

## CMU Summer Internship Experience Fund

### The Process in Five Steps

1. Secure an unpaid or low-paying internship located in the U.S.
2. Bring a copy of your offer letter with you to meet with your career consultant to develop learning objectives and review your resume and expense report. **You need to attend this meeting before you gain access to submit your application in Handshake.**
3. Submit your application, essay, expense form, and resume in Handshake.
4. Complete your internship and submit your internship questionnaire to [career@andrew.cmu.edu](mailto:career@andrew.cmu.edu).

### Eligible Candidates and Internships

#### Which Students are Eligible?

- Current undergraduate Carnegie Mellon students returning to campus for the Fall 2018 semester
- Students who have already received an offer for an unpaid or low paying internship in the U.S. for Summer 2018

#### What Internships are Eligible?

- Internship experience must be shown to support students' academic and career goals and development
- Takes place during the Summer 2018 session: May 14, 2018 – August 12, 2018
- Must be unpaid or low-paying
- Must be an off-campus internship that requires a minimum of six weeks and/or at least 180 hours total
- Student must be supervised by a professional in the field throughout the entire internship

### Applying on Handshake

1. Attend a meeting with your career consultant so you can be approved in Handshake.
2. Click your name at the top of the page and choose **Documents**.
3. Click the **Add New Document** button in the upper right of the page.
4. Upload all necessary documents (resume, essay, expense report, application).
5. Wait until your documents are converted into PDFs, this may take a few minutes.
6. Type **"SIEF"** in the search bar at the top of the page. Select **Summer Internship Experience Fund (SIEF)** from the drop-down options.
7. Click **Apply** on the right side of the screen.
8. **Choose from existing documents** to attach all four required documents.

#### Choose from existing documents

After applying, Carnegie Mellon University - CPDC will review your application. Your application is attached to your profile, so make sure your profile is **up-to-date**. You will be notified when a decision has been made.

✕ SIEF Essay  
Other Document - Private    Type to filter results...

Expense Report  
Other Document - Private

9. Click **Apply** again, and you're done!

Please contact the CPDC at [career@andrew.cmu.edu](mailto:career@andrew.cmu.edu) or 412-268-2064 with any questions!

<http://bit.do/sief1>