GUIDELINES ON HOW TO APPLY

Criteria to apply:
- Must be a business (CBE) student
- Must have a minimum GPA of 3.2
- Must be a senior in Fall Semester 2016 (currently a junior)
- Must be a U.S citizen
- Must be able to commit to a minimum 4 week (6-8 week duration is strongly encouraged) international experience during the summer session 2016

Application Package:
A complete Application Package must be submitted by Monday, NOVEMBER 16, 2015
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
- One (1) letter of recommendation from a previous employer or mentor/adviser if you held a Leadership Role
- Copy of your resume / CV

➤ Application Form
- Available online at: go.lehigh.edu/Tauck
- Application forms are also available from CBE Undergraduate Center, Rauch Suite 395

Application may be completed and submitted directly online; or complete an application form and submit in person or by email. (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.
- 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?
- Why would you be an ideal candidate for the Tauck Scholarship?

Completed essays may be submitted directly online with your application form; or in person; or by email. (Contact information on next page).

➤ Letters of Recommendations
- Please use the template provided. Available online at: go.lehigh.edu/Tauck
- If you hold a leadership position in a club or other extra-curricular activity you are welcome to submit a letter of recommendation from that adviser in lieu of a previous employer.

Please refer to instructions on template provided on how to submit your letters of recommendation.
Resume / CV

- Please confine to one page if possible.

Completed essays may be submitted directly online with your application form; or in person; or by email. (Contact information below).

Contact information for submitting your Tauck Application:

Any documentation not submitted directly online may be:

- handed in person Carla Jenkins-McDonald, Academic Coordinator, CBE Undergraduate Center, Rauch Suite 395 or
- sent by e-mail to Carla Jenkins-McDonald at clj0@lehigh.edu. Please ensure you write TAUCK SCHOLAR APPLICATION in the address bar 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 separately at a later date if necessary. Please ensure that ALL documents listed in the application package are completed and submitted by Monday, NOVEMBER 16, 2015

Timeline:

Deadline: NOVEMBER 16, 2015 | Only COMPLETED APPLICATIONS will be considered
FINALISTS will be notified & invited for interview in early January, 2016
Interviews and final decision will be made by beginning of February, 2016

Need Help?

If you need any help with your application or would like more information on the types of internship programs available, please contact:
Sarah Wing | Email: srw208@lehigh.edu
or you are welcome to stop by her office in RBC 107 (located in the Dean’s Office) at any time.

ALL INFORMATION AVAILABLE ONLINE AT: GO.LEHIGH.EDU/TAUCK
or PICK UP INFORMATION PACKET FROM CBE UNDERGRADUATE CENTER RBC Suite 395