Instructions for
Scottish Parliament Internship Application
(NON-SPI Application Instructions at end of document)

All application materials must be received by your UC Campus EAP Office no later than the deadline published by your campus. The final acceptance decision will be made by the Internship Coordinator(s) at the Scottish Parliament.

This is a competitive application process and a maximum of 10 interns will be chosen each semester.

- First, complete and electronically submit the UCEAP Online Application in MyEAP.
- Second, read these instructions carefully before submitting the items listed below. Be sure to allow enough time to gather the necessary documents.
- Look over these sample forms before starting your application to get an idea of the basic cover letter and CV (curriculum vitae) formats.
  a. Sample form of cover letter and Cover Letter Guidelines
  b. Sample form of CV

A complete application consists of:

1. Official transcript
2. Cover letter showing:
   a. Your field of interest - the Internship Coordinator(s) at the Scottish Parliament will try to match you with the MSP who is responsible for that field of interest
   b. Some knowledge of the background and work of the Scottish Parliament
   c. Some knowledge and/or experience in your field of interest – you do not need to have taken classes or actually worked in this field
   d. Personal qualities that make you a good representative of UC
3. Curriculum Vitae - keep in mind that a CV is different from a resume and requires more details
4. Letter of recommendation that can be either academic, work, or background-related
5. Photocopy of valid passport personal information page – if the passport is being renewed, submit the photocopy separately as soon as possible

Submit an original plus 3 copies of each item listed above to your UC Campus EAP Office.
Check your UC email address regularly for any updates. Direct any questions to Meaghan White at mwhite@eap.ucop.edu or (805) 893-2667.

**NON-SPI Application Instructions**

For Fall 2016 and Spring 2017, please follow all the SPI instructions above and add a second cover letter addressed to Dear Sir/Madam at a possible other internship location. If the Scottish Parliament rejects your SPI application for any reason, Hilary Noyce at the UCEAP Study Center in Edinburgh will re-route your materials to another internship provider. If you do not want any other internship than SPI, you do not need to submit a second cover letter.

Descriptions of available internships will appear on the UCEAP website as arrangements are made with potential providers.

A non-SP internship will be similar to the SPI: intern Monday-Thursday, then class at the Study Center on Friday. The class is the same for all interns, SPI or not. All interns must obtain the Tier 5 Work Visa through BUNAC and all interns must make their own housing arrangements. Full instructions and details will follow later in the placement process.