



U.S. NAVY JAG CORPS Internship/Externship Application Checklist

Submit materials at the application link on the Internship & Externship Program page.

You should be redirected to the online application portal (FloRecruit). Ensure you submit your application after making your profile, answering all questions, and uploading all required documents.

Below are the required documents for a complete application package. Incomplete application packages may be looked at less favorably.

1	<u>RESUME</u> <ul style="list-style-type: none"> Recommended length is 1 page
2	<u>TRANSCRIPTS</u> <ul style="list-style-type: none"> Undergraduate and law school transcripts are required. If you attended multiple schools or have additional degrees, also provide those transcripts. If you are a 1L applicant applying for the Summer internship and do not have final grades, submit your transcript or other record showing the courses in which you are enrolled Unofficial copies are accepted
3	<u>FULL LENGTH PHOTO</u> <ul style="list-style-type: none"> The photo should be a recent and well-lit photo of you dressed in professional attire in front of a plain background The photo is used to assess your potential in meeting Navy physical standards and ability to follow instructions
4	<u>LETTERS OF RECOMMENDATION</u> <ul style="list-style-type: none"> Mailed letters will not be accepted or reviewed If the letter cannot be uploaded to the application website, they may be emailed directly to NavyJAGInternships@us.navy.mil with the applicant's name in the subject line Address the letter to the "Intern Selection Board"
5	<u>COVER LETTER</u> <ul style="list-style-type: none"> Explain why you are interested in or motivated to specifically apply to the Navy JAG Corps Address the letter to "Intern Selection Board"
6	<u>OF 306 (DECLARATION OF FEDERAL EMPLOYMENT)</u> <ul style="list-style-type: none"> Download a copy of the form from the webpage's sidebar Complete sections 1-17 and sign as "Applicant" This form is used for security clearance purposes
7	<u>DD214 AND LAST FIVE EVALUATIONS/FITREPS/PERFORMANCE BRIEFS</u> <ul style="list-style-type: none"> Only required for former Active Duty, former or current Reservists, and former or current National Guard members