GUIDELINES ON HOW TO APPLY

Criteria to apply:
- Must be a business (CBE) student (includes CSB and IBE students)
- Must have a minimum GPA of 3.2
- Must be currently a junior. Sophomores with junior standing at start of Fall 2018 Semester may also apply.
- Must be a U.S citizen
- Must be able to commit to a minimum 4-6 weeks (6+ week duration is strongly encouraged) international experience during the summer session 2019

Application Package:
A complete Application Package must be submitted by Monday, NOVEMBER 5, 2018 @ 9:00AM
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
  Application must be typed and submitted by email as a word docx.
  (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 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.
TAUCK SCHOLARS PROGRAM | INTERNATIONAL INTERNSHIPS - SUMMER 2019

➢ 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 Antoinque Brown, Coordinator, CBE Undergraduate Programs Office, RBC Suite 395 or
• send by e-mail to Antoinque Brown aqb218@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 5, 2018 @ 9:00AM

Timeline:
Deadline: MONDAY, NOVEMBER 5, 2018 @ 9:00AM | Only COMPLETED APPLICATIONS will be considered
FINALISTS will be notified & invited for interview by mid-end November, 2018
Interviews and final decision will be completed by early-December, 2018

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.