



**Homeland  
Security**

Science and Technology



**HOMELAND SECURITY UNIVERSITY PROGRAMS**  
TODAY'S RESEARCH & EDUCATION, TOMORROW'S SECURITY

# Building A Successful Application for the DHS HS-STEM Summer Internship Program

What's Included in this guide:

- General tips for completing your application
- Creating consistency among all the pieces of your application
- Choosing good references
- Writing successful essays
- Uploading acceptable documents
- Selecting projects
- Helpful Links

For more information or to apply, please visit: <http://www.orau.gov/dhseducation/internships/>

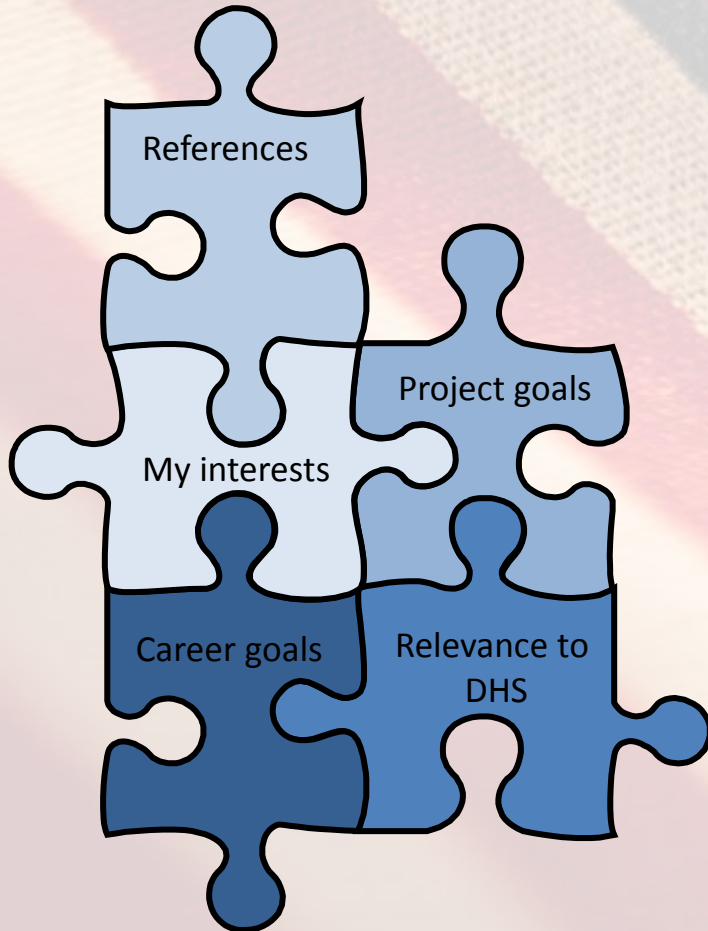
# General Tips for Successfully Completing Your Application



- Plan Ahead! Completing an application is a time consuming process; be sure to follow [application instructions](#) and meet [deadlines](#).
- Check the [eligibility requirements](#) before completing an application.
- Request [supporting documents](#) as soon as possible. Make sure your supporting documents are acceptable.
- Check that your home page in the online application system shows at least two references as “received” *before the application deadline*.
- Check spelling, grammar, and accuracy before submitting all information.
- Do not submit an incomplete application – *it will not be considered* (e.g., missing references, missing or unacceptable documents, incomplete essays).
- Familiarize yourself with the DHS Research Areas, DHS mission, and HS-STEM Program goals (see [Helpful Links](#) below).



# Have Consistency Among All Application Materials



- Choose professional/academic references that support your application.
- Write essays with clear and concise research interests and career goals.
  - Demonstrate that your research interests are aligned with the DHS Research Areas.
  - Demonstrate an understanding of the DHS mission and HS-STEM Program goals.
  - Make it evident that your career goals are aligned with the DHS mission.
- Select projects that match your academic background and research interests.





# Ensure Your Supporting Documents are Acceptable

- Acceptable transcripts have official university markings, such as the registrar's signature, university logo or stamp, letterhead or watermark, etc. More details can be found at <http://www.orau.gov/dhseducation/internships/acceptable-docs.html>
- Make sure that transcripts show grades through the most recent summer and include all postsecondary institutions attended during the last two years.
- If current enrollment/coursework is missing from your transcript, then you must provide documentation on university letterhead that includes the student name, confirms full-time enrollment, lists courses and credit hours for the current Fall Term, and is signed by an authorized university official (e.g., registrar officer, academic advisor, or department head).

Unacceptable

*Example University - Sacramento* 100 Sacramento Blvd Sacramento, CA 95845

NAME: First M. Last Name Issued to Student  
Date of Birth: [REDACTED] \* Social Security Number: [REDACTED] \* Student ID: [REDACTED]  
Graduate Status: Graduate Print Date: 1-1-2012

Term	Course	Grade	Term	Course	Grade	
Fall 2006	ENG100	A	Fall 2006	ENG104	A	AWARDED B.A. Chemistry 2010
	MTH100	B		MTH104	B	END UNDERGRADUATE RECORD
	PHYS100	A		PHYS104	A	-----
	CHM100	A		CHM104	A	BEGIN GRADUATE RECORD
TERM GPA: 3.85			TERM GPA: 3.85			for M.A. Chemistry
CUMULATIVE GPA: 3.85			CUMULATIVE GPA: 3.85			
Spring 2007	ENG101	A	Spring 2009	ENG105	A	Term Course Grade
	MTH101	B		MTH105	B	Spring 2011
	PHYS101	A		PHYS105	A	ENG200 In progress
	CHM101	A		CHM105	A	MTH200 In progress
TERM GPA: 3.85			TERM GPA: 3.85			PHYS200 In progress
CUMULATIVE GPA: 3.85			CUMULATIVE GPA: 3.85			CHM200 In progress
Fall 2007	ENG102	A	Fall 2009	ENG106	A	TERM GPA: n/a
	MTH102	B		MTH106	B	CUMULATIVE GPA: n/a
	PHYS102	A		PHYS106	A	
	CHM102	A		CHM106	A	
TERM GPA: 3.85			TERM GPA: 3.85			
CUMULATIVE GPA: 3.85			CUMULATIVE GPA: 3.85			
Spring 2008	ENG103	A	Spring 2010	ENG107	A	
	MTH103	B		MTH107	B	
	PHYS103	A		PHYS107	A	
	CHM103	A		CHM107	A	
TERM GPA: 3.85			TERM GPA: 3.85			
CUMULATIVE GPA: 3.85			CUMULATIVE GPA: 3.85			

REGISTRAR'S OFFICE: [Signature]

Acceptable

Applications with unacceptable supporting documents will not be considered.



# Select the Project That is Right for You



- Identify research projects that interest you and match your background.
- Contact research mentors to better assess your interest (mentors are listed in each project posting in the Project Catalog).
- Review the Hosting Site information concerning location, housing, on-site transportation or other information that may impact your decision. Contact Hosting Site internship coordinators if you have questions.
- Consider selecting more than one project at different hosting sites to increase your chances of being selected (you can select up to five).

# Helpful Links

- **DHS Mission:**  
<http://www.dhs.gov/our-mission>
- **DHS Science and Technology Mission:**  
<http://www.dhs.gov/science-and-technology-directorate>
- **HS-STEM Program Overview:**  
<http://www.orau.gov/dhseducation/internships/index.html>
- **DHS Research Areas:**  
<http://www.orau.gov/dhseducation/about/researchAreas.html>
- **How to Apply:**  
<http://www.orau.gov/dhseducation/internships/application.html>
- **Hosting Site Information:**  
<http://www.orau.gov/dhseducation/internships/hostSites.html>
- **Frequently Asked Questions:**  
<http://www.orau.gov/dhseducation/internships/faqs.html>
- **Still have questions? Email us at [DHSed@orau.org](mailto:DHSed@orau.org)**