



**UO Alumni Association National Capital Chapter
D.C. Intern Scholarship
APPLICATION FORM**

Name: _____
Last First Middle

Permanent Address:

Street City State Zip

Phone Number: _____ **UO Student ID Number:** _____ **Is the
internship paid?** Yes No

(Note: Both paid and unpaid internships are eligible for scholarship.)

A complete application will include this application form along with the following items:

- Unofficial transcript.
- Resume.
- Writing Samples *(details attached)*.
- Letter of acceptance from the organization where the internship will take place. ●
Disclosure of any other outside financial sources for the summer internship (e.g. other
scholarships, grants, etc.).

Deadlines:

Applicants are required to submit their applications electronically **Please e-mail the application components to Erin Hagen, Director, Alumni Engagement at ehagen@uoregon.edu.** Submissions must be received no later than 11:59 pm **Eastern Daylight Time** on May 30, 2026. It is *strongly* encouraged that applications be submitted in .pdf format.

Please Note: Incomplete applications and those not following instructions will not be reviewed.

Statement of Release:

By signing below, I allow the UO Alumni Association and association chapter(s) to release my name as the 2026 Scholarship Recipient for use on the association website(s), university publications, and local newspaper announcements.

Applicant Signature Date



**UO Alumni Association National Capital Chapter
D.C. Intern Scholarship
APPLICATION INSTRUCTIONS**

General Information

The UO Alumni Association National Capital Chapter awards one to two \$2,000 D.C. Intern Scholarship(s) annually to UO undergraduate or graduate students participating in an internship program in the Washington, D.C. metropolitan area. The internship may be paid or unpaid. The goal of the D.C. Intern Scholarship Program is to facilitate skills and career development through interactive hands-on work experience. It is designed to assist with some, but not all, of the living and/or travel expenses incurred during an unpaid internship. The National Capital Chapter welcomes applications from any UO student without regard to age, race, gender, disability, or ethnicity.

Eligibility

Please read the following requirements carefully as you consider applying for the scholarship:

1. Internship must take place in the Washington, D.C metropolitan area or remotely with an organization or agency that is based out of the Washington, D.C. metropolitan area. It may be under the auspices of the University of Oregon or any other recognized internship organization.
2. Applicant must be currently enrolled in a degree program and in good academic standing.
3. Applicant must be able to demonstrate how internship will advance his/her career goals, graduate school applications, senior thesis, etc.
4. Applicant must complete internship and all requirements satisfactorily, which include the following:
 - Internship involves a minimum of 120 hours of work, usually 20 to 30 hours/week, over 6-8 weeks and is completed successfully.
 - Internship consists of substantive and supervised work related to applicant's academic major, minor, area of concentration, or career interests.
 - If selected, recipient(s) must attend either an in-person or virtual Intern Meet & Greet session with National Capital Chapter representatives and fellow interns during their time in their internship program and complete a final report of her/his experience by a designated deadline.



Application Procedure

Applicants are required to submit their applications electronically. Submissions must be received no later than 11:59 pm **Eastern Time** on May 30, 2026. It is *strongly* encouraged that applications be submitted in .pdf format.

A complete application will include the following items:

1. Application form.
2. Unofficial transcript.
3. Resume.
4. Writing Samples, which include:

a.) **D.C. Intern Scholarship Proposal.**

Guidelines: Must be no longer than 500 words, single-spaced with 12-point font and one-inch margins.

Topic: This proposal should demonstrate the soundness and merit of the applicant's internship in relation to how it will advance his/her future academic and/or professional goals. The proposal should also explain what skill set the applicant would bring to the internship position and 2-3 learning goals for the experience.

b.) **Short Essay.**

Guidelines: Must be no longer than 200 words, single-spaced with 12-point font and one inch margins. We want to hear about your experiences. *While we understand students use AI tools (ChatGPT, Copilot, DALL-E, etc.) in some of their coursework, we expect the responses to all essay questions in this application to be original. AI results can be biased and inaccurate, and many AI tools will incorporate and use any content you share, including personal information. We encourage you to use AI tools in this instance responsibly.

Topic: What makes you proud to be an Oregon Duck, and what value do you believe you could get from future involvement in one of the university's alumni chapters (e.g. D.C. Ducks)?

5. A letter of acceptance from the organization where the internship will take place.

Submit completed application and any questions to:

Erin Hagen, Director, Alumni Engagement at ehagen@uoregon.edu.

The scholarship winners will be notified no later than June 30, 2026.