



## **Facts Sheet - London Internships**

### **Nature of Internships in London**

As one of the most diverse and exciting global cities in the world, London attracts people to live, study and work from all corners of the globe. As a result of this, the competition for internships is highly competitive. It is imperative for students to provide CAPA with the highest quality materials that we can use to promote their skills and experiences. This includes not only their application and supporting documents, but, for specific industry areas, their portfolios, writing samples, evidence of work, etc.

It is also of utmost importance that interns have realistic expectations about the feasibility and appropriateness of the placement they wish to secure. CAPA ensures that placements are meaningful, developmental and appropriate for each and every student based on their level of skills, abilities and aspirations in their selected industry areas.

### **Enrollment Criteria**

To participate in the London Internship program the student should be in the second semester of their sophomore year or above in University and carrying a GPA of 2.5 or higher. Applicants with GPA's lower than this will be reviewed by CAPA's academic management team in order to assess their suitability for an internship in London.

Under United Kingdom law, any student participating in the internship that is a non-EU citizen must obtain a Tier 4 visa prior to leaving the United States for the United Kingdom.

In addition, any student from a non-majority English speaking country will be required to pass a language test (competent at a minimum CEFR level B2).

Students must submit the following documents for the CAPA application for internships: a completed Experiential Application form, up-to-date resume, a generic cover letter, one academic and one professional letter of reference, university transcript(s), a police background check, two passport size photos, and any university department requirements for specific majors (if applicable).

### **Internship Framework**

While in the UK, all interns must also adhere to the Boarder Agency's "50/50" ruling. This means that students enrolled in a 3-credit program will work for 15 to 20 hours per week in the workplace and those enrolled in 6 credit programs will work for 20 hours per week in the workplace. CAPA does not promote any internship that is less than 15 hours per week.

Internship programs in London may also offer an academic component to the study abroad experience. CAPA's *Learning through Internships* course is a unique educational experience that gives students the opportunity to apply classroom learning to the workplace experience and social environment.

## Internship Process

- **70 Days prior to program start date:** All Internship Application materials must be submitted to CAPA's Boston staff.
- **60 Days prior to program start date:** All Internship Application materials must be submitted to CAPA London internship staff.
- **14 Days prior to program start date:** CAPA makes every effort to provide students with Position Descriptions outlining their potential placement. On rare occasions these documents may not be available and the student will receive details during their in-country orientation.
- **Mandatory Internship Orientations:** Internship orientations will typically be delivered within the first 72 hours of arrival in to London. Orientations MUST take place within 1 week of arrival.
- **Internship Interviews:** Following the mandatory internship orientation, Interviews will be arranged to take place within the next 5 business working days. Historically CLP arrives on a Wednesday and interviews are arranged for as early as possible the following week. (custom programs may have tailored interview dates to align with their independent program structures)
- **Internship Start Dates:** Interns are required to officially start with their host sites as soon as possible following their interview. This is to ensure they can reach their required internship hours targets.

*\*Please note that an increasing number of internship sites are requesting Skype interviews to take place prior to the student's arrival in to country. CAPA Boston staff shall be informed of these requests and interns shall be supported in preparing for this interview.*

## Helpful Links and Resources

### **CAPA Documents and Links:**

- <http://www.capa.org/london>
- [CAPA World Blog - Internships](#)
- [CAPA London Internships Handbook](#)
- [Learning Through Internships Syllabus](#)

### **Application Documents:**

- [How to Write a Resume](#)
- [How to Write a Cover Letter](#)
- [Police Background Check FAQ](#)