



U.S. Department of Transportation
Entrepreneurial Training Women and Girls Internship Program
Application For Transportation Internship

OMB Control Number: 2105-xxxx
Expiration Date: mm/dd/yyyy
Form OST F1250.1

General Instructions

Purpose of Form

Use form Application for Application For Transportation Internship, OMB Control Number 2105-xxxx, to apply for an internship in the transportation sector.

Who is Eligible for the Internship?

To be eligible, you must:

- Be female.
 - Be enrolled as a student in a participating institute of education.
 - Have a 2.8 Grade Point Average (GPA) or higher
- Selected applicants will also be subject to an interview.

How do I Obtain More Information?

You can contact the U.S. Department of Transportation, Office of the Secretary, Office of Small and Disadvantaged Business Utilization for further information:

Email. etta.wgp@dot.gov .

Voice. 1-800-532-1169 or 202-366-1930. A long-distance charge to callers located outside of the local calling area will apply when calling the 202-366-1930 number.

For direct assistance, please contact the Small Business Transportation Resource Center (SBTRC) that serves your state. A complete list of SBTRCs, the states that each region serves, and their contact information is located at <http://www.osdbu.dot.gov/regional/index.cfm>.

Internet Guidance. Further guidance is located at <http://www.osdbu.dot.gov/WG/guidance.cfm>. A complete list of participating institutions of education is located at <http://www.osdbu.dot.gov/WG/schools.cfm>.

How to Apply

You can apply for the internship by email or by mail. Use only one method per application. Applications must be **received** on or before the due date for the **current semester** posted on <http://osdbu.dot.gov/WG/applications.cfm> . Regardless, the applicant is advised to request delivery confirmation for mail submissions or return receipt for email submissions. In the event funding for stipends is fully expended prior to the current due date, OSDBU will cease to award stipend request for new applications. Applications submitted by mail may be delayed due to mail screening security requirements. For faster reimbursement, submit your application electronically by email.

Email. Scan your signed application and all supporting documentation to a pdf document and email to

etta.wgp@dot.gov. This email address may change without notice.

Mail. Mail your signed application and all supporting documentation to the following address:
U.S. Department of Transportation
Office of Small and Disadvantaged Business Utilization
1200 New Jersey Ave., SE, W56-308
Washington, DC 20590

How to assemble your application

Submitted Applications must contain in the following order:

- A completed and signed application. All parts must be completed.
- A copy of the student's most current transcript
- A one-page letter of interest in the transportation industry
- If applicable, a brief need-based stipend justification

Specific Instructions

Print or type all entries on the Application for Internship, OMB Control Number 2105-xxxx. The application is an electronically fillable application form. We strongly suggest applicants utilize the electronically fillable form to complete the application entries. Illegible applications will delay processing time. Follow the instructions for each line to expedite processing and to avoid unnecessary requests for additional information.

Line 1. Name. The first, middle initial, and last name of student applying for internship.

Line 2. Gender. Check the gender of the applicant. To be eligible, the applicant must be female.

Line 3. Mailing Address. Enter the mailing address of the applicant's primary physical location. Do not enter a P.O. Box here. Select if preferred method of communication.

Line 4. Email Address. Enter the email address where the applicant may best be contacted. Select if preferred method of communication.

Line 5. Phone Number. Enter the home or mobile phone number where the applicant may best be contacted. Select if preferred method of communication.

Line 6a. School Name. Enter the name of the participating institute of education where the applicant is enrolled.

Line 6b. School Address. Enter the primary mailing address of the participating institution of education where the applicant is enrolled.

Line 6c. Grade Point Average and Expected Graduation Date. Enter the applicant's current Grade Point Average (GPA) and the expected graduation date.. A GPA of 2.8 or higher is required for student participation.

Enclose a copy of the applicant's most current official transcript with the application.



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Line 6d. Major and Minor Field of Study. Enter the applicant's Major field of study and Minor field of study. Leave Minor blank if it's not applicable.

Line 6e. Request Stipend. Check "Yes" or "No" to indicate the applicant's request for a need-based stipend. Notification of approval will occur at the time of award.

If a need-based stipend is requested, enclose a brief justification with the application.

Line 7. Applicant's Signature. Sign and date the application.

Line 8. Recommendation. This section is not completed by the applicant. This section is completed by the professor selected by the applicant to provide a recommendation for the applicant's participation in the program. Select one grade only next to each skill being evaluated. Write additional information under Comments. Select one over-all evaluation only.

Line 9. Professor's Signature. Sign and date the application. Print your name, title and contact information.

Enclose a one-page letter of interest in the transportation industry with the application.

Privacy Act Statement

This notice is provided pursuant to the Privacy Act, 5 U.S.C. 552a(e)(3): The information on this application is solicited under the authority of Title 49 U.S.C. 332(b)(4)(7) and Executive Order 13506, ("EO 13506") dated March 11, 2009, entitled "Establishing a White House Council on Women and Girls". The principal purpose for which the information is to be used is determine your eligibility for an internship (and a stipend, if requested) and to select applicants to receive stipends and/or internships under the DOT Entrepreneurial Training Women and Girls Internship Program. Contact information will be used to notify you if you are selected for an internship; provide any other notifications required by the program; and to provide any awarded stipend payment and related tax forms. Other possible routine uses of information are published in the Federal Register at 65 F.R. 19476 (April 11, 2000) under "Prefatory Statement of General Routine Uses." Furnishing the information requested on this form is voluntary, but failure to provide all or part of the information may delay or prevent the processing of your application.