

**Office of Senator Robert Menendez  
Senate Foreign Relations Committee  
Internship Application**

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To apply for an internship with Senator Menendez's Democratic staff for Senate Foreign Relations Committee, please complete the application below and send back along with your **resume and cover letter** by email [democratic\\_internship@foreign.senate.gov](mailto:democratic_internship@foreign.senate.gov) by the appropriate deadline date.

There are four different internship opportunities throughout the year, please mark which session you are applying for:

**Fall session** is from August to December \_\_\_\_\_

**Spring session** is from January to May \_\_\_\_\_

There are two summer sessions (you can apply for either or both sessions):

**Summer session one:** May to June \_\_\_\_\_

**Summer session two:** July to August \_\_\_\_\_

**Internship application deadlines:**

2020 Spring Session: November 1, 2019

2020 Summer Session: March 6, 2020

2020 Fall Session: June 26, 2020

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**Full Legal Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Preferred Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Hometown:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Emergency Contact**

**Name:** \_\_\_\_\_ **Relation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Education Information**

**Institution Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Major:** \_\_\_\_\_

**Minor:** \_\_\_\_\_

**GPA:** \_\_\_\_\_ **Expected Graduation Date:** \_\_\_\_\_

**Will you be receiving academic credit for participating in our internship program?** \_\_\_\_\_

**Internship Availability**

**Monday:** \_\_\_\_\_

**Tuesday:** \_\_\_\_\_

**Wednesday:** \_\_\_\_\_

**Thursday:** \_\_\_\_\_

**Friday:** \_\_\_\_\_

**Available Hours/week:** \_\_\_\_\_

**Have you applied to our internship program before?** \_\_\_\_\_

**If so, when?** \_\_\_\_\_

**Please answer the following questions Yes or No:**

**Have you ever been imprisoned, been on probation or parole; convicted of a felony or firearms/explosives violation; or convicted by a military court-martial? Include convictions resulting from a plea of non contendere (no contest). Omit: (a) traffic fines of \$100.00 or less; (b) any conviction set aside under the Federal Youth Corrections Act or similar state law; and (c) any conviction whose record was expunged under federal or state law.** \_\_\_\_\_

**If selected for an internship, I could truthfully certify that I am in the United States legally.**

**I certify that all of the information I have supplied on this application is true, correct,**

complete, and made in good faith. \_\_\_\_\_

**Please provide contact information for three personal and/or professional references:**

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Contact Information:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Contact Information:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Contact Information:** \_\_\_\_\_

Please do not forget to include a **cover letter and resume** when submitting your application.

If you do not receive a confirmation email when you send in your application, please send an email to [democratic\\_internship@foreign.senate.gov](mailto:democratic_internship@foreign.senate.gov) or call 202-224-4651.

## **Internship Stipend**

Senator Menendez is providing a \$5,000 stipend for a limited number of students to help alleviate the costs of interning with his Senate Foreign Relations Committee staff. Far too often, qualified students cannot afford to come intern in our offices because of the costs of housing, transportation, and food.

This stipend is intended only for those students who cannot afford to participate in an unpaid internship in Washington, D.C. While some students may have access to financial assistance from family or their educational institution, this stipend is intended for those who could not otherwise afford this opportunity.

The Senate Foreign Relations Committee minority staff office considers a financial need to exist in circumstances such as: when a student is eligible for a Pell Grant; when a student or a person claiming the student as a dependent is eligible for an Earned Income Tax Credit; when a student or a person claiming the student as a dependent lives at or below the federal poverty line; and other similar circumstances that may compel a student to decline to take an internship in D.C. **Only respond to the following questions if you would like to be considered for the stipend.**

**Do you certify that you have a financial need for this stipend? Yes [ ] No [ ]**

**If selected for a paid internship, I could truthfully certify one of the following: (1) I am a United States citizen; or (2) I am lawfully admitted for permanent residence and am seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B); or (3) I am (i) admitted as a refugee under 8 U.S.C. § 1157 or granted asylum under 8 U.S.C. § 1158 and (ii) I have filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or (4) I owe allegiance to the United States under the law. Yes [ ] No [ ]**

(Note: To meet the “owe allegiance” requirement, an individual must be (1) a non-citizen U.S. national born in or having ties to American Samoa or Swains Island (as outlined in 8 U.S.C. § 1408), or (2) a non-citizen U.S. national pursuant to section 302 of Public Law 94-241 (relating to the Commonwealth of the Northern Mariana Islands))