

Church Communication – Frankfurt: Application Instructions

BEFORE YOU APPLY:

- Applicants must be ADMITTED into the undergraduate Communications program or Mass Communications graduate program to qualify for this experience.
 - Undergraduate students must have prerequisites for Comms 496R completed before departure.
- Applicants must be in good academic standing with the university and have a current ecclesiastical endorsement.

APPLICATION REQUIREMENTS:

- Application Video
- Online Application (including references) (<http://kennedy.byu.edu/apply/>)
- Resume (.pdf format)
- A letter of Intent (submitted online)
- \$35 application fee (will be charged to your student account)

STEP BY STEP INSTRUCTIONS:

1. Students must complete the online Kennedy Center application:
 - a. Go to <http://kennedy.byu.edu/apply/>
 - b. Read the material and click “Continue” and then verify your information and click “Continue” again. Then click “add”.
 - c. Then select the correct semester, “internship” (Program type, and Church PA (program). The Click “Continue with Individual Experience”.
 - d. Read the material and click “IAGREE” on ALL FOUR PAGES
 - e. Read and Complete the “Honor Code Commitment” step.
 - f. Complete the Emergency Contact information and Passport information. Then proceed to last step.
 - g. Complete letter of intent and submit application for processing.
2. Materials that cannot be uploaded to the site should be take or emailed to Malcolm Botto (Malcolm_botto@byu.edu) at the Kennedy Center to make sure everything has been done properly.
3. After the above steps have been completed, students will need to submit an application video introducing themselves to 280 BRMB.
4. Students are required to create an application video.
 - a. In this short, 1-4 minute video, you will need to introduce yourself to the internship selection committee and tell us who you are, why you’d like to intern with the Church Communication Department, and anything else you think we should know. This video is a freeform opportunity to show us things we can’t learn from a resume! *Have fun with it!*

- b. Your video should be uploaded to youtube.com. Use a URL shortener, such as a tinyurl.com or bit.ly and make sure this shortened URL is on your resume. *Please test this shortened link to ensure that it works!* Also make sure your permissions are set to allow international viewing.
- c. Paste shortened URL link in header of resume in upper left corner.

NOTE: The School of Communications Faculty will perform an initial screening and Church Communication Department officials in Frankfurt will make the final intern selection.

DEADLINES:

- Winter Semester: October 1
- Spring/Summer Semester: February 1
- Fall Semester: March 31

Frequently Asked Questions

Q: What is the total expected cost of this program?

A: The total cost is unknown. Other internship experiences in Germany range from \$3,000 to \$6,000.

Expenses that you should consider are as follows:

- How many credits will I be required to take and what will be the cost for my BYU tuition?
- How much will my international airfare cost?
- Do I have a passport yet? How much does this cost (usually at least \$100)?
- Do I need a visa to go to this country? How much will a visa cost?
- Are my accommodations and living expenses included by the experience provider company? (NO)
- Will I need to take public transit in the country? How much does this cost?

Q: What does the internship with the Church Communication Department entail?

A: While there is no formal job description in place, students are expected to assist with press release writing, general media relations work, some event planning and training of local public affairs members and missionaries. Interns will be involved in whatever projects Gabriele Sirtl (the Director of Church Communication for the Europe Area) is involved in. Depending on your emphasis, tasks will be tailored to your skill set within communications.

Q: How many positions are available and who can apply?

A: The Church Communication office is only able to accept one intern at this time.

Q: How long will this experience last?

A: Due to the complicated nature of obtaining a student or work visa for an intern in Germany, this experience will last 89 days (max days allowed with a visa waiver). Specific start and end dates will be based on student and employer requests and handled once intern selections have been made.

Q: Do I have to speak German in order to participate?

A: No. While language fluency (or exposure) is a plus, it is not mandatory. Church Communication's business language is English, so those without exposure to German should still be able to perform well at the internship.

Q: Is this experience paid?

A: The internship experience is **NOT** paid. If it were, we would need to obtain a work visa, which is not an option. (Please note: financial aid is available, see below.)

Q: Is Financial Aid Available?

A: Yes. The School of Communications will issue a scholarship/grant to the selected intern. No separate application is needed. You are still able to use any current scholarships/grants for tuition and then your

department funding will be on top of that. To help offset the cost of the experience, the fund may be awarded between \$2000 and \$3,500.

The college also offers the "Oscarson Grant" for experiences like this. Please visit the college website for more information (cfac.byu.edu).

Q: Why do I have to register to participate in this experience?

A: Students must register in order to be covered by the University's Liability Insurance and International Health Insurance and to be able to study abroad with a visa waiver.

Q: How soon will I find out if I've been selected? If I am selected, what are the next steps?

A: We hope to inform students within three weeks of the application deadline. The next steps are making sure you have your passport, housing, travel, prep course and academic enrollment all arranged. The selected applicant will work with the Communications Internship Director and the Kennedy Center to make all necessary arrangements. More details will be provided in the acceptance letter/email.