



## FREQUENTLY ASKED QUESTIONS

- ✚ Can I apply for an internship after the deadline?  
No, we will not accept applications after the deadline.
- ✚ If I have already applied to ITA for an internship, can I apply again?  
Yes, you can reapply for the following semester.
- ✚ Is it advantageous to submit letters of recommendation or writing samples?  
No, the only required documents are a cover letter, resume, and your most recent transcript.
- ✚ In what format should I send my materials?  
Please send all documents as attachments. Documents that are not attachments will not be accepted.
- ✚ Is an unofficial scanned copy of a transcript acceptable in order to apply for an internship?  
Yes, unofficial transcripts are allowed. Please send in your most recent transcript from your current school. Previous transcripts are not required.
- ✚ What does 60 hours of credit mean?  
Applicants must have completed at least 60 hours of college credit. This is most applicable to undergraduate students.
- ✚ If I have a work visa, can I still apply?  
No, all applicants must be United States citizens. Visas are not accepted.
- ✚ Does ITA provide a stipend?  
No, the internship is unpaid. Housing is not provided—all arrangements and associated costs are the responsibility of the intern.
- ✚ Do interns receive transportation benefits?  
Interns can receive metro benefits, but it is up to the discretion of each office. Please discuss this with your supervisor.
- ✚ What are some helpful sites for finding housing in the DC area?

[www.internsdc.com](http://www.internsdc.com)

<http://www.makingthedifference.org/federalinternships/dchousingguide.shtml>

<https://career.berkeley.edu/Internships/IntHousing.stm#DCstudent>

<http://murray.senate.gov/internship/dchousing.cfm>

<http://www.studentads.com/dc-interns-housing.shtml>



- ✚ When is the official start date?  
There is no official start date. Each supervisor will work with the student's availability to determine a schedule that meets everyone's needs.
  
- ✚ What activities will be available to interns?  
Interns will be a part of the ITA Intern Network (ITAIN), which seeks to provide interns with an introduction to working, living, and socializing within the Washington area via the following:
  1. Speaker Series: ITAIN participants will have the chance to meet with senior executives within the ITA, and other speakers from government, academia, and the private sector.
  2. Networking/Academic Events: ITAIN participants may gather to attend Congressional hearings, tours of the Capitol and the White House, academic lectures, and conferences.
  3. Social Gatherings: ITAIN participants may attend activities outside of work hours around Washington, DC
  
- ✚ Before I arrive, what should I know?  
It might be helpful to review the following website to familiarize yourself with DC prior to your arrival:

Overview of Washington DC:

<http://washington.org/>

<http://www.lonelyplanet.com/usa/washington-dc?openMap=true>

<http://www.frommers.com/destinations/washingtondc/0035010004.html>

Guide to the Metro:

[http://wmata.com/rail/docs/colormap\\_lettersize.pdf](http://wmata.com/rail/docs/colormap_lettersize.pdf)

Events around town:

<http://www.washingtonpost.com/gog/>

<http://washington.org/visiting/events-calendar>