

# NEW YORK CITY SUMMER INTERNSHIP PROGRAM

## Eligibility and Application Process

This Web site contains a listing of internship opportunities offered by participating City agencies. Internship descriptions include:

- Agency/unit description
- Agency contact person(s)
- Internship responsibilities
- Special skills or areas of study needed
- Salary/unsalaried
- Volunteer and academic credit programs (where offered)
- Undergraduate and graduate eligibility

### ELIGIBILITY

Undergraduate interns must be **currently enrolled** in a college or university. Graduate interns must be currently enrolled, or accepted in, a graduate program.

Unless specified, the internship is open to both undergraduate and graduate applicants.

Please see the “**QUALIFICATIONS/SPECIAL SKILLS/AREAS OF STUDY**” section of specific agency offerings to determine if you are eligible.

### THE APPLICATION PROCESS

Internships are administered by staff at individual agencies. ***There is no centralized internship application processing center.***

Each agency requires that applicants forward a ***cover letter*** and ***resume*** to the agency contact person.

The agency contact person or assigned staff member will respond to questions about agency internship programs.

Agencies may revise their program(s) after this information has been posted. Be sure to confirm all information when you apply for specific programs.

### AVAILABILITY OF INTERNSHIPS/POSITIONS

Though some agencies list detailed descriptions of many of divisions/units, not all divisions/units within an agency may offer internships.

### DURATION OF INTERNSHIPS

There are no uniform start or end dates for internship assignments. Internships are available between May and September for a maximum of 13 weeks. Individual agencies determine the actual length and start/end dates for their internship assignments.

## **SALARIES**

Salary ranges are determined by the individual agencies.

Some internship positions are *unpaid* and some offer volunteer, work study, or academic credit for work experience at their agency. Others may provide a 'Travel Stipend' for participants with the program. Please refer to the specific internship description for details.

## **SUMMER HOUSING**

Although we do not provide housing for summer interns, listed below are three facilities/organizations that provide housing in New York City at reasonable rates.

### **92nd STREET Y de HIRSCH RESIDENCE**

**1395 Lexington Avenue**

**New York, NY 10128**

**Tel: (212) - 415-5650**

**Toll free: (800) 858-4692**

**Website: [www.dehirsch.com](http://www.dehirsch.com)**

**E-mail: [dehirsch@92ndsty.org](mailto:dehirsch@92ndsty.org)**

The 92nd Street Y de Hirsch Residence is located just three blocks from Central Park, 'The Museum Mile' and numerous other treasures found only in the world's greatest city. Residence is by application only and is limited to students, interns and/or fully employed young men and women for periods of 30 days or longer. Residents have access to the health club, great concerts, classes, and other programs at the Y.

### **INTERNATIONAL HOUSE**

**500 Riverside Drive**

**New York, NY 10027**

**Tel: (212) - 316-8436**

**Website: [www.ihouse-nyc.org](http://www.ihouse-nyc.org)**

**E-mail: [admissions@ihouse-nyc.org](mailto:admissions@ihouse-nyc.org)**

International House is a dynamic program center and residence for 700 graduate students and interns from more than one hundred countries, one-third are from the United States. The summer session at International House runs from mid-May to mid-August with a minimum stay of 30 days. For admission to International House during the summer, you must be at least 18 years old and, within six months of the summer session, affiliated with an educational or professional institution as a student, intern, trainee or visiting scholar.

## **EDUCATIONAL HOUSING SERVICES**

**31 Lexington Avenue**  
**New York, NY 10010**  
**Tel: (212) – 977-9099**  
**Toll Free: (800) 297-4694**  
**Website: [studenthousing.org](http://studenthousing.org)**  
**E-mail: [reservations@studenthousing.org](mailto:reservations@studenthousing.org)**

Educational Housing is a not-for-profit organization founded in 1987. We currently accommodate 1900 students and interns from all over the world, in and around the New York City area. We offer quality, safe, affordable living in a student friendly environment. Our residences are located in top neighborhoods, with many conveniences to include public transportation. Please visit our website for further information.