opportunity for you to showcase your greatest accomplishments, further build your case as to why you are a great candidate for the FSU DC Study Away Program and showcase that your one-page resume is ready for the competitive Washington, DC internship market

- Pro tips:
    - The FSU Career Center's Writing a Resume Guide, Harvard University's College Guide to Creating a Strong Resume and/or the Senate Employment Office's Resume & Cover Letter Guide can help you craft your resume.
    - You can meet with a FSU Career Advisor to review your resume prior to submitting our DC Study Away Program application.

Please upload your cover letter.

- DC internship applications require applicants to submit a well-written, personalized cover letter that answers several provided, relevant prompts. For your FSU DC Study Away Program application, upload a cover letter that specifically responds to the following prompts:
    - *Why do you want to participate in the FSU DC Study Away Program?*
    - *How would participating in an internship in Washington, D.C. specifically contribute to achieving your professional goals?*
    - *Living and working in Washington, D.C., requires initiative, adaptability, professionalism, and resilience. Describe a time when you stepped outside your comfort zone to pursue a meaningful opportunity or overcome a challenge.*
- Pro tips:

- The FSU Career Center's Writing Effective Letters Guide, Indeed's Writing an Internship Cover Letter with Examples and/or the Senate Employment Office's Resume & Cover Letter Guide can help you craft your cover letter.
- Meet with a FSU Career Advisor to review your cover letter prior to submitting our DC Study Away Program application.

Please upload your writing sample.

- Most DC internship applications *require* applicants to submit a writing sample. For your FSU DC Study Away Program application, upload a writing sample that isn't too long, is well-written, and demonstrates your ability to make an argument.
- Pro tips:
  - A writing sample is a short supplemental document requested by employers to evaluate your communication skills, thought process, and grammar. It demonstrates your ability to analyze information, organize your thoughts, and present a clear, professional argument.
  - Because the D.C. internship market is a highly competitive, fast-paced hub for public policy, law, and media, employers rely on these writing samples to verify that you can conduct rigorous research, analyze complex data, and communicate concisely under tight deadlines.
  - How should you choose a writing sample? If you have to choose between a highly relevant but poorly written paper and an impeccable but slightly less relevant piece, always choose the one that showcases your best writing.
  - If your best academic paper or legal memo is 15 pages long, only submit an excerpt. Add a brief note at the top specifying that it is an excerpt from a longer paper and include your original prompt.

Please provide contact information for two professional or academic references.

- Most DC internship applications require that applicants provide contact information for 2-3 **professional or academic** references. Ideal references include former internship supervisors, managers, close professors or faculty/staff advisors. List 2 professional or academic references you would utilize in the DC internship application process.
- Pro tips:
  - Provide at least one academic reference (e.g. a professor who knows your skills) and one professional reference (e.g. a past supervisor, manager or student organization advisor, etc.).
  - Never use relatives or personal friends as professional or academic references.

Professional or Academic Reference #1

Full Name:

Email Address:

Phone Number:

Relationship: (i.e. current supervisor, former professor, current advisor, etc.)

Professional or Academic Reference #2
Full Name:

Email Address:

Phone Number:

Relationship: i.e. current supervisor, former professor, current advisor, etc.)

Have you participated in any other experiential learning program through FSU? Please select all that apply.

- [ ] Intern FSU through the FSU Career Center
- [ ] FSU shadow through the FSU Career Center
- [ ] Study Abroad through FSU International Programs
- [ ] Moellership Program through the FSU Center for Leadership & Service
- [ ] Global Scholars Program through the FSU Center for Undergraduate Research & Academic Engagement (CRE)
- [ ] Public Service Fellowship through the FSU Office of National Fellowships

- [ ] FSU Legislative Internship Program through the Office of Governmental Relations
- [ ] FSU Tech Fellows through the FSU Center for Undergraduate Research & Academic Engagement (CRE)
- [ ] UROP (Undergraduate Research Opportunity Program) through the FSU Center for Undergraduate Research & Academic Engagement (CRE)
- [ ] IDEA Grants through the FSU Center for Undergraduate Research & Academic Engagement (CRE)
- [ ] Summer Bridge Program (SBP) through FSU Center for Academic Retention and Enhancement (CARE)
- [ ] QUEST Scholars Program through FSU Center for Academic Retention and Enhancement (CARE)
- [ ] Unconquered Scholars Program through FSU Center for Academic Retention and Enhancement (CARE)
- [ ] FSU Flying High Circus
- [ ] FSU Student Government Association (SGA)
- [ ] FSU Presidential Scholars Program
- [ ] Other program (please indicate)

YOUR DC INTERNSHIP EXPERIENCE

Have you already secured an internship offer for the Fall 2027 semester in the greater Washington, D.C. area?

- ○ Yes
- ○ No

If yes, upload your formal internship offer letter/email.

If no, list your Top 5 specific internship opportunities and respective internship employers within the greater Washington, D.C. area below. For example, "Legislative Intern with Senator Ashley Moody" or "Refugee Support Intern with International Rescue Committee:"

Goal Internship #1

Goal Internship #2

Goal Internship #3

Goal Internship #4

Goal Internship #5

COMMUNICATION

How did you hear about this opportunity? Please select all that apply.

- [ ] FSU Career Center Website

- [ ] FSU Career Center Staff Referral
- [ ] FSU Career Center Newsletter
- [ ] FSU Career Center Social Media
- [ ] FSU Academic College Website, FSU Academic Advising Staff Referral, FSU Academic College Newletter
- [ ] FSU Academic College Social Media
- [ ] FSU Faculty Referral
- [ ] In-Person Information Session
- [ ] Virtual Information Session
- [ ] FSU Peer/Friend Recommendation
- [ ] Family Member Recommendation
- [ ] FSU Mentor/Advisor Recommendation
- [ ] Non-FSU Mentor/Advisor Recommendation
- [ ] FSU Orientation Session
- [ ] Other

Applicant Certification

Please read and initial each statement below.

I understand that participation in the Fall 2027 DC Study Away Program requires a substantial commitment during the Spring 2027 semester in order to secure a full-time internship in DC for the fall semester.

I understand that participation in the DC Study Away Program incurs a $10,000 Program Fee. ☐

I understand I must maintain good academic and conduct standing with Florida State University. ☐

I understand that, if selected for the program, I will be expected to participate in program activities, networking opportunities, workshops, and community events during the Fall 2027 semester in DC. ☐

I understand housing assignments are made by University Housing and that rooms are shared accommodations. ☐

I authorize the FSU Division of Student Affairs, Career Center, University Housing, ☐

and appropriate university personnel to review my application materials for program selection purposes.

I authorize the FSU Career Center to check my academic, student conduct, and academic honesty records to verify eligibility for this position. ☐

Applicant Certification

I certify that all information provided is accurate and complete to the best of my knowledge.

SIGN HERE

clear

Powered by Qualtrics