

## Saltzman Institute Summer Internship Funding Application Requirements

The Saltzman Institute is pleased to offer funding for Columbia undergraduates completing summer internships that are unpaid or below minimum wage.

Up to 6 applicants will receive awards ranging from \$1,000-\$2,000.

### Eligibility:

- Must secure a qualifying internship by application deadline
- Internship must be unpaid or below minimum wage
- Internship must be at least 12 hours/week
- Internship start date must be after Columbia University Commencement (May 15th, 2024)

### Documents Required:

- **Resume**
- **Unofficial Transcript**
- **Internship Employment Verification Form** ([LINKED HERE](#))
- **Personal Statement:** 500-750 word statement about how the internship relates to your career goals and the internship's relevance to international security.
- **Financial Need Addendum (optional):** 500 words or less pertaining to factors that you would like the committee to consider regarding your financial situation and need for funding.

### Application Process:

Please use the application form ([LINKED HERE](#)) to submit your Personal Statement, Internship Employment Verification Form (which must be filled out by your prospective internship supervisor), Unofficial Transcript, Resume, and any other optional addendum. Make sure all required documents are saved and submitted as PDFs.

*The application deadline is **April 26th, 2024.***

### FAQs:

- **I received a conditional internship offer but my position requires security clearance so I won't receive the official offer before April 26th, 2024.**  
Please note this in your personal statement. You will still be considered, but you will not receive your funding award until you have accepted an official offer.
- **I do not have a contact to send the employment verification form to.**  
You are temporarily permitted to upload a screenshot of your internship offer. However if you are selected as an awardee, the internship employment verification form will be required before you can receive funding.
- **I don't know the details of my internship length or location yet.**  
Fill out the application form to the best of your ability. Try to find as much information as you can, but it is understood that not all of this information is available yet. When these details do emerge, you are responsible for updating your application details by emailing Olivia Grinberg at [ojg2112@columbia.edu](mailto:ojg2112@columbia.edu).
- **Will it hurt my chances if I don't submit a financial need addendum?**  
No. The addendum is optional. It is an opportunity for students to share additional information with the committee.