**JOHN JAY LEGAL SERVICES**

**Elisabeth Haub School of Law**

**SUMMER 2018 EXTERNSHIP APPLICATION**

**Instructions**

The following externships are being offered in the Summer 2018 semester:

* Corporate Law Externship
* Criminal Justice Externship
* Honors Prosecution Externship
* Legal Services and Judicial Externship

Please read the course descriptions carefully before applying. With the exception of the Corporate Law Externship, you must obtain your own placement for the summer. All students must be in good academic standing at the end of the spring semester in order to receive credit for an externship.

Unless you are receiving a full tuition scholarship after spring grades have been awarded, you must pay for summer credits. Loans are available if you are taking at least 6 credits during the summer semester.

Unfortunately, no funds are available to defray transportation costs during the summer.

Application Process

1. Applications are available at <https://law.pace.edu/student-applications>.
2. All applications must be e-mailed to [applicationsJJLS@law.pace.edu](mailto:ApplicationsJJLS@law.pace.edu).
3. Follow the “Mac instructions” if you are using a Mac computer.
4. The completed application must contain the following documents in PDF format:

* Application Form
* Resume
* Most recent transcript
* Short (5 pp.) writing sample

1. Put Summer 2018 in the subject line.
2. You will receive an acknowledgment that your application has been received and that is it complete.
3. **The deadline for the Corporate Law Externship is Friday, March 30 at 12 noon.**
4. The deadline for all other programs is Friday, April 27 at 12 noon. Students are encouraged to apply as soon as they have secured a placement.
5. You may be contacted for an interview, at the professor’s discretion.
6. **You will be notified by e-mail of the professor's decision on or before May 10. At that tim**e, you will be asked to confirm your acceptance and will be allowed to register for the course. You must register **in person** at the Registrar's Office or by e-mail ([jwolf@law.pace.edu](mailto:jwolf@law.pace.edu), [jscambia@law.pace.edu](mailto:jscambia@law.pace.edu), or mserena@law.pace.edu).