



GUIDELINES 2025

Who can apply?

- Applicant must be of Latvian descent or Latvian **currently** living in the USA age 20 – 29.
- Applicant must be 20 years old by June 1, 2025 and/or
- Applicant must have completed two years of study by June 1.
- Anyone who meets the criteria above can apply to for an internship. ALA grants are available only to residents of the US.

What will the intern have to do?

Dependent on the intern's experience and/or field of study, the intern will be given assignments and responsibilities by the internship mentor/supervisor. Refer to the *Internship Profiles* document to learn what each internship may entail.

Where will I work?

Some of the internships are being offered in-person at the organization's office, while some are entirely virtual. Some positions will have both in-person and virtual components. Refer to the *Internship Profiles* document for location information for each internship.

Will I be paid?

No.

Can I apply for a scholarship?

ALA is offering a \$2500 scholarship per intern for US residents. If you are interested in receiving the scholarship, please make sure to answer the question on the application that asks if you would like to receive it. There is a limited number of scholarships.

Note: You will receive a 1099-MISC from ALA in January 2026 and may have to report the scholarship amount to the IRS when filing your taxes.

****ALA will only award a full \$2,500 scholarship to first-time (ALA) interns. If you previously received a scholarship from ALA in the "Internship Program Latvia" or "Internship Program USA", you will not be eligible for a scholarship this year. If you receive a scholarship this year and plan to participate in "Internship Program Latvia" or "Internship program USA" again in the future, you will not be eligible for a second scholarship.**

Will ALA find housing for me?

No, each intern is responsible for finding housing and making necessary travel arrangements for the internship.

How good do my Latvian language skills need to be?

Language requirements differ for each internship – refer to the *Internship Profiles* document to find out more. There are multiple positions that only require English.

How much will I have to work?

The intern must work the equivalent of 180 hours. The period for the internship is to be determined by the employer and the intern, but most internships are completed by August 31.

What else will I be responsible for doing as part of the ALA internship program?

- All interns will be responsible for contacting via email and a video chat program their internship coordinator.
- All interns will be responsible for sending a weekly/bi-weekly report of hours worked to programs@alausa.org
- All interns will need to prepare a short review/summary of their experience to be published in ALA's annual report or *Latvian Dimensions* journal by September 1, 2025.

If an intern refuses the internship or fails to complete the full term of the internship the scholarship must be re-paid to ALA September 1, 2025.

How can I apply?

1. Complete the *Internship application form* [Application form](#) by **March 1**.
2. Organize a *Letter of Recommendation* from a professor of employer to be sent by **March 1** to:

Liga Ejups
American Latvian Association,
Director of Educational Programs.
Email: programs@alausa.org.
3. All candidates for the *Internship Program USA* must be/become ALA members by **March 1**. To become a member [ALA Membership](#).

If applying for an ALA scholarship, complete, print and mail (post) a [W9 Form](#) by **March 1** to
American Latvian Association
400 Hurley Ave.,
Rockville, MD 20850-3121

Can I choose which internship I would like?

We recommend that the applicant choose a 1st, 2nd, and 3rd preference when filling out the application. ALA will try to accommodate applicants' preferences, but cannot guarantee a 1st choice.

If more candidates for an internship apply, the "Internship Program USA" ALA committee will evaluate the submitted application forms according to the following criteria:

1. Quality of application (carefully and carefully executed).
2. Whether the selected traineeships correspond to the candidate's training, interests or abilities.

When is the application deadline?

Applications for the ALA Summer Internship Program (in the U.S.) must be submitted by **March 1, 2025 24:00 EST**.

When will I find out whether I have been hired for an internship and where I will work?

Applicants will be notified via email by March 15 regarding an internship placement.

If I have asked for the scholarship, when should I receive the money?

The ALA office will only mail out your check when your signed W9 form has been received. Expect a check in the mail 1-2 weeks after your mailing W9 form.

Contact with more questions: Liga Ejups at programs@alausa.org