White House Office of Science and Technology Policy Internship Application Guidance

Interning at OSTP

APPLICATION TIMELINES

Application Timeline: Policy Interns

> **Summer Semester:** (May – August)
> > Applications Due: **February 28, 2026**

> **Fall Semester:** (September – December)
> > Applications Due: **June 14, 2026**

> **Spring Semester:** (January – April)
> > Applications Due: **September 20, 2026**

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APPLICATION INSTRUCTIONS

To apply, e-mail your complete application materials with the following subject lines to the corresponding e-mail addresses:

Policy Internship:

[Term] [Year] Policy Intern – internships@ostp.eop.gov
> Please send your cover letter, resume, writing sample, copy of transcript, and references as **one PDF document.**

-or-

[Term][Year] Legal Intern – legal@ostp.eop.gov

> Please send your cover letter, resume, writing sample, copy of transcript, and references as **one PDF document.**

For example, use the subject line "Fall 2026 Policy Intern Application" if applying for a Fall 2026 Policy Internship.

Note: 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, e-mail each application separately using the appropriate subject line.

REQUIRED APPLICATION MATERIALS – All materials **MUST be submitted in PDF format.**

- **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** – One page limit.
- **Writing Sample** – Any length between 2 and 10 pages is acceptable. Longer writing samples will
- not be considered. Any topic 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.
- **Application E-mail Content** – Please provide the following in your application e-mail:
  - **First Name:**
  - **Last Name:**
  - **E-mail 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):**

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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 OSTP Internship Program intern with OSTP. Interns in the White House Internship Program intern with the White House Office, a different component of the Executive Office of the President.

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 may 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 e-mail applications. If you are interested in working directly with policy advisors on the development of national policy, particularly on 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. Please note, 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?
OSTP seeks to inform applicants upon receipt of their application. OSTP seeks to contact students selected for interviews within a month after an application deadline closes.

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

May I submit one application and ask that OSTP consider me for the Fall, Spring, and or Summer internship program?
Unfortunately, no. Please do not submit one application and request OSTP use the application to consider you as an applicant for all upcoming semesters. OSTP encourages you to reapply for an opportunity to intern at OSTP at another semester in the event you are not selected as an OSTP intern for the semester you requested.

May I request to telework as an intern?
Unfortunately, no. Interns are not permitted to telework. OSTP will only host its Internship Program when it is possible for all interns to work on site.