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