



Gateways College Internship Program

CREATING WORLDS OF OPPORTUNITY FOR TOMORROW'S LEADERS

STUDENT INTERNSHIP REQUEST FORM

Memo To: Prospective Intern

From: Clarence Espinosa, Program Administrator

Subject: **GATEWAYS COLLEGE INTERNSHIP PROGRAM**

Thank you for your interest in the Los Angeles World Airports GATEWAYS College Internship Program. Please complete the Student Internship Request Form (SIRF) and attach your résumé. Once completed, please send all documents to Los Angeles World Airports (LAWA), Community Relations Division, 6053 Century Blvd., Suite #301 (3rd floor), Los Angeles, CA 90045.

Kindly note, that submission of the SIRF does not guarantee your acceptance into the internship program, it places you on a waiting list. Upon receipt of the SIRF and your résumé, the Community Relations will forward your information to the 2 divisions indicated on your SIRF. Please be sure to specify which airport location (LAX, VNY) you wish to work for along with the division.

Please note that all interns are required to work a minimum of two days and 10 hours per week. If you are accepted into the GATEWAYS Internship Program, the placement process with LAWA takes approximately four to six weeks. Your résumé will remain on file for one year.

Gateways Student Professional Worker (SPW)/ Paid Program

The Gateways College Internship Program is a one-year program. Students can work up to 1040 hours or one-year, whichever comes first; SW's and SPWs are also required to maintain a minimum GPA of a 2.7 and be enrolled in a college or university as fulltime student. *International students are encouraged to apply.

Gateways Student Volunteer/Non-Paid Program

If applying for the Volunteer Program, volunteers are asked to make a four month commitment to the program. *International students are encouraged to apply.

If you have any questions please feel free to call (424) 646-7450 or email Clarence Espinosa at gatewaysintprog@lawa.org.





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This questionnaire is designed to help LAWA better understand the type of position/work you as a student are looking for as you complete your education.

Name of Applicant: _____ Date of Request: _____
(Proof of citizenship or immigration status is a condition for any offer of employment.)

Address _____
City _____ State CA Zip _____
Home Telephone _____ Cell Phone _____
E-mail _____ Work Phone _____

What educational institution are you currently attending? _____

Are you a high school or college student? (check one) High School College

What year of high school/college are you currently in? (Check one)

Freshman Sophomore Junior Senior Graduate School

Recent graduate N/A Anticipate graduation date? _____

What is your major? _____

What is your minor? _____

Please indicate which airport location (LAX, VNY) you are interested in working for.

LAX Van Nuys (VNY)

Please list the top 2 LAWA Divisions you would like to be placed in order of preference.

1. _____ 2. _____



Reasonable accommodation will be provided to applicants who need assistance to participate in the selection process. Do you need a reasonable accommodation to participate in the interview process?

Yes No

If yes, what can be done to accommodate your limitation?

Please check which Gateways Program you are interested in (check all that apply).

*Please check the International box if you are an international student.

Kindly review the requirements for each of the programs listed on the front page of the Student Internship Request Form.

College Student Professional Worker (Paid) Volunteer (high school and college) International

What is your current availability?

Summer Only Year Round School year

When are you available to intern at LAWA?

| Date | MON | TUE | WED | THUR | FRI |
|------|-----|-----|-----|------|-----|
| Time | | | | | |

Start Date: _____ Anticipated End Date: _____

FOR INTERNATIONAL STUDENTS ONLY:

What visa will you be applying for? F-1 (student visa) J-1 (work visa)
F-1 visas require a CPT I-90 Form (work permit) from the educational institution

Will you have room and board throughout your entire internship? Yes No

Will you be able to finance your entire internship (visa, flights, room & board, living expenses etc.)?

Yes No

Prior to submitting your SIRF be sure that the international student office at your college has approved your eligibility for the internship program if CPT (curricular practice training) is required.

