



## HARVARD CHINA STUDENT INTERNSHIP PROGRAM - SUMMER 2018

The Harvard China Student Internship Program (HCSIP) is offered in partnership with Chinese corporations, NGOs/NPOs, and multinational companies in China. Students experience modern China through their internship placements and gain an introduction to Chinese history and culture, all while learning first-hand about life in the workplace. The structure of the program includes a nine-week internship, a week-long field trip, and numerous cultural events.

The program is managed by the Harvard China Fund (HCF) staff in Shanghai and Cambridge.

**Internship Period:** June 9<sup>th</sup> – August 17<sup>th</sup>, 2018. (One week of orientation/field trip organized by the Harvard China Fund will take place from June 9<sup>th</sup> to June 16<sup>th</sup>).

**Eligibility:** Returning undergraduates from all concentrations are eligible to apply. Chinese language is not required to apply, but almost all of the internship positions require some knowledge of oral and written Chinese. Students must have excellent written, communication, and analytical skills. Students must be able to commit to the entire 10-week program.

**Cost:** All students will be responsible for the \$2,500 program fee. Housing and airfare will be covered by funding from the host company, Harvard China Fund, or other sources of funding on campus. All interns will receive a small, variable stipend. Funding is available and all eligible students will be automatically considered for a grant from the Office of Career Services or other sources of funding after applying to HCSIP.

**Internship Placement:** Internship placements will be concentrated in Beijing, Shanghai, Shenzhen, Guangzhou, Haikou, Hong Kong, and Taiwan. Interns will work at leading multinational and Chinese companies in various industries. Applicants should indicate the type of host organization or work they prefer, and their relevant experience and skills on the application form. While there is no guarantee that placements can be made with specific companies or in specific cities, every effort is made to ensure that students have a satisfying experience consistent with their interests.

Visit our website for a sample of host companies from last summer and potential host companies for summer 2018: <http://hcf.fas.harvard.edu>.

**Application Deadlines:** Students should submit a completed application by **January 17, 2018 through CARAT**. The Harvard China Fund will select candidates for interviews in early February. Students will be notified of their acceptance into the Internship Program by late March 2018.

**2018 HARVARD CHINA STUDENT INTERNSHIP PROGRAM APPLICATION**

Deadline: January 17, 2018

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First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Chinese Name (if any): \_\_\_\_\_

Campus Address, Including House: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Concentration & Graduation Year: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

E-mail: \_\_\_\_\_ Harvard ID: \_\_\_\_\_

Citizenship: \_\_\_\_\_ Gender: \_\_\_\_\_

Have you ever been to China (mainland China, Hong Kong, Taiwan) before? If so, mention purpose/year(s)/duration:

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Have you held an internship in China before? If so, when, and describe:

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Do you have any international travel experience? Please describe briefly:

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Have you participated in any other similar programs while studying at Harvard (internship, volunteer, Harvard Beijing Academy, etc.)? Please list below:

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1. Internship industry / work preferences (please rank your top **three** preferences):

- \_\_\_ Accounting
- \_\_\_ Advertising and Design
- \_\_\_ Agribusiness and Food
- \_\_\_ Aviation
- \_\_\_ Biotech
- \_\_\_ Education
- \_\_\_ Environmental Issues
- \_\_\_ Finance / Investment
- \_\_\_ Foundation / NGO
- \_\_\_ Healthcare
- \_\_\_ Information Technology
- \_\_\_ Insurance
- \_\_\_ Management Consulting
- \_\_\_ Media
- \_\_\_ Manufacturing
- \_\_\_ Real Estate
- \_\_\_ Research
- \_\_\_ Tourism/Hospitality
- \_\_\_ Other \_\_\_\_\_

2. Please describe your relevant skills for the industry / work preferences you selected in Question 1.

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3. Language fluency

a. Please rate your spoken fluency in Mandarin Chinese (*Putonghua*)  
0=No spoken language skills, 5=completely fluent/native speaker

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b. Please rate your written Chinese language skills  
0=No writing ability, 5=Fluent writing ability

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4. Please list any additional pertinent skills (computer/IT, writing, communication, analytical, etc.), including knowledge of other languages:

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5. Why are you interested in HCSIP? What are your reasons for applying? Your expectations for this experience? *Please elaborate in an attached essay – 2 page maximum.*

**Application materials to be submitted beyond this form:**

- a. Essay, from Question 5 (*no more than two pages double spaced*)
- b. Harvard College transcript (*unofficial*)
- c. Resumé (*no more than one page*)
- d. Letter of recommendation (*preferably from resident dean, professor or former employer*)

Please submit this form and accompanying materials to us through CARAT. While all efforts should be made to submit the recommendation letter through CARAT, if your recommender is unable to access CARAT, please have them send their letter directly to **Caitlin Keliher** at the address below, or by email to [ckeliher@fas.harvard.edu](mailto:ckeliher@fas.harvard.edu). All materials must be submitted by **January 17, 2018**.

Harvard China Fund  
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**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_