

How to Apply for Funding

The Summer Work Program 2023 funding opportunity is now open. You will apply for funding **after** you commit to a Summer Work Program internship. You may request additional funding at any point if unanticipated expenses arise. Funding is not guaranteed. You are encouraged to combine SWP funding with other funding sources such as departmental funding, Fred Fox, or payment from host organizations. SWP Interns are not eligible for OIP / IIP Grants, including the Streicker Fund.

To apply for funding, go to <https://studentfunding.princeton.edu/> and search for "Summer Work Program" by entering the following criteria:

- **Duration:** any
- **Time Restrictions:** Summer Break
- **Activity Location:** Off campus (International) > Germany
Note: even if internships are conducted remotely, the host organizations are located in Germany. There is currently no "remote" option for the activity location.
- **No restrictions:** Plan / Department, Certificates, Residential College

Enter your anticipated expected as follows:

- International Travel/airfare: **See below for details**
- Local Transportation *at the internship site:* \$0.00
- Lodging: *Enter amount here or as a lump sum under "Other" (below)*
- Meals: *Enter amount here or as a lump sum under "Other" (below)*
- Immunizations: \$0.00
- Visa/Passport processing: \$0.00
- Other *please describe: Living expenses such as food, lodging, and internet connectivity. If the amount you request seems unusually high, invoices and/or an explanation may be required.*
- Project Materials: *You may include certain types of software, technical equipment, and/or office supplies if your internship is remote. Invoices and/or explanatory documentation may be required if the amount you request is greater than \$100.*

To receive payment:

- You must be enrolled in direct deposit
- You must submit the SWP 2023 Commitment Form
- You must complete the travel registration process in the Enroll My Trip tool:
<https://international.princeton.edu/global-support-resources/travel-policies/travel-enrollment>

Angiras Arya • Assistant Director • Summer Work Program • German Department
swp@princeton.edu • +1-609-258-4132 • <https://german.princeton.edu/programs/summer/summer-work-program>
Office Hours: <https://calendly.com/summerworkprogram/summer-work-program-office-hours>

Summer Work Program 2023

Travel Planning: Funding Instructions, Rules, and Guidelines

(updated: January 24, 2023)

If you have any questions about visas and/or work authorizations, contact Angiras Arya before booking tickets.

To receive Summer Work Program funding for travel, you have two options:

- You may book tickets through Princeton World Travel. World Travel will charge the Summer Work Program for your ticket (or a portion of it, depending on the cost). We strongly recommend booking through World Travel, since they can assist you 24/7 during the summer, e.g., if your flight is cancelled. **See below for details.**
- You may purchase your tickets on your own and submit your itinerary and invoices to receive reimbursement through SAFE (<https://studentfunding.princeton.edu/>). **See below for details.**

I. Booking through World Travel

The Summer Work Program World Travel Group is now open.

- World Travel has been provided with your internship dates and Summer Work Program travel funding parameters.
- Please contact Angiras Arya (swp@princeton) if World Travel does not have your internship dates or if you have questions about booking through World Travel at any point in the process.
- World Travel can also assist you with train tickets and domestic flights within Germany if there are no international airports near your internship.

Contact World Travel by emailing princetongroups@worldtravelinc.com and provide the following information:

Name of Group: German Department Summer Work Program.

Departure city

Internship city

Last name as appears on passport

Given name(s) as appears on passport

Passport number *(If you do not want to supply your passport number over email, you should be able to give it to World Travel on the phone.)*

Country of issue

Full expiration date

Date of birth

Gender (on passport)

Cell phone number *(Inform World Travel if your cell phone number changes during the summer.)*

II. Booking on your own

- You will apply for a reimbursement on SAFE (see above). Enter the amount of your request under “International Travel/airfare”. Upload your full itinerary and invoices to your SWP folder and/or send them as email attachments to swp@princeton.edu.
- The amount you are reimbursed will depend on your specific travel arrangements.
 - Personal travel is not covered
 - Up to \$1500.00 for Summer Work Program travel
- Reimbursements will be determined on a case-by-case basis.
- Make sure you understand the cancellation / change policy. **Reimbursements are not guaranteed if you purchase non-refundable tickets and you cancel your ticket for any reason**, including any changes to your internship plans due to University policies, geopolitical conflicts, or cancellation of your internship by you or the host organization.

III. Rules & Guidelines

1. Funding:

- Personal travel is not covered.
- Funding is based on the lowest fare up to \$1500.00.
- The parameters and guidelines listed below apply even if you are not booking through World Travel
- Internship-related domestic travel within Germany is covered if it is within the funding limits. Contact Angiras Arya if you require additional funding and/or if you have questions or concerns that World Travel is unable to address.

2. Personal travel

- You are allowed to combine personal travel and SWP travel.
- The amount of funding you receive will be based on the lowest fare from your departure city to the internship city and back for the dates of your internship.
- The default cities for departure and return are your permanent residence or Princeton. You will be responsible for any costs incurred due to deviations from this default itinerary. If you are going home before or after your internship, this is considered 'personal travel'. We do not cover travel from Princeton to your home city or vice versa.

Sample scenario:

- You are not going home for the summer
- Internship is located in Berlin
- Default itinerary is EWR – Berlin – EWR. Lowest fare World Travel finds for your dates: \$1300.00
- You choose to fly EWR – Paris – Munich – Berlin – EWR. Ticket cost: \$1800.00
- SWP pays \$1300, you pay \$500.00

3. Dates:

- World Travel has all students' internship dates. If the dates they have on file are incorrect, contact Angiras Arya prior to booking travel.
- Outgoing: You should arrive at least 1-2 days prior to internship start date.
- Return: Please note that the fall Semester starts on September 5th.
- Dates are not always easy to change. **If possible, you should make housing arrangements prior to purchasing tickets.**
- World Travel will find lowest fares within 2-3 days of internship start- and end-dates.
- If you extend your trip for personal reasons, additional housing costs will not be covered.

4. Travel regulations & Covid:

- Trip enrollment is required.
- Direct flights are strongly recommended.
- Proof of vaccination is no longer required, but we recommend travelling with your vaccine card in case regulations change.
- For the most up-to-date information regarding Princeton's travel policies, please visit the Permissible Travel Guidelines website: <https://international.princeton.edu/permissible-travel-guidelines>
- If you are not a U.S. or EU citizen, visit the German Federal Foreign Office website for visa information: <https://www.auswaertiges-amt.de/en>