

NEW YORK CITY SUMMER INTERNSHIP PROGRAM (SIP) ELIGIBILITY AND APPLICATION PROCESS

The [Participating Agencies](#) page includes internship opportunities and detailed descriptions that include:

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

ELIGIBILITY

Undergraduate interns must either be currently enrolled in a college or university or must have graduated in the winter or spring semester of 2020 or current program year. Graduate interns must be currently enrolled or accepted in a graduate program.

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

Please see the *“Qualifications / Special Skills / Areas of Study”* section of the specific agency offerings to determine if you are eligible.

THE APPLICATION PROCESS

Internships are administered by staff at the agency offering the opportunity. Each agency will provide all application processing information. All applicants must forward a cover letter and resume to the designated agency contact person.

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

Since agencies may revise their program(s) at any time, please be sure to confirm all information when you apply for specific internships.

DURATION OF INTERNSHIPS

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.

Select housing opportunities are available for single occupancy residences including local colleges. For assistance accessing your housing options, submit a request by email to: sip@dcas.nyc.gov.

COMPENSATION

Salary is determined by individual agencies. Some positions are unpaid, and some offer volunteer, work study, or academic credit for work experience. Others may provide a “Travel Stipend” for program participants. Please refer to the specific internship description for details.