

INTERNSHIP EQUITY FUND APPLICATION INSTRUCTIONS

Stage 1: Enrollment in Credit-Bearing Internship or Research

To be considered for the Internship Equity Fund, you must first be enrolled in a credit-bearing course tied to your internship or research experience. Work with your department or internship supervisor to confirm course eligibility. You may also enroll through an **EXT course**.

- ☐ If you need help enrolling for credit, you can schedule an appointment with the Career Center
 - To Schedule an Appointment:
 - ☐ Log in to <https://joinhandshake.com/>
 - ☐ Navigate to "Career Center"
 - ☐ Select "Appointments" then "Schedule A New Appointment"
 - ☐ Choose "Experiential Opportunities, Internships & On-Campus Student Employment."
 - ☐ Finally, select "Internships, Academic Credit, and EXP+"
 - Face to Face appointment: Career Center is located at the foot of the Zebra Path in Melville Library.
- ☐ Confirm your enrollment for the correct term (ex. Fall 2025)

▲ Note: Enrolling for credit **does not guarantee** a stipend. This is a separate process.

Stage 2: Apply for the Internship Equity Fund

- ☐ Confirm your financial aid status and FAFSA are current.
- ☐ Log in to [Scholarship Universe](#) and complete the **IEF application**.
- ☐ Submit your application by the deadline. Deadlines will be posted on the [Internship Equity Fund website](#).

Only students who complete both stages AND meet eligibility criteria may be awarded funding.



Timeline

- **For Fall Internships:** Applications Open: September 1st. Deadline to Apply: October 16th
- **For Spring Internships:** Applications Open: December 22nd. Deadline to Apply: February 16th
- **For Summer Internships:** Applications Open: TBD

All applicants will be notified of their application status via Scholarship Universe.

For questions about the Fund application process, contact: Amy.Paulino@stonybrook.edu