

For Office Use Only:

University of California, San Diego  
Student Legal Services



**LEGAL RESEARCH INTERNSHIP APPLICATION**

*Empower students through counselling and education*

**Application Materials**

For your application to be considered, Student Legal Services requires that you provide:

- A **cover letter**
- Your **resume**
- Names of **two professional references** with their contact information
- One **writing sample** 4-6 pages in length
- Written response to a prompt (See attached Information Sheet)
- This completed **Application** including **Applicant Declaration** (see below)

**Internship Application Form**

<b>Date:</b>		<b>Position Title:</b>	Legal Research Internship			
<b>First name:</b>		<b>Last name:</b>		<b>Nick name:</b>		
<b>Address:</b>					<b>Zip Code:</b>	
<b>Phone:</b>	Home:		Work:		Mobile:	
<b>Email:</b>						
<b>College:</b>						
<b>Class Year for 2019-20 School Year:</b>						
<b>Where did you see this job advertised?</b>						
<b>Please check <input checked="" type="checkbox"/> appropriate box:</b>	<input type="checkbox"/> I can provide proof of registration as a UCSD student <input type="checkbox"/> I have previously volunteered at Student Legal Services <input type="checkbox"/> I can provide evidence of my qualifications					

**Application Declaration**

I understand that, if my application for an unpaid internship at Student Legal Services is successful and I am installed as a volunteer in the position for which I have applied or in any other such position, the offering of an internship to me will be expressly on the basis of the information that I have provided in relation to my application. I certify that all the assertions on my application and resume are true and correct in every detail. I understand that any incorrect statement in my application or interview on any matter relevant to my internship, including (but not restricted to) my qualifications, experience, ability, or personal integrity, may result in my dismissal.

<b>Signed:</b>		
<b>Print Name:</b>		<b>Date:</b>

**Address Applications To**

Student Legal Services  
Attn: Mary Anan, Esq.  
University of California, San Diego  
9500 Gilman Drive, MC 0034  
La Jolla, CA 92093-0034



## Student Legal Services Undergraduate Legal Research Internship Information Sheet

Overview of the position: This is an unpaid internship in UC San Diego Student Legal Services (SLS) that will provide 2-3 undergraduate students with an opportunity to get an inside look into the legal profession.

Tasks: Contribute to the Student Legal Services Blog. Conduct legal research under the supervision of an attorney. Develop projects to raise campus awareness about legal issues facing students. Support marketing and outreach efforts as needed.

Time commitment: Interns are expected to volunteer at least four hours per week. Interns are also required to complete the Discover the Law program during Winter Quarter 2019 and attend one staff meeting per quarter. The internship begins September 2019 and will end March 2020. Interns will have the option of continuing in the internship through May 2020.

Qualifications: To be eligible, applicants must be currently registered at UC San Diego with a class standing of junior or higher as of Fall 2019 and have an interest in the legal profession. Students from all majors are welcome to apply. Interns must have strong written and oral communication skills.

Training required: All interns will participate in a group orientation. SLS attorneys will provide individual training on an ongoing basis.

Purpose/benefits: SLS provides currently-registered UC San Diego students with free and confidential counseling, education, and referrals on all types of legal matters. Interns benefit SLS by supporting the empowerment of fellow students and improving access to SLS services.

Benefits to the intern: This internship provides the opportunity to gain exposure to the legal profession and make professional contacts without having to leave campus!

Application process: Please submit an application (available on our website), cover letter, résumé, a 4-6 page writing sample, and the names and contact information for two professional references to SLS. Please also respond to the following question in writing (please limit responses to no more than one page):

***What legal issue do you believe poses the greatest challenge to UC San Diego students and why?***

Selected applicants will be invited for an interview. *All application materials must be received at the same time and no later than Friday, May 24, 2019 at 4pm.*

To mail your application, please mail it to:

UC San Diego Student Legal Services  
Attn: Mary Anan, Esq.  
9500 Gilman Drive, MC #0034  
La Jolla, CA 92093-0034

Or hand-deliver to:

Student Services Center, Fifth Floor, Room 527  
Attn: Mary Anan, Esq.