Frequently Asked Questions

Regarding the Douglas K. Bereuter for Junior Associates in Asian Affairs Program

Q **What is the program period for the Junior Associates program?**

A Junior Associate positions are only offered in the summer (June 1– August 31) and fall (October 1 – December 31).

Q **I looked on your website and I don't see any Junior Associate opportunities listed. When will the Junior Associate opportunities be announced?**

A The application period for each program is about two to three months prior to the beginning of the program period. If after you visit the "Regular Employment" section of our website you do not see a current Junior Associate opportunity it is because we are not accepting applications at this time.

Q **I just completed my undergraduate studies. Am I eligible for the program?**

A We do not accept applications from undergraduate students or recent undergraduates.

Q **Who is considered a recent post-graduate?**

A To be considered a recent post-graduate you must have received your post-graduate degree within the past two years.

Q **I recently completed my post-graduate coursework, but I don't graduate until after the program period starts. Can I still apply?**

A The summer program is from June 1 – August 31. The fall program is from October 1 – December 31. If you are unable to start on the first day of the program period and continue on through the end of the program period then do not apply.

Q **I want to apply for a Junior Associate position but I do not have an official transcript confirming the completion of my degree. Will an unofficial transcript be accepted?**

A We understand that some applicants may not have graduated at the time they apply for a Junior Associate opportunity, but they will graduate before the start of a program period. If an applicant has not yet graduated and thus cannot submit an official transcript confirming the completion of their degree we will accept the following:

- An unofficial transcript including grades for the courses taken (except for the final semester)
  AND
- An official letter from your school confirming that your degree is currently in process and that you are on track to graduate. This letter must include the date that the degree is scheduled to be conferred.

Q **I want to apply for a Junior Associate Position. Do I have to personally submit a transcript or can my school submit one on my behalf?**

A Either way is acceptable. Either the applicant or the school should submit the transcript to jrassociates@asiafound.org.

Q **I want to apply for a Junior Associate position. Do I have to personally submit the letters of recommendation or can my referrers submit the letters on my behalf?**

A Either way is acceptable. Either the applicant or the person who writes the letter of recommendation should submit the letter (in either Word or PDF format) to jrassociates@asiafound.org. Please note that the email subject should read: Recommendation letter for [Candidate Name].

Q **I am interested in applying for more than one Junior Associate position. Is this acceptable?**

A You may apply for any of the available Junior Associate positions. If you decide to apply for more than one position please indicate in your cover letter which opportunity is your first, second, and/or third choice.

Q **I want to apply for a Junior Associate position but I'm not sure if I will require sponsorship. What do you mean when you say that a candidate must be able to legally work in the United States without sponsorship?**

A The Asia Foundation can only employ individuals who are eligible to legally work in the United States. Such persons include U.S. Citizens, noncitizen nationals, lawful permanent residents, and aliens authorized to work.

In regard to the Junior Associate program, the Foundation will not provide sponsorship to individuals who are not legally authorized to work in the United States. This means that individuals who are not in one of the four categories named in the paragraph above need to obtain a visa which will allow them to work in the United States. The visa needs to be current, valid, and not require that the Foundation process any paperwork on the individual's behalf. If a person does not already have a visa which allows them to legally work in the United States the Foundation will not be able to employ them. For more information on work authorization in the United States please visit www.uscis.gov.

Current student or recent graduates of a college/university in the United States who have an F-1 visa may be approved for Optional Practical Training (OPT). OPT would allow an individual to work in the United States for a limited time either during or after completing one's studies (if the line of employment is directly related to what the individual studied). One must apply for OPT and be approved before the Foundation could employ the individual. For more information about OPT please click here or speak to someone in career services at your college/university.

Q **I've recently applied for a Junior Associate position. Will I be notified of the status of my application?**

A Due to the high volume of applications we receive we are unable to notify each applicant about the status of their application. This includes responding to phone and email inquiries regarding the status of their application.

After an applicant applies online for a Junior Associate position they will receive an email confirming their successful application submission. If an applicant receives this email they can rest assured that the online portion of their application has been received. In addition, if an applicant submits their required materials to the jrassociates@asiafound.org email address and they do not receive an auto-reply stating that their message wasn't delivered they can assume their application materials were received.

Q **I recently applied for a Junior Associate position, but I was having trouble uploading/updating my cover letter/resume online. What should I do?**

A We understand that applicants sometimes have trouble uploading or updating their online application materials. If you run into this situation please email your cover letter and resume to jrassociates@asiafound.org and in your email please identify the issue you came across during the online application submission process. Please note that emailing your cover letter and resume is not a substitute for applying for a Junior Associate position online. If we receive your cover letter and resume via email but we do not see your online application we will consider your application incomplete; incomplete applications are not considered for the program.

Q **I had some of my application materials submitted by another individual/entity. Will I be notified when the application materials are submitted?**

A Due to the high volume of applications we receive we are unable to notify each applicant if/when we receive application materials submitted on their behalf. Please follow up directly with the individual or entity who submitted materials on your behalf.

Q **Will my application be accepted if some of the application materials are received after the deadline?**

A If we do not receive all of your application materials prior to the application deadline your application will be considered incomplete and thus will not be considered. We require that applicants submit a cover letter and resume online, and we require a transcript and two letters of recommendation to be emailed to jrassociates@asiafound.org. Both the online application and the email submission of materials must be completed by the application deadline in order for your application to be considered complete.