

Cultural Exchange Institute
CEI-COSTA RICA INTERN APPLICATION
434.825.0962 | info@culturalexchangeinstitute.org

CEI Intern Application (Academic Version)

- A 100-word autobiography. (OR) Video version lasting no more than 2 minutes.
- An additional separate short 200-250-word essay (OR) Video lasting no more than 4 minutes, stating your objectives and expectations of a CEI internship and how they relate to your goals.
- Your resume, to be uploaded as a Microsoft Word document or PDF.
- A short pertinent writing sample, preferably an academic paper five pages or less in length, to be uploaded as a Microsoft Word document or PDF. This can be a paper that you have previously written for your academic coursework. Alternatively, it can be a five-page excerpt of a larger paper. Double-spaced is preferred.
- The names, titles, e-mail addresses, and phone numbers of two people who will write letters of recommendation on your behalf. Letters must be mailed personally from the recommenders directly to CEI (they may not be submitted by the applicant).
- Your Official Transcripts mailed directly from your most recent institution

CEI Intern Application (Practitioner Version)

- A 100-word autobiography. (OR) Video version lasting no more than 2 minutes.
- An additional separate short 200-250-word essay (OR) Video lasting no more than 4 minutes. stating your objectives and expectations of a CEI internship and how they relate to your goals.
- Your resume, to be uploaded as a Microsoft Word document or PDF.
- An explanation of your professional work as it has contributed to goals similar to those of CEI. Please indicate programs or initiatives that you have led or been involved with and your associated role. You may submit up to 5 pages to be uploaded as a Microsoft Word document or PDF. Alternatively you can submit a video up to 5 minutes which relates the same type of information. Please be as specific as possible. Double-spaced is preferred in written documents.
- The names, titles, e-mail addresses, and phone numbers of two people who will write letters of recommendation on your behalf. Letters must be mailed personally from the recommenders directly to CEI (they may not be submitted by the applicant)