

# U.S. ARMY JUDGE ADVOCATE GENERAL'S CORPS PREREQUISITES AND REQUIRED DOCUMENTS FOR 2L SUMMER INTERNSHIP APPLICANTS

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## PREREQUISITES FOR APPLICATION

At a minimum, an applicant must:

- Be a citizen of the United States, or otherwise be immediately eligible for federal civilian employment and able to pass a background investigation.
- Be a current J.D. student at an ABA-accredited law school.
- Be available to complete the internship during the last summer prior to graduation. 3-year full-time students will apply during the fall of their 2L year to complete the internship the following summer. Students in non-traditional programs should determine their last available summer prior to graduating and apply for the internship the fall prior to their last available summer.
- Be of good moral character and possess leadership qualities.

## Notes

- There are no age restrictions for summer interns.
- There are no physical fitness requirements for summer interns.

## DOCUMENTS REQUIRED FOR APPLICATION

The documents listed below will be uploaded as part of your online application. All documents should be scanned as PDF files and correctly oriented (except for the photo). **DO NOT mail documents to JARO.**

- **Photograph (required):** A quality photo will show the applicant in professional attire in front of a plain background and will be a headshot or full body photograph. Current members of the military should submit an official DoD photo. Educational delay officers should submit a photo in their uniform, but should not wear JAG Corps branch insignia or the regimental crest. Educational delay officers are authorized to wear JAG Corps shoulder boards in the photo. All pictures should be uploaded as JPEG files.
- **Resume (required):** Your resume should describe all of your full-time and part-time legal and non-legal experience. For private practice experience, you should provide a description of the areas of law practiced and any significant cases you handled. For governmental legal experience, you should provide a description of the position, grade, and rating. For judicial office experience, you should provide a description of the jurisdiction of the court. For legal teaching experience, you should provide a list of the subjects taught.

- **Transcripts (required):** Transcripts are required for undergraduate, graduate, and law school institutions where the applicant completed coursework in excess of 12 credit hours. Transcripts can be official or unofficial, as long as the transcript was issued by the registrar. Transcripts must include your name, the school's name, the degree conferred, and the date that degree was conferred. 2Ls should upload a transcript showing classes in progress for the fall semester.
- **Personal Statement (required):** You must submit a statement regarding your interest, objectives, and motivation for applying for a summer internship with the Army JAG Corps. The personal statement is your opportunity to share why you want to work for the JAG Corps with the selection board members. Your statement should not exceed 4,000 characters (this character count includes spaces).
- **Prior Military Service Documents (required if applicable):** If you have prior military service, you must submit a DD Form 214, Certificate of Release or Discharge from Active Duty. Applicants with prior military service must also submit copies of all Officer/Enlisted Evaluation Reports or performance evaluations. Service members currently on Active Duty or Reserve/National Guard should submit all evaluations, if applicable. A DD 214 is not necessary for those currently serving unless a prior DD 214 has been issued.
- **Writing Sample (optional):** A writing sample, 10 pages in length or less, may be submitted.
- **Letters of Recommendation (optional):** You may submit up to four (4) letters of recommendation. All letters of recommendation must be signed by the author. Letters should be addressed as "Dear President and Selection Board Members." You may use the following address for the letterhead: Judge Advocate Recruiting Office, 9275 Gunston Road, Suite 3228, Fort Belvoir, Virginia 22060." However, **DO NOT** mail letters of recommendation to JARO. If the recommender prefers to send the letter directly to JARO, provide the following instructions to the recommender:
  1. Digitally scan the signed letter of recommendation as a PDF file.
  2. Attach the recommendation PDF file to an email.
  3. Send the recommendation to: [usarmy.pentagon.hqda-otjag.mbx.jaro@mail.mil](mailto:usarmy.pentagon.hqda-otjag.mbx.jaro@mail.mil)
  4. Include the following information in the subject line: your last name, your first name, your middle initial, and indicate whether you are applying for Active Duty, Reserve, or Combined Active Duty and Reserve.

**Call (866) ARMY-JAG with questions regarding application or eligibility.**

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