



**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/>

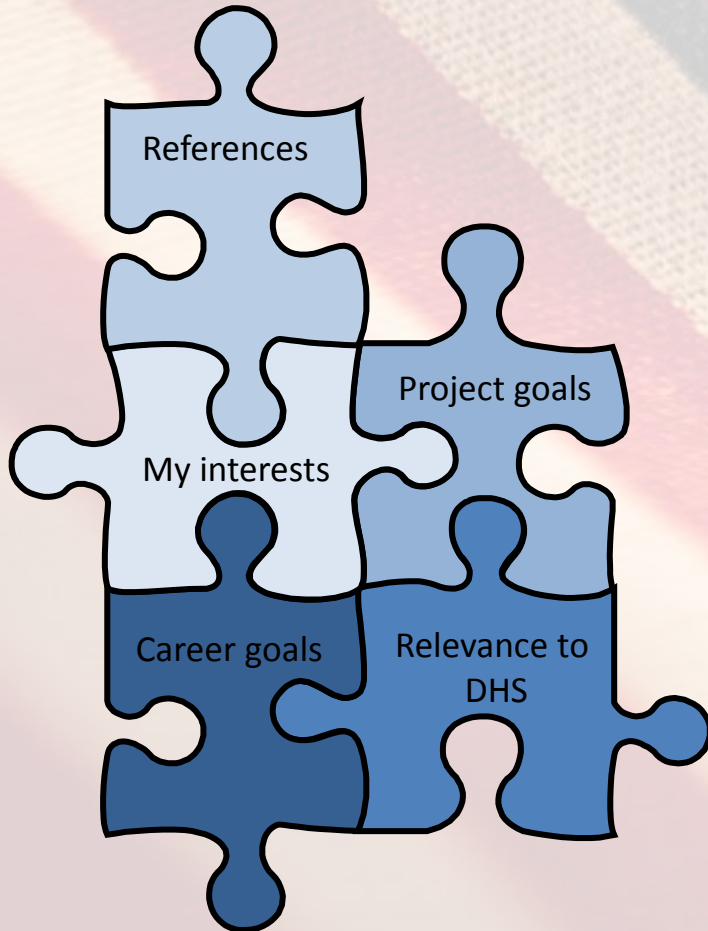
# General Tips for Successfully Completing Your Application



- 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.







# 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)**

