

Unpaid Internship Scholarship Application

Please complete parts 1-4 of this form and upload to the Application link on the website, by **September 8th, 2025**. For more information on the application process, see <https://www.jmu.edu/career>. If you have any questions, please contact the Emma Gibbons at gibbonek@jmu.edu.

Date:		
Full Name:		
<i>Last</i>	<i>First</i>	<i>Middle</i>
Name of Company/Organization offering internship:		
Organization's website:		
Name of Intern Supervisor:		
Email of Intern Supervisor:		
Time frame of internship (include start and end date):		
Please include the total minimum number of hours you plan to work (this must be verified on the employer verification form):		
Is this internship abroad through JMU?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, you will need employment authorization through the Center for Global Engagement (formerly OIP)
If internship is abroad through JMU, please include the name and link to the description of the program. If not, enter "N/A"		

Please describe the types of duties, responsibilities, etc. required by your internship. You can copy and paste the job description responsibilities if available. (1000 word limit):

How do you see this internship impacting your career decision making and goals? (1000 word limit)

Students receiving the unpaid internship scholarship must register for at least one credit hour of internship credit. If your major offers a course, you are encouraged to choose that option.

Which class will you be registering for during the semester?	<input type="checkbox"/> Internship class: _____
If you receive the unpaid internship scholarship, which JMU internship class will you be registering for:	<input type="checkbox"/> Internship Class within my major (1 credit hour) <input type="checkbox"/> Internship Class within my major (2 credit hours) <input type="checkbox"/> Internship Class within my major (3 credit hours) <input type="checkbox"/> UNST 480 (1 credit hours) <input type="checkbox"/> other, please explain:
Are you an international student?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you will need employment authorization through the Center for Global Engagement (formerly OIP)

Part 2

Faculty/Staff Recommendation Letter

Please request a recommendation letter from a Faculty or Staff member of JMU to include as part of your Unpaid Internship Scholarship application.

Part 3

Prospective Budget

Utilize the budget template linked on the [website](#) to create your prospective budget and financial statement. The unpaid internship scholarships offered through the University Career Center are meant to assist with cost-of-living expenses and are not to be considered wage replacement.

Allowable expenses include tuition for internship course, travel, transportation, housing, utilities and food during the summer when you will be interning. Please do not include future semester expenses such as tuition or books as these are costs not applicable the summer. Scholarship amount is set at \$4,000 maximum. We realize housing and food costs will vary depending on where you are interning. Your budget should be honest, thorough and well-researched to describe costs associated with the summer. **Please include amounts for the duration of your internship.**

Part 4

Employer Verification Form

The Employer Verification form is linked on the [website](#) to be downloaded and sent to the internship supervisor to be completed. Once completed it will need to be sent back to the student to be uploaded to the Madison Scholarship Hub as a piece of the application. Please make sure the internship supervisor is aware of the application deadline, **completed applications are due September 8th, 2025.**

Questions: Please reach out to Emma Gibbons gibbonek@jmu.edu with any questions.