



## Professional Internships Pilot Program Silicon Valley, California

**January 16 to March 10, 2017**

(This program is funded by the U.S. Embassy in Mexico and implemented by the *Asociación de Empresarios de México (AEM)*, Northern California Chapter in collaboration with *Impulsa Aceleradora de Negocios, S.C.*)

### APPLICATION FORM

**INSTRUCTIONS:**

- **Read ALL the application form carefully** before filling it out.
- **Download** the application form to your computer. **Save** it in your hard disk with your **two last names as the file name**. Example: gonzalezarroyo.doc
- **Fill out** the application form electronically. TYPE IN THE WHITE SPACES ONLY.
- **Sign up** at: "Silicon Valley Internship" <https://trepcamp.litmos.com/online-courses/>
- **Upload** your completed form and documents **no later than Sunday, October 23, 2016**.
- You will receive a confirmation e-mail acknowledging receipt of your application. **If you do not receive a response within three working days, please re-send until you receive notification.**

**Part 1 – Personal information**

<b>a) Full name (exactly as printed in your passport - if available - or birth certificate)</b>		
Last name	Mother's maiden name	Name(s)
<b>b) Home address and contact information</b>		
Street and number		
Colonia / Fraccionamiento		Delegación / Municipio
City	State	Country and ZIP Code
(Area code)	Phone number	e-mail address
(Area code)	Cellular phone number	
<b>c) Date of birth</b>		<b>Place of birth</b>
mm / dd / yyyy		city, state
<b>d) Country(ies) of citizenship</b>		<b>Gender</b>



<b>e) Health issues – please document below if you have any conditions that require special attention, including dietary, physical or other restrictions. This will not affect the selection process but your hosts need to be aware of this information.</b>			
I have serious conditions or restrictions to report: <input type="checkbox"/> Yes <input type="checkbox"/> No.			
If yes, please document further:			
<b>f) Will your current medical insurance cover you in the U.S.?</b>			
Yes (if selected, you will be required to submit proof).		No	
<b>g) Passport number (if available)</b>		<b>Expiration date</b>	<b>Do you have a valid U.S. visa?</b>
		mm / dd / yyyy	Yes      No
<b>h) Emergency contact:</b>			
full name	relationship	e-mail address	Cell number

**Part 2 – Higher Education Institution**

<b>i) Field of study and semester you are currently attending. If you have completed your coursework, please indicate the date and when do you expect to have your diploma (título). If you already have your diploma, please enclose a copy.</b>			
Research interests			
<b>j) Institutional affiliation</b>			
Name of institution			
Street and number			
Colonia / Fraccionamiento		Delegación / Municipio	
ZIP Code	City	State	
(Area code)	Phone number	Web site	



<b>k) Previous travel study experience in the United States (begin with most recent)</b>					
Dates		Type of travel (business, vacation) / Title of studies or research	Cities and/or states / school or institution	Supported by U.S. government (Check)	
From mm/dd/yyyy	To mm/dd/yyyy			Yes	No
<b>l) Proof of language proficiency (please enclose a copy of your test results)</b>					
Date taken (mm/dd/yyyy)	Name of test		Score or grade obtained		

**Part 3 – Professional Experience**

<b>m) Please document below any paid or un-paid jobs you currently have or have had. Include position's title and responsibilities.</b>
<b>n) Please document below the type of company where you would like to be placed if selected.</b>

<p><b>IMPORTANT: I certify that the information I have provided is true and accurate to the best of my knowledge. I understand that misrepresentation of information may lead to immediate dismissal of my application or from the program if selected as a finalist. I hereby consent to and authorize the sponsor and implementing partners to release my name, home institution and other relevant information that may be considered pertinent in the event I am selected as a finalist.</b></p> <p><b>My typed name below is to be considered as the electronic equivalent of my signature.</b></p>	
Full name	Date of application mm/dd/yyyy

Your application should be accompanied by:

- Two letters of recommendation from professors and/or employers
- CV in English
- Transcripts up to current semester, including your GPA
- Home institution's letter of endorsement
- ITOEFL or equivalent proof of English language proficiency



- An essay documenting research interests, your strongest assets or qualifications, why you would like to participate in this program and your expectations. It should be a maximum of two pages, double spaced, in Times New Roman 12 font. This is a critical part of the application so we encourage applicants to document substantively.
- Copy of passport (If available. **It is not a requirement to apply to this program.**)
- Copy of undergraduate diploma or proof of having completed the requirements to obtain degree.

Para mayores informes o dudas, favor de ponerse en contacto con:

Maria Fernanda Reinoso Domenzain  
Impulsa México  
e-mail: [fernanda.reinoso@impulsamexico.com](mailto:fernanda.reinoso@impulsamexico.com)



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**Application Checklist**

<b>Student's full name:</b>		
<b>Institution where currently enrolled or from which you graduated:</b>		
<b>Degree pursued and current semester or date in which you obtained your undergraduate degree</b>		
<p><b>Please post your application and accompanying documents at "Internship Documentation"</b>  <a href="https://trepcamp.litmos.com/online-courses/">https://trepcamp.litmos.com/online-courses/</a>  <b>by October 23, 2016</b></p>		
	<b>Required documents</b>	<b>included</b>
<b>1</b>	Application form	
<b>2</b>	Two letters of recommendation	
<b>3</b>	Curriculum Vitae in English	
<b>4</b>	Transcripts including overall GPA up to last semester	
<b>5</b>	Home institution's letter of endorsement	
<b>6</b>	Evidence of English language proficiency, e.g. ITOEFL or equivalent	
<b>7</b>	Essay in English	
<b>8</b>	Copy of passport (if available, not a requirement)	
<b>9</b>	If applicable, copy of undergraduate diploma or proof of having completed your degree requirements.	

<b>Note:</b>
As a rule, incomplete applications will not be considered. However, if you are missing one or more required documents for reasons well beyond your control, please provide an explanation below and when can they be expected.