

## GUIDELINES ON HOW TO APPLY

### Criteria to apply:

- Must be a business student (i.e., BS, Business & Economics, BS, Computer Science & Business, or BS, Integrated Business & Engineering)
- Must have a minimum GPA of 3.0
- Must be a junior at time of application (current sophomores with junior standing may also apply)
- Must be a U.S citizen
- Must be able to commit to a minimum four- to six-week (ideally more) international internship during the 2020 summer session

### Application Package:

A complete application package must be submitted by **Monday, NOVEMBER 4, 2019 @ 9:00 a.m.** This consists of the following (and described in more detail below).

- Completed application form
- Short essays / personal statement (as described below)
- Two (2) letters of recommendation from professors (use template provided)
- One (1) letter of recommendation from a previous employer or mentor/adviser if you held a leadership role (use template provided)
- Copy of your resume / CV

### ➤ Application Form

- Available to download at: [go.lehigh.edu/tauck](http://go.lehigh.edu/tauck)  
**Application must be typed and submitted by email as a Word Document** (contact information on next page).

### ➤ Short Essay / Personal Statement

**Complete BOTH questions.** Each essay/personal statement should be between 350-500 words, typed, double-spaced.

1. **How would the international experience afforded by this scholarship benefit you both on a personal level and also in helping you achieve your career goals?**
2. **Why would you be an ideal candidate for the Tauck Scholarship?**

Completed essays may be submitted directly by email or printed and handed in person (contact information on next page).

### ➤ Letters of Recommendation\*

- Please use the template provided. Available online at: [go.lehigh.edu/tauck](http://go.lehigh.edu/tauck)
- If you hold a leadership position in a club or other extracurricular activity, you are welcome to submit a letter of recommendation from that advisor in lieu of a previous employer.

\*Please refer to instructions on the template provided on how to submit your letters of recommendation.

## TAUCK SCHOLARS PROGRAM | INTERNATIONAL INTERNSHIPS - SUMMER 2020

### ➤ Resume / CV

- Please confine to one page if possible.

Completed Resume/CVs may be submitted directly by email or printed and handed in person (contact information below).

### Contact information for submitting your Tauck Application:

All documentation should be submitted as follows:

- Handed in person to **Carla Jenkins-McDonald, Coordinator**, College of Business Undergraduate Programs Office, RBC 395 or
- Send by e-mail to Carla Jenkins-McDonald at [clj0@lehigh.edu](mailto:clj0@lehigh.edu). Please write **TAUCK SCHOLAR APPLICATION** in the subject line when sending any correspondence by email.

Note: Students may submit their application form separately and then forward any supporting documentation, such as the essays, resume, and letters of recommendation, at a later date if necessary. Please ensure that ALL documents listed in the application package are completed and submitted by Monday, NOVEMBER 4, 2019 @ 9:00 a.m.

### Timeline:

- Deadline: MONDAY, NOVEMBER 4, 2019 @ 9:00 a.m. | Only COMPLETED APPLICATIONS will be considered.
- FINALISTS will be notified & invited for an interview by the end of November, 2019.
- Interviews and final decisions will be completed by early December, 2019.

### Need Help?

If you have any questions, please contact:

Emily Ford, Assistant Dean | Email: [eaf311@lehigh.edu](mailto:eaf311@lehigh.edu)