Chaplaincy Summer Internship
Application Requirements

Please submit your completed application and supporting materials by 11:59 p.m. on Mon., April 2, 2018, via SpiderConnect.

To apply for a UR Summer Fellowship, you must:

1. Attend a mandatory information session. Dates and times can be found at https://ursf.richmond.edu/apply/index.html
2. Complete the UR Summer Fellowships Application Form at http://tinyurl.com/URSF2018
3. Log into SpiderConnect. If this is your first time logging in to SpiderConnect, you will be required to update your profile and submit the Office of Alumni and Career Services' user agreement before proceeding to the application.
4. Click the Documents tab. Upload any application materials required by your URSF program(s). A list of the application materials for the Chaplaincy Summer Internship program is included below. Note: All UR Summer Fellowships require an application document. When uploading this document, under "Document Type," please select "UR Summer Fellowship Application."
5. Click Opportunities, then UR Summer Fellowships. Review the fellowship posting directions carefully. Return to the Chaplaincy Summer Internship opportunity posting and click "Apply." Attach your resume and application document. Click "Submit."

Required application materials for the Chaplaincy Summer Internship program:

A. Chaplaincy Summer Internship Application
Download the application as a PDF or Word document. Completed applications must be uploaded and submitted in SpiderConnect. On your application, you will be asked to identify two potential internship sites. Please provide information about your first-preference site in the questions regarding proposed site #1. You should also have a second site with which you have made arrangements in the event that you are not selected for your first-choice site. The information about this secondary site should be included in the questions about proposed site #2.

B. Career Services-approved résumé
A professional résumé is required. Please highlight leadership and involvement in religious life, cross-cultural study or experiences, academic or other honors, and distinctive experiences, skills or interests. Use the Career Services' resume rubric to draft and edit your resume. *Note: Have you been through Resume Check? You will not be able to apply for the Chaplaincy Summer Internship program if you have not completed the Résumé Check process.

C. Recommendation from a UR faculty member
A URSF Recommendation Form completed on your behalf by a UR faculty member with whom you have taken a course. Use this recommendation request template to ensure that your recommender has the information they need to complete the form.

D. Recommendation from a religious leader
A URSF Recommendation Form completed on your behalf by a religious leader from your tradition who can speak to your spiritual or religious commitments. Use this recommendation request template to ensure that your recommender has the information they need to complete the form.

E. Optional recommendation from a UR staff member
Applicants may also submit an optional URSF Recommendation Form completed by a UR staff member who knows you well and can address your contributions to the campus community. Use this recommendation request template to ensure that your recommender has the information they need to complete the form.

If you have questions regarding the application or internship requirements, please contact Bryn Taylor.