ARIZONA LEGISLATIVE INTERNSHIP PROGRAM

STUDENT APPLICATION CHECKLIST

This checklist has been provided only as a guide to students interested in applying to the Arizona Legislative Internship Program at the University of Arizona. All information in this document is intended as suggestion only; it is the student’s responsibility to ensure all deadlines and requirements are met when applying to this program.

REVIEW INTERNSHIP INFORMATION

LEARN MORE

☐ Receive internship letter via mail and University of Arizona email
☐ Visit www.arizona.edu/realworldintern to learn more about internships offered
☐ Review website and learn about benefits of a legislative intern
☐ Decide which agencies you would like to apply to (we recommend applying to all)
☐ Sign-up to receive digital alerts for upcoming events and deadlines at aescoto@email.arizona.edu

ASK QUESTIONS

☐ Identify dates and location of internship booths you can visit to ask questions
☐ Ask questions regarding credit hours, GPA, scholarships, or tuition waiver
☐ Visit our booth at the UA Employment Fair on August 24, 2016
☐ Attend one of our legislative internship receptions on September 6th or 9th
☐ Identify two professional or academic contacts for (2) letters of recommendation
☐ Request (2) letters of recommendation to attach to your application

SUBMIT YOUR APPLICATION

PREPARE DOCUMENTS

☐ Review guidelines for application and required attachments at www.arizona.edu/realworldintern
☐ Update your current resume and proofread
☐ Draft and proofread your personal statement (300 words or less)
☐ Remind your letter of recommendation writers of the application deadline
☐ Meet with academic advisor and complete supplement form
☐ Submit your completed supplement form by October 7, 2016 to aescoto@email.arizona.edu
☐ Download your unofficial transcript at www.uaccess.arizona.edu
SUBMIT YOUR APPLICATION

PROOFREAD DOCUMENTS

☐ Identify dates and location of internship application workshops
☐ Ask questions on the application and your documents proofread by our staff
☐ Proofread all of your documents one final time
☐ Receive your letters of recommendation
☐ Verify you have all necessary attachments (resume, statement, letters, transcript)
☐ Complete and proofread your online application at www.arizona.edu/realworldintern

PREPARE FOR YOUR INTERVIEWS

FIRST-ROUND INTERVIEWS

☐ Identify dates and location of first-round interview workshops
☐ Ask questions on interview committee, questions, attire, etc.
☐ Schedule your first interview (university staff will contact you)
☐ Review all workshop materials and presentations
☐ Get plenty of rest, eat a healthy breakfast and dress professionally
☐ Answer interview committee questions clearly and concisely

SECOND-ROUND INTERVIEWS

☐ Identify dates and location of second-round interview workshops
☐ Ask questions on interview committee, questions, attire, etc.
☐ Review all workshop materials and presentations
☐ Schedule your second interview (university and capitol staff will contact you)
☐ Get plenty of rest, eat a healthy breakfast and dress professionally
☐ Drive to the Capitol in Phoenix, Arizona

LIVE THE LEGISLATIVE PROCESS

SERVE AS AN INTERN

☐ Attend all university events including the intern sendoff luncheon and intern orientation
☐ Keep university staff up-to-date on any questions or concerns you have
☐ Enjoy your internship and Bear Down!