To provide leadership on food, agriculture, natural resources, and related issues based on sound public policy, the best available science, and efficient management.
Step 1

Click on **Educators and Students** under “Information for”
Step 2

Next, click on Careers and Jobs under “Related Topics”
Step 3

This page allows search through individual agency and through links.

To Apply for positions click on “Internship Opportunities” on the right side of page.
Step 4

Click: Apply here!
Step 5

You will be prompted to the “accessing a U.S. Government Information System” message page.

Please read information and click I Agree.
Step 6

You will be prompted to the “e-Authentication Login” page.

Click ‘Create an account’.
Step 7

You will be prompted to the “e-Authentication Login” page.

Click ‘Create an account’
Why we use E-authentication (E-Auth) in the One-Stop Common Application?
E-authentication is a security tool that is used by USDA to ensure that information being submitted by applicants is maintained in a secure environment. Additionally, once a student creates an e-authentication account with USDA, they can use this account to revisit their current application, make changes, update and access archived applications for re-submission. By providing an e-authentication requirement in order to apply using the One-Stop Application, USDA is keeping your personal information safe and only accessible by the person creating the account.
Step 9
Create an Identification (ID)

(6–20 characters)
Step 10

Create a password

(9–12 characters)

When choosing a password, only use characters and words that are not found in the dictionary. At least one word has to be capitalized and another one lower case. You also have to choose either of the following characters: #, *, %, & as part of your password.

Sample password: 7#Bt257qu*
Step 11

Confirm your password
Step 12

Provide:

1. First Name
2. Middle Initial
3. Last Name
4. Zip-code
5. Country Name
**Step 13**

**Provide:**

Email address

**Note:**

Your email must be valid to complete your registration.
Step 14

Click continue to create your account access.
Step 15

After you have created your account, a verification confirmation message will appear as follows:

Please double check that your information is correct before clicking the submit option.
Step 16

After clicking the submit option, a final verification confirmation message will appear as follows:

Please print this page or save it in your browser for future reference.
Step 17

Check your personal email account for the instructions to Activate the e-Authentication account.

Follow steps 1 to 3

After clicking “Activate My Account,” you will be taken to the account activation confirmation page.
Step 18

Account Activation confirmation

Follow the instructions:

Thank you, your account has been activated.

If you are a USDA Federal Employee, no further action is needed.

Please wait approximately 20 minutes from the time of activation before using this account.

If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with Level 2 access, you will still need to visit a USDA Service Center for identity-proofing if you have not already.

If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with only Level 1 access, no further action is needed.

Close Window
Step 15

After obtaining your e-Authentication account, sign-in to get access to the student portal. You will be prompted to the welcome page.
The U.S. Department of Agriculture’s Student Internship Program (SIP) offers students an opportunity to enhance their education by working as an intern at one of our USDA agencies.

The program gives students an opportunity to gain valuable work experience in their area of interest with hopes of sparking a student’s interest in working for USDA.

View Application
Eligibility

USDA interns must be a United States citizen or eligible non-citizen.

If you are a naturalized citizen, you will need to include proof of naturalization as well.

If you have questions regarding your citizenship status please visit
immigration.com/us-citizenship-and-nationality

If you are a permanent resident alien (PRA) or legal permanent resident, you will need proof of permanent resident alien or legal permanent resident status. Please visit
immigration.com/us-citizenship-and-nationality

Upload Transcripts/Resume

Instructions:
- Obtain an "Unofficial" transcript from your school or your school's web site.
- Scan and save your transcript as a PDF or a TIFF file.
- Make sure the file is less than 2MB in size; larger files will not be accepted.
- Make sure the file is legible on the screen and when printed.
- Click the "Browse" button to select your transcript file on your computer.
- Choose the document you want to upload.
- Click the "Upload" button to send it to our server.
- Check that your file was received by downloading it (clicking its link) from our server.
- You may be asked to submit an official transcript via postal mail if you are selected.
- Programs may reject/dismiss you if there are discrepancies between unofficial and official transcripts.

Please Note: To update your documents, re-upload it. This will overwrite the previous version.

Example of what your resume should have:
- Your name and contact information
- Employment History, including past internships
  - Name of employer
  - Dates of employment
  - Name of supervisor
  - Contact information for supervisor
- Education and Certifications, if any
- Skills and Abilities, including computer competencies and/or research projects you've worked on
- Honors and awards
- Membership and extracurricular activities (including offices held and dates)

Troubleshooting

If you are having trouble with converting your document to a PDF, here are few approaches that you can take in finding a solution.
Step 17

Choose an Internship session. You have the option to save and move to the next page. We encourage you to always save your answer before moving to the next section.

You also have the option to choose from the top menu to skip sections.
Step 18

Any information with an asterisk (*) is required and you will not be able to move to the next page until this information is added.
Step 19

[Image of a USDA Student Portal screenshot focusing on the 'Eligibility' section]

- I am a United States Citizen.
- I am a Naturalized United States Citizen.
- I am a permanent U.S. Resident or a Green Card Holder.
- Other
Step 20

Background Information
Step 21

You are on: Welcome > Internship > Contact > Eligibility > Background > Applicant Data > Area of Interest > Education

**Applicant Data (Optional)**

This section is optional for all candidates. If you decide not to complete this section, it will not impact the assessment of your application.

**Gender:**
- Male
- Female

If you selected Male, please indicate if you have registered for Selective Services.

**Race/Ethnicity:**
- Indian or Alaska Native
- Asian
- Asian (including Middle East and India)
- Black or African American
- Hispanic or Latino
- Native Hawaiian or other Pacific Islander
- Two or more Races
- Caucasian or White

What type of living environment do you predominantly reside in?
- Rural
- Urban
- Other
“USDA is an equal opportunity provider and employer.”

Step 21 Continues

Veteran Status:
The U.S. Department of Labor requires USDA to report each year on the number of employees who are veterans. The information you provide will be kept strictly confidential. In addition, this information will be used in accordance with the regulations:
- Era Veteran
- Disable Veteran
- Other Veteran
- Not Applicable

Disability Status:
Please check if applicable:
- Individual with a Disability
- Not Applicable

Reasonable Accommodation:
Explain what type of accommodation you might need (not more than 500 words)
Step 22

Choose your area of interest.

You have the option to choose more than one.
Step 23

Upload transcript(s)

Upload resume
Step 24
Check before submitting application

Step 25
Submit your application by clicking continue
Confirmation

Congratulations!

Thank you for applying to USDA Summer Internship Program. An email confirmation will be sent to you to acknowledge that your application was received.

Please allow two to three weeks for the application review process.

A USDA Student Employment Coordinator will be in touch with you if your application was selected.

Notification to Applicant – Thank you note for applying
FREQUENTLY ASK QUESTIONS
**WHAT DOES A COMPLETE APPLICATION INCLUDE?**

- Online Application Form
- Resume (upload)
- Transcript (unofficial is acceptable) (upload)

All items are to be electronically submitted as part of the application. *Please upload the documents in Word or PDF format and follow the instructions when uploading the documents.*

**WHEN IS THE APPLICATION DUE?**

Applications are accepted beginning the last week of January through the last week of April of each year and notification of placements are made between mid-April and mid-May of each year. Orientation day starts in mid-June for headquarters interns and orientation for field interns starts on their first day of work.

**WHEN ARE PLACEMENTS MADE?**

Agency student employment coordinators search the repository application database and can select your application. The student employment coordinator then verifies whether an available position exists within the agency, and at the requested field office, for a student with your characteristics and qualifications (college major, work experience background, skill-set). The student employment coordinator will forward the application to a hiring manager based on your characteristics.

The hiring manager interviews and selects the student. Once the hiring manager selects the student and makes the offer, the Agency student employment coordinator makes the arrangements for placement at the agency, providing selectee with informational materials for placement and orientation schedule.

**CONTACT INFORMATION FOR USDA STUDENT PROGRAMS**

If you have any questions or concerns, please send your inquiry via email at USDA.Internships@dm.usda.gov. In the subject area write: “Summer Internship Program.”

For technical questions regarding the “Student Portal” site, please direct your questions or concerns to the following email address: Dmappservices@ocio.usda.gov.