



## U.S. Department of Justice

Criminal Division  
Office of International Affairs  
Washington, D.C. 20530

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### INTERNSHIP/EXTERNSHIP OPENINGS

The **Office of International Affairs** (OIA) of the United States Department of Justice, Criminal Division, solicits applications from energetic, organized, and detail-oriented first year (second semester), second year and third-year law students (L), undergraduate students (UG), and graduate students (G) to fill intern/extern openings. Unpaid positions are available during academic semesters and summers. Many students receive academic credit for their experience.

#### *What is the Office of International Affairs?*

OIA works with prosecutors in the United States to secure the return of fugitives from abroad and to obtain from foreign countries evidence and other assistance (e.g. freezing of accounts and forfeiture of funds) needed in criminal investigations and prosecutions. OIA assists federal, state and local prosecutors and law enforcement agents, utilizing a network of bilateral and multilateral treaties and law enforcement agreements.

In turn, OIA assures that the U.S. meets its reciprocal obligations to foreign countries by responding to their requests for the extradition of fugitives and the production of evidence located in the United States. In addition to handling the thousands of international extradition and evidence gathering (mutual assistance) cases opened each year, OIA, with the Department of State, is responsible for the negotiation of law enforcement treaties, both bilateral and multilateral, needed to effect extradition and facilitate evidence gathering. When treaties come into force, OIA is responsible for working with treaty partners on an ongoing basis to assure the effective implementation of these important agreements.

Undergraduate and graduate student interns typically work on extradition and mutual legal assistance cases and, as needed, assist on matters utilizing language or other particular skills or interests. Assigned tasks may include drafting correspondence, communicating with U.S. law enforcement agencies, and general case management. Law student interns also may work on both extradition and mutual assistance cases, as well as any project a team may prioritize and assign. Their workload may include reviewing foreign requests for compliance with U.S. law; conducting legal research related to cases being executed or litigated; assisting with preparing advice for U.S. prosecutors, law enforcement and foreign authorities; and drafting correspondence, legal memoranda and pleadings in conjunction with attorneys. Student interns are utilized by OIA's geographic and subject matter teams, as follows:

**Team 1:** United Kingdom, Australia, New Zealand, English-speaking Caribbean, Haiti (UG, G)

**Team 2:** Europe, French-speaking Caribbean (except Haiti)(UG, G, L)

**Team 3:** Mexico, Central America and Spanish-speaking Caribbean (UG, G, L)

**Team 4:** Asia, Middle East, Africa, Pacific Islands (UG, G, L)

**Team 5:** Canada (UG, G)

**Team 6:** South America (UG, G, L)

**Policy and Multilateral Group (PMG)** (UG, G, L)

**Litigation and Legal Policy Group (LLP)** (L only)

**Who may apply?**

Junior and Senior undergraduate Students, graduate students and first (second semester only), second and third-year law students are encouraged to apply. Undergraduates and graduate students with a strong writing background and an interest in international matters and criminal law may be particularly interested in these positions. Knowledge of a foreign language is desirable but not essential. United States citizenship is required. A background check and a drug test are part of the application process.

**What about an application?**

Please apply by email and list on the subject line of the email the semester for which the internship is sought (W--Winter/Spring, S-Summer, F-Fall); student status (U-undergraduate, G-graduate, L-law); Team Preference (per above), and any language(s) spoken. Please include:

- (1) resume (should reflect GPA and/or class rank);
- (2) short writing sample, 5 pp or less (excerpt OK);
- (3) transcript(s); and,
- (4) at least two references who are familiar with the applicant’s research, writing and organizational skills.

**Where and when should I submit my application?**

Applications should be e-mailed to [OIAIntern@usdoj.gov](mailto:OIAIntern@usdoj.gov), with the subject line filled out per above (e.g. S; UG; Tm 3; Spanish). The fall deadline is June 15; winter is October 15; and summer is February 15. Applications are considered on a rolling basis and late applications are considered as needed.

Office Location: U.S. Department of Justice  
Criminal Division  
Office of International Affairs  
1301 New York Avenue, NW, Ninth Floor  
Washington, D.C. 20530

Email: [OIAIntern@usdoj.gov](mailto:OIAIntern@usdoj.gov)

If one of OIA’s Teams wishes to interview an applicant, the Team will contact the applicant directly. Selections typically are made by July 1 for the fall, November 1 for the winter, and April 1 for the summer.

For consideration to serve as an intern with other sections in the Criminal Division or with another Division (Civil, Antitrust, Tax, etc.) in the Department, as well as for information on other compensated and uncompensated student programs, see <http://www.usdoj.gov/careers/>.