



Elisabeth Haub School of Law  
JOHN JAY LEGAL SERVICES

**APPLICATION FOR PARTICIPATION IN SUMMER 2024**  
**EXTERNSHIP PROGRAM**

**Application Deadline April 1 2024 at 12 noon**

*Please read course descriptions and application instructions before submitting your application!*

**Check one:**

*Legal Services and Judicial Externship*

*U.N Environmental Diplomacy Practicum*

**Student ID:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Home #:** (\_\_\_\_) \_\_\_\_\_ **Work #:** (\_\_\_\_) \_\_\_\_\_ **Cell #:** (\_\_\_\_) \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Summer Contact Information if different from current address and telephone:**

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Home #:** (\_\_\_\_) \_\_\_\_\_ **Work #:** (\_\_\_\_) \_\_\_\_\_ **Cell #:** (\_\_\_\_) \_\_\_\_\_

**Class you will enter in Fall 2024**

3rd Year, Full-Time       4th Year, Part-time

2d Year, Full-Time       3d Year, Part-time

**Information about the Externship Placement you have secured for the summer**

**Name of Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Externship Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Hours per week:** \_\_\_\_\_

**Why do you want to participate in an externship this summer?**

**How do you see participation in an externship serving your learning/career goals?**

**Relevant experience:** Briefly describe below any law school, college, personal or work-related experience that you consider relevant to the program for which you have applied.

**What concerns, if any, do you have about participating in an externship?**

**Do you plan to work (paid or volunteer) during the summer?**  YES  NO

**If yes, please indicate name of employer, start and end date, hours per week and location:**

**What other major time commitments do you expect to have during summer?**

**For conflict of interest reasons, it is important that you identify all legal employers, securities brokers or investment firms that you have worked for during the past two years. Please list employers and dates below (include both volunteer and compensated employment, full-time and part-time):**

**Application Process:** E-mail this application and your resume, transcript and writing sample, all in PDF format to [applicationsJJLS@law.pace.edu](mailto:applicationsJJLS@law.pace.edu). All documents must be in PDF format. Place Summer 2024 in subject line.

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