

CCI Application Checklist

Interested in applying to CCI but don't know where to start? Started an application but feeling overwhelmed? Follow this checklist and you'll finish your application in no time!

SELECT A HOST DOE LAB/FACILITY

- 1 Read overviews of each lab/facility.
- 2 For each lab/facility you are interested in, explore ongoing research through the lab's website.
- 3 Pick your top 1-2 labs/facilities!

BONUS

Email 1 or 2 scientists or engineers to describe why their work interests you and to ask if they are taking interns through CCI.

ASK FOR RECOMMENDATIONS

- 1 Identify 2 or 3 people who can speak to your education and experience relevant to CCI. For example: current or former employers, professors, or teaching assistants.
- 2 Ask these individuals for recommendations as soon as possible after starting your CCI application.
- 3 Check the online application system to ensure the recommendations are submitted before the deadline.

BONUS

Watch this YouTube video for more tips!

PREPARE YOUR ESSAYS

- 1 The 1st essay asks about your technical and research experience - classroom projects and lab experience count!
- 2 The 2nd essay asks for the technical and/or research subjects that interest you the most - use what you learned while picking your top host labs/ facilities to answer this question.
- 3 The 3rd essay asks for your personal experience - share your skills or experience, outside of research, that are applicable to CCI. Think of your employment, academic, extracurricular, and life experiences, and how they've led to you applying to CCI today.
- 4 The 4th essay asks for your professional goals - describe how you hope the CCI internship will advance your current academic or career goals. Figuring out whether you like lab work is a valid goal!

BONUS

Watch this YouTube video for more tips on writing the 4 essays!

UPLOAD YOUR TRANSCRIPT(S)

- 1 Your current transcript plus the transcript from any school you attended as a postsecondary student in the last 5 years must be uploaded to the online application system.
- 2 Your transcript(s) must have your name, school name, your cumulative GPA, and all course names and grades. You may add your name and school name electronically or in writing.
- 3 Your birth date and social security number must NOT be visible on your transcript(s). Check every page and fully cover any instances of your birth date or social security number.

BONUS

Watch this YouTube video for full instructions on what transcripts are required for a CCI application and how to upload them.