

SUFFOLK UNIVERSITY
CENTER FOR INTERNATIONAL EDUCATION (CIE)

International Student Ambassador Application

Background Information

- Award Amount:** \$4000 total (\$1765 posted as a grant to tuition account \$2235 awarded as employment, which is paid on a bi-weekly basis for hours worked).
- # of Hours Required:** 10 hours per week
- Requirements:** This program is limited to full time undergraduate students who have been enrolled full time on the Boston campus for at least one academic year (fall and spring semesters). Both international and U.S. students will be considered. International students must meet USCIS immigration requirements for on-campus employment. Applicants must be in good academic standing with a 2.8 minimum cumulative grade point average.
- Other:** Awards are renewable based on satisfactory performance. The employment portion of these awards (\$2235) is considered taxable income and subject to tax withholding.
- Positions Available:** Ambassadors will provide general office support, assist in welcoming new international students and visitors to the university, and support other CIE activities as appropriate. Four positions are available within the Center for International Education:
Office of International Communications Ambassador
Office of International Student Programming Ambassador
Office of International Alumni Relations Ambassador
Office of Study Abroad Programs Ambassador
- Application Instructions:** To be considered, you must submit a completed

application, a personal statement, and a letter of recommendation to dwu@suffolk.edu

Application Deadline: April 1

Application Process: Students chosen by the Selection Committee for interview will be notified by e-mail. Interviews are normally conducted in mid to late April and award recipients notified by May 15th. Please note, if possible, Ambassadors may be asked to begin their employment in August, prior to the start of the fall semester.

**Suffolk University
Center for International Education**

International Student Ambassador Application

NAME: _____ ID#: _____

MAILING ADDRESS: _____

PHONE #: _____ EMAIL: _____

Currently enrolled as: ___ Freshman ___ Sophomore ___ Junior ___ Senior

Current cumulative grade point average: _____

Major: _____

Previous Employment Experience

Employer	Dates of Employment	Responsibilities
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Extra-Curricular Activities

Personal Statement

On a separate sheet of paper, please prepare a personal statement explaining why you would make a good International Student Ambassador for the Center for International Education. You may include elements from your own experience as an international student, or a student interested in international education, as well as activities that you are involved with at Suffolk. This statement should be 1 page in length. Please contact the Center for International Education with any questions.

PLEASE READ AND SIGN

I understand that if I receive an International Student Ambassador award, I will be required to provide 300 total work hours per academic year in the Center for International Education. I understand that I will arrange appropriate working hours with my CIE supervisor, and this may include some time commitment before classes begin in September. I realize my award can be revoked at the discretion of my supervisor and the Director of Financial Aid for not honoring scholarship commitments. I understand that I may apply for a Ballotti Scholarship, Sawyer Ambassador Award and/or Orientation/Scheduling Assistantship and/or other such awards, but may only accept one and that these awards are subject to tax withholding.

Signature

Date

Application Deadline: April 1st