

Paul W. Zuccaire Summer Internship Program F.A.Q.

FREQUENTLY ASKED QUESTIONS

Am I eligible?

If you are a citizen of the United States, enrolled in a college/university and seeking an undergraduate degree and will have completed four full semesters (by June 2009) but have not yet received your degree as of application deadline (December 2008), you are eligible. It is recommended that you have a strong interest in bioscience/biomedicine and an excellent academic record; prior lab experience is also highly recommended. Knowledge of French is not a requirement but should you be accepted you may want to take an intensive course prior to beginning your internship.

I am a freshman with advanced placement (AP) credits; may I apply?

No. You must have completed 4 semesters of college work by the time you arrive in the program to be considered.

I have a B.A, but am working toward a B.S.; am I eligible?

No. If you have already received an undergraduate degree, you are not eligible.

I am graduating this year, but I have not applied to graduate programs; am I eligible? Yes.

I am graduating this year and have applied to graduate programs which will not begin prior to this summer; am I eligible? Yes.

I am not a science major, but would like to continue graduate studies in this field. Should I apply? Yes, if you can demonstrate very strong scientific coursework and lab experience.

I have no lab experience and very little scientific coursework; should I apply? You may wish to apply in a future year when you have more experience since the program is quite competitive.

I have no knowledge/minor knowledge of the French language; should I apply? Yes. Ability to speak, read or write French is not a pre-requisite for this program. However, these abilities will enhance your experience. A will to learn is necessary and, as stated above, participation in an intensive course prior to departure will be a great practical help.

I am studying French but have no/minimal scientific background. I would like a summer experience in France. Should I apply?

Unless you have a strong interest in lab science (demonstrated through coursework) and the intention to pursue this in graduate studies, this program may not be for you.

If I am a permanent resident but not a U.S. citizen at the time of application, even if I have a citizenship application pending, am I eligible to apply?

We regret that this program is strictly designated for U.S. citizens. You must be a U.S. citizen at the time of your application, i.e. by December 19, 2008.

Do I need to request an official transcript?

Yes. Order one official copy from your institution(s) and make 5 photocopies (and collate as described below). Online transcript printouts or unofficial transcripts are not acceptable. You may open the official transcript in order to make the copies; as long as it is not altered it will be considered official. Order your transcript early so it does not delay your submission.

It is a day before my application is due and I cannot obtain my transcript (for whatever reason) from the transcript office; what should I do?

See immediately above. Planning ahead will help you avoid this situation. Late/incomplete applications will not be considered.

I do not have my grades for my Fall 2007 semester yet; what should I do?

On Part I, indicate all the science coursework you have accomplished including courses in progress and courses for which you have not yet received a grade (please signal these latter cases with an asterisk (*). You may note what your anticipated grade is in parentheses. This is particularly important for sophomores. Do not delay your submission in the hope of obtaining a complete transcript; you may risk missing the deadline.

Who should I ask for a recommendation letter?

Two recommendations are required. Exactly two. These should be from two science professors/mentors/advisors/employers (scientific independent study/summer experience/work-study etc...) who know your work. Choose carefully so that the evaluators you select can give a full picture of your candidacy, particularly in the realm of science. Your evaluators should fill out the "Recommendation Form" and include a single-page letter of recommendation that addresses your abilities in science as well as how you might react to an international laboratory experience.

Your two recommendations must be postmarked by December 12, 2008.

How should I present Part 2, the essay section?

Please retype the question and add your response. Please stick closely to word limits; your answers should be single spaced and confined to one or two pages maximum.

What are the deadline dates?

Your two recommendations must be postmarked by December 12, 2008 and sent by your recommenders. Your application must **arrive no later than** December 19, 2008. This is a due date, not a “postmark by” date.

In the past, we have experienced problems when recommendations arrived after the deadline and left us unable to consider several applicants. To avoid this, we have established the two deadlines above. If you are applying for Summer 2009, your letters of recommendation must be postmarked by December 12, 2008 and your application must arrive no later than December 19, 2008. Please encourage your evaluators to submit their letters early or you should make sure to pick up the sealed/signed envelopes and post them yourself by this date.

May I submit my application in parts?

No. Given limited staff, it is essential that your complete application (minus the recommendations) arrive in one envelope. Beyond matching letters of recommendation to applications, we cannot be responsible for tracking incomplete applications.

- Your two recommendations must be postmarked by December 12, 2008.
- Your application must **arrive by** December 19, 2008. This is a due date, not a “postmark by” date.

How should I assemble my application?

First, prepare return envelopes addressed to Pasteur Foundation and recommendation forms for your 2 evaluators. Make sure your name is on the form you submit to them. Please inform them of the one-page recommendation letter limit and bring the postmark deadline to their attention: December 12, 2008. Prior to posting, they must seal their forms and letters and sign across the back flap of the envelope. Professors have a lot on their minds; please make sure they know this is a strict deadline so that it does not jeopardize your dossier.

For the application packet you submit by December 19th, please include in the following order:

- one coversheet with your name and the names of your 2 evaluators,
- two photos with you name on the back & paperclipped to coversheet,
- 6 collated sets beneath it as follows:
 - Application Part 1 (signed),
 - Application Part 2,
 - one-page résumé,
 - official transcript (original for top set and copies of it for remaining 5 sets),

Other than those mentioned above, please do not use paperclips, staples etc. on the six sets of your documents. Please place one coversheet and all 6 sets in **one** outer envelope (if you use express mail/priority mail packaging, please do not use an inner envelope; simply glide your application materials directly into the express mail envelope). Please do not submit any additional materials as these will not be considered.

How many applicants are there for the Zuccaire Program?

We received some 300 applications for the four positions offered in 2008.

How many internship positions are available in 2008?

Four. One in each laboratory.

How long is the internship?

Ten weeks. Please make sure your schedule and the labs' schedules are compatible so that you can carry out 10 full weeks in the lab. This is a fixed period and funding is not available for a longer stay. Shorter stays are not possible. You will find the labs' availability dates at the end of each descriptive paragraph on page 2 of the application. You are free to choose any 10-week period within these availability dates. Generally we try to have all Zuccaire Interns start around the same time so that you can get to know each other. Sometimes this is not possible. Once you receive your acceptance letter, the exact dates may be discussed with the Pasteur Foundation.

Are applicants accepted on rolling admission?

No. You are encouraged to apply as early as you like and all applications will be reviewed in the order they are received. Plan ahead and mail early in light of the holidays. We recommend highly that you do not wait until the last minute to submit your application. Because of our limited staff and hours, it is best to get your application to us in advance of the deadline.

How will I know whether you received my application?

You may want to send your application by mail with a return receipt requested or via some express mail method so that it arrives ON OR BEFORE, BUT NO LATER THAN, December 19, 2008. There will be absolutely no exceptions. The delivery confirmation will serve as your assurance that we've received it.

To ensure that your application is received, we suggest you mail early and consider adding "return receipt" service. Otherwise you will not hear from us until decisions are made, and the Pasteur Foundation will not be able to respond to telephone calls verifying receipt. You may also enclose a stamped, self-addressed postcard with the message:

"Application received by the Pasteur Foundation and in review."

We will return the postcard to you as soon as your application is received, opened and determined to be complete.

When will I be notified about the selection results?

All applicants will hear from the Pasteur Foundation by mid-February.

If I am accepted, when will I have to notify the Pasteur Foundation?

Awardees will be obligated to accept or decline by early March 2009. After that time, we will move to the waiting list.

Should I call the Pasteur Foundation to learn the status of my application or of the selection process?

Please do not. We have a small staff and cannot handle the large volume of calls and emails. If you do not hear from us by the end of February, please send an email to PasteurUS@aol.com for application status.

If you have questions, please reread the above carefully to make sure they have not been answered. For any questions not addressed above, please email: PasteurUS@aol.com.