



U.S. NAVY

JUDGE ADVOCATE GENERAL'S CORPS

Internship/Externship Application Checklist

Requirements:

- All blocks of OPNAV 1070/3 must be completed
 - Current or former member of U.S. Armed Forces (active or reserve) must complete Part B
 - Specify in Part G whether applying for summer internship or school year externship.
 - If you are applying for a school year externship, please state whether you plan to work full or part time.

Additional Required Documents:

- Resume
 - 1-2 pages (no longer than 2)
- Undergraduate Transcripts
 - Include transcripts from all undergraduate institutions that you received a degree from
 - Can be official or unofficial transcripts
 - Must show class standing (if available) and school grading system
 - MAILED TRANSCRIPTS WILL NOT BE CONSIDERED
- Law School Transcripts
 - Include transcripts from all attended law schools
 - Can be official or unofficial transcripts
 - Must show class standing (if available) and school grading system
 - MAILED TRANSCRIPTS WILL NOT BE CONSIDERED
- Full length photo (approximately 4x6 or 5x7) in business attire
 - Does not need to be a professionally-taken photo, you can use your personal cell phone or camera to take the picture, however it should look professional
 - Taken within last 3 months
 - Blank backgrounds preferred; well lit



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Additional Required Documents:(con't):

- LSAT Score Report
 - If you took the LSAT more than 5 years ago, please provide a statement stating as much in the remarks section of the online application
- Letter of Recommendation
 - 1-3 letters (applicants MUST submit at least one)
 - Should be addressed to "Special Assistant for Recruiting"
 - Use this address for letterhead only:
 - Office of the Judge Advocate General
 - Special Assistant for Recruiting
 - Military Personnel (Code 61)
 - 1322 Patterson Ave., Suite 3000
 - Washington Navy Yard, DC 20374-5066
 - Can be emailed by recommenders separately to code61@navy.mil
 - MAILED LETTERS OF RECOMMENDATION WILL NOT BE CONSIDERED
- Certification letter from school verifying enrollment and good standing
- Declaration for Federal Employment (Optional Form 306):
https://www.opm.gov/forms/pdf_fill/of0306.pdf

Current or Former members of U.S. Armed Forces (active or reserves):

- Copy of DD214 (former ONLY)
- Last 5 Fitness Reports or Evaluation Reports (current and former)
 - If your service did not provide enlisted evaluations/FITREPs for any reason, please include a statement in the remarks section of the online application explaining the lack of submitted documents