**Subject: Ready to Make Spring Plans?**

Hello [NAME],

Welcome back to campus. As summer ends and fall begins, it’s also time to start planning ahead for spring!

How would you like to spend spring semester in Washington, D.C.? Gain valuable experience in an internship matched to your interests, network with professionals in your intended field, and live in one of the most cosmopolitan cities in the world while forming friendships that last a lifetime with other young adults from around the country and world.

[The Washington Center](https://www.youtube.com/watch?v=lVzvM7emi2k) (TWC) partners with [SCHOOL], offering semester internships, often for credit, through TWC’s [Academic Internship Program](https://www.twc.edu/programs/academic-internship-program) in Washington, D.C. While spring may seem far away, summer is the perfect time to get started on your TWC application. Do you have questions? I have answers.

Frequently Asked Questions

* **What majors are allowed to intern?** Students of all majors are welcome.
* **What class years are permitted to participate?** You must be at least a sophomore.
* **Are scholarships available?** TWC offers [private scholarships](https://www.twc.edu/programs/private-scholarships) to make this opportunity possible.
* **What is the deadline to apply?**
	+ The [Spring](https://www.twc.edu/articles/why-spring-great-time-be-dc-intern) early deadline is Wednesday, October 9th.
	+ Spring not for you? The application deadline for Summer 2020 internships is March 13th.
	+ If your internship interest requires a background check, e.g.: criminal justice, it is important to apply early!

As the TWC liaison at [SCHOOL], I’m happy to answer any questions that you may have along the way. To contact me, [PREFERRED CONTACT MEANS AND INFO].

[CLOSING]