

2021 Alumni Sponsored Internship Program

2021 ASIP Application Instructions

- First-years, sophomores, and juniors must be currently enrolled in classes during the 2021 spring semester, intend to enroll in the 2021 fall semester and must be in good standing with Williams College.
- **Students must obtain a full-time summer internship (35-40 hours per week) for at least 8 weeks.*** Full-Time Remote Internships are the 1st priority, followed by safe, on-location full-time domestic summer internships located in the United States (2nd priority). PLEASE NOTE FOR SUMMER 2021: On-site, on-location international summer internships are prohibited.**
- Complete and sign the **2021 ASIP Application**. The application includes the form (Pages 1-2) and responses to six questions. Please save this as one document. If you do not have access to a scanner, your electronic signature is acceptable.
- When you have a confirmed full-time unpaid or low stipend summer internship, **send the 2021 ASIP Internship Supervisor Verification Form to your Internship Supervisor. Ask your supervisor to complete, sign and send this form back to you via email prior to the ASIP Application Deadline. A typed name on the Internship Supervisor's signature line is not permitted.**
- We strongly recommend that you have your resume reviewed by a **Career Advisor** by setting up an appointment on **Handshake**. If you have not created a resume, we recommend that you review the **Resume Guidelines and Templates**.
- Please save your documents with the following names: 2021 ASIP Resume, 2021 ASIP Internship Supervisor Verification Form, and 2021 ASIP Application.

To Submit The ASIP Application Packet On Handshake:

- After you have a confirmed full-time summer internship, please go to this link:
2021 Alumni Sponsored Internship Program (ASIP) Round 2
- The 2021 ASIP Application Instructions, 2021 ASIP Application, and the 2021 ASIP Internship Supervisor Verification Form and are attached to this description. Scroll to the bottom of the description under "Documents."
- To apply, select the red button, "Apply."
- Upload your updated 2021 ASIP Resume under the label "Resume."
- Upload your 2021 ASIP Internship Supervisor Verification Form under the label "Cover Letter."
- Upload your 2021 ASIP Application (application form and responses to questions) under the label "Other Documents."
- After all 3 documents are uploaded, select the green button "Submit Application."

2021 ASIP Application Deadline Round 2:

Sunday, April 25, 2021 via Handshake at 11:55 p.m. (Eastern Standard Time)

*****If your full-time unpaid or low stipend summer internship is less than 8 weeks, please contact Dawn Dellea immediately at ddellea@williams.edu**

Please note: If you receive any funding from any other Williams College Academic Departments/Programs or Administrative Offices including grants/scholarships/stipends/weekly pay in the summer of 2021 you are not eligible to receive an ASIP grant in the summer of 2021.