



**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

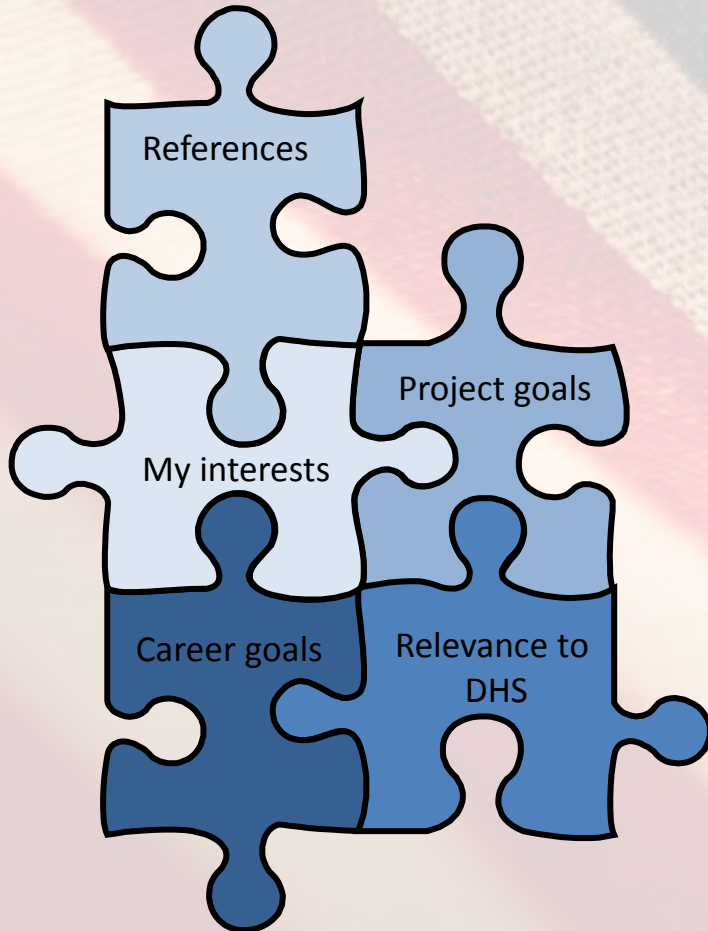
For more information or to apply, please visit: <http://www.orau.gov/dhseducation/internships/>

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
	MTH100	B		MTH104	B
	PHYS100	A		PHYS104	A
	CHM100	A		CHM104	A
TERM GPA: 3.85			TERM GPA: 3.85		
CUMULATIVE GPA: 3.85			CUMULATIVE GPA: 3.85		
Spring 2007	ENG101	A	Spring 2009	ENG105	A
	MTH101	B		MTH105	B
	PHYS101	A		PHYS105	A
	CHM101	A		CHM105	A
TERM GPA: 3.85			TERM GPA: 3.85		
CUMULATIVE GPA: 3.85			CUMULATIVE GPA: 3.85		
Fall 2007	ENG102	A	Fall 2009	ENG106	A
	MTH102	B		MTH106	B
	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		

AWARDED B.A. Chemistry 2010
END UNDERGRADUATE RECORD

BEGIN GRADUATE RECORD
for M.A. Chemistry

Term Course Grade
Spring 2011
ENG200 In progress
MTH200 In progress
PHYS200 In progress
CHM200 In progress
TERM GPA: n/a
CUMULATIVE GPA: n/a

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.ornl.gov/dhseducation/internships/index.html>
- **DHS Research Areas:**
<http://www.ornl.gov/dhseducation/about/researchAreas.html>
- **How to Apply:**
<http://www.ornl.gov/dhseducation/internships/application.html>
- **Hosting Site Information:**
<http://www.ornl.gov/dhseducation/internships/hostSites.html>
- **Frequently Asked Questions:**
<http://www.ornl.gov/dhseducation/internships/faqs.html>
- **Still have questions? Email us at DHSed@ornl.gov**

