INTERNING AT OSTP

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APPLICATION TIMELINES

Application Timeline: Policy Interns
Fall Semester: September - December
   Applications due: June 28
Spring Semester: January - April
   Applications due: October 28
Summer Semester: May - August
   Applications due: March 19

Application Timeline: Legal Interns
Fall Semester: September - December
   Applications due: May 1
Spring Semester: January - April
   Applications due: October 10
Summer Semester: May - August
   Applications due: January 20

APPLICATION INSTRUCTIONS

To apply, email your complete application materials with the subject line “[Term] [Year] Policy Intern Application” or “[Term] [Year] Legal Intern Application” to engagement@ostp.eop.gov.
For example, use the subject line “Spring 2018 Policy Intern Application” if applying for a Spring 2018 policy internship. Law students and LLM students may apply for both a policy internship and a legal internship, but must submit separate applications for each internship program to be considered for both. If you are a law or LLM student applying to both a
policy internship and a legal internship, email each
application separately using the appropriate subject line.

Required Application Materials:

- **Cover letter.** Please describe your interest in OSTP, the
topic areas that interest you, your relevant skills and
experience, and why you would like to serve the American
people. 1 page limit.
- **Resume.** 1 page limit.
- **Writing sample.** Any length between 2 and 10 pages is
acceptable. Longer writing samples will not be
considered. Any topic is acceptable. Word or PDF format
is acceptable.
- **Copy of current transcript.** Unofficial transcripts are
acceptable.
- **List of at least 3 references.** Ensure you include contact
information for your references. You do not need to
submit letters of recommendation.

Please provide the information listed below in the body of
your application email:

First Name:
Last Name:
Email Address:
Phone Number:
Are you a U.S. Citizen?
For which term are you applying?
Which days of the week are you available?
College/University Where Enrolled during Desired Term:
Current Major or Graduate Program:
Expected Graduation Date (mm/yyyy):
FREQUENTLY ASKED QUESTIONS

Is the OSTP Intern program part of the White House Internship Program?
The OSTP Intern Program is distinct from the White House Internship Program. Students in the White House Internship Program intern with the White House Office, a different component of the Executive Office of the President. Students in the OSTP Intern Program work for OSTP.

Where do OSTP Interns work? Can I work remotely?
Interns must be available to work on site in the White House Complex in Washington, D.C.

How many hours per week would I need to commit to working?
Interns for the Fall and Spring terms are expected to commit to a minimum of 16 hours per week. Preference will be given to applicants available to work for 30+ hours per week. Interns are expected to work full-time for a minimum of 10 weeks during the Summer term.

Is the OSTP Internship a paid position?
No. OSTP internship positions are without compensation. Students may, however, be eligible to receive academic credit from their respective college or university. Student interns may also be eligible to receive a public transit subsidy from OSTP to help defray the costs of commuting to OSTP. In addition, applicants may contact educational and other non-profit organizations to apply for funding or housing assistance. Any outside income, funding, or housing assistance received as an OSTP intern must be pre-approved by OSTP Legal Counsel.

Are the start dates for each term flexible in the event of a conflicting academic or work schedule?
OSTP is sometimes able to accommodate modifications to the term start and end dates. If you have restrictions on when you can start or when you must end your internship, please indicate those restrictions in your application.
Is housing provided?
No. Applicants must arrange for their own housing. Applicants are encouraged to contact educational and other non-profit organizations, as well as local schools, to apply for housing assistance. OSTP does not arrange housing for OSTP interns.

I will be graduating at the end of this year, but plan to enroll in another program next term. Am I considered eligible?
While final determinations of eligibility are made by OSTP, students in either of the following two categories are generally eligible:

1. Students enrolled at least half-time in an accredited educational institution.
2. Students not concurrently enrolled, but who can demonstrate that their gap in enrollment will not exceed five months. Example: College students who graduate in May and who can document their enrollment in a graduate program that begins in August of the same year are likely to be eligible for OSTP internships.

I am not a U.S. citizen. Am I eligible if I have a green card, I am a permanent resident, I intend to become a permanent resident, or I am currently applying for U.S. citizenship?
Applicants must be U.S. citizens to be eligible for the OSTP internship program. Permanent residents and those seeking U.S. citizenship are encouraged to apply after they have obtained U.S. citizenship.

Are high school students eligible to apply?
Unfortunately, no.

When can I apply for future terms?
Students may apply early for future terms, but OSTP recommends that students apply no earlier than two months before each term’s application deadline.
I am a law student interested in both Policy internships and Legal internships. Can I apply to both?
Yes. If you wish to be considered for both policy and legal internship positions, you must apply separately by submitting separate email applications. If you are interested in working directly with policy advisors on the development of national policy, particularly in a specific policy area that interests you, we encourage you to apply for one of OSTP’s policy internships. In contrast, if you are mainly interested in gaining legal experience working with government attorneys who support policy advisors, you will likely prefer interning in OSTP’s Legal Division. Legal internships are open ONLY to law and LLM students.

How many interns does OSTP accept each term?
The number of interns accepted varies by organizational needs and space availability.

Are there suggested topics for the writing sample?
A writing sample on any topic that shows professional written communication skills and knowledge of grammar is appropriate. All students are welcome to submit legal or policy writing samples on a topic of interest. Candidates for the legal internship are encouraged to submit legal memoranda or other writing samples that demonstrate proficiency in legal research and writing.

When can I expect to hear back from OSTP after I submit my application?
Due to the large volume of applications submitted to OSTP, we are not able to confirm receipt of every application. OSTP seeks to contact students selected for interviews within a month after an application deadline closes.

Can I mail a hard copy of my application?
No. Only applications submitted by email will be reviewed.