

Domestic Corps 2012 Student Application Instructions

Applications are due via email to nonprofit@umich.edu by Noon on Tuesday, January 17, 2012.

Completed Application Package Includes:

- **Application form** (available on our website at www.nonprofit.umich.edu)
- **Current resume**
- 1-page **personal statement** with your name and program/year listed. The statement should describe why you are interested in the program; include any relevant experience and what you would like to gain from a Domestic Corps internship.
- A **letter of recommendation** from a work reference (required for BBAs; optional for MBAs). Effective reference letters speak to the applicant's ability to produce results in an unstructured environment, interact effectively with diverse groups of people, and lead and inspire others. Letters must be sent **directly from the recommender** by email to nonprofit@umich.edu or fax to (734) 763-2468 attn: NPM. Recommendations are due by the application deadline; failure to do so will disqualify the application.

How to Label Files and Submit:

Please email your resume, personal statement, and the application form as separate attachments to nonprofit@umich.edu. Please have the email subject line read: Last Name_12dcapp (for example: Smith_12dcapp). Label your files in the following formats – application form: LastName_12dcapp, resume: LastName_12resume, personal statement: LastName_12statement.

Once Your Application is Submitted:

- Select candidates will be invited to a first-round interview that will occur beginning the week of January 30 via OCD closed list.
- NPM will begin introducing select candidates to nonprofits for an interview in February. These interviews will be done over the phone unless it is a Southeast Michigan organization, in which case the interview must be done in person. Interviews should be conducted within five (5) business days of being notified by NPM.
- After the site organization interviews, NPM staff will confer with the nonprofit to review the candidates.
- At this point, an offer to the selected candidate may be given. Offers are made only by NPM staff, and candidates have three (3) business days to accept or reject the offer.
- Accepted Domestic Corps interns are expected to attend the mandatory orientation, tentatively scheduled for the day or Friday, April 27, 2012.
- The internships are expected to occur from May 7 to July 13, 2012 unless otherwise noted.