

INTERNSHIP PROGRAM

ABOUT THE PROGRAM

The US-Asia Institute (USAI) has hosted its internship program for students interested in Asian affairs since 1979. The Institute selects undergraduates, recent graduates, or graduate students during the summer, winter/spring, and fall terms. Internships are unpaid but a scholarship fund and ground transportation stipends are available. See our website for more information: www.usasiainstitute.org/workwithus.

The USAI Internship Program gives students a unique opportunity for hands-on experience in the field of U.S.-Asian affairs. Throughout the internship, students will play an active role in organizing educational programming, overseas Congressional staff delegations, forums, receptions, and diplomatic off-the-record briefings. Students will also be expected to represent the Institute at Congressional hearings, think-tank briefings, and other networking events in the D.C. area.



Amelie De Leon,
Summer 2023

“The USAI internship program gave me unprecedented ownership over my projects, from allowing me to create social media content strategies to hosting my own podcast series! It also helped connect me to so many people in the think tank and public diplomacy space, allowing me to gain a comprehensive view of the D.C. political landscape. Overall, it was a great experience and was such a formative part of my career development.”



Sam Tran,
Summer 2023

“At the US-Asia Institute, I improved on a multitude of skills, including writing, communications, scheduling, and program organizing. My colleagues demonstrated the highest commitment to professionalism and dedication to their work, accompanied by empathy and understanding in their decision-making process. As an international student, the welcoming atmosphere and the involvement of other international students at the US-Asia Institute allows me to feel at home in Washington D.C.”

JOB DESCRIPTION AND QUALIFICATIONS

USAI seeks highly motivated undergraduates, recent graduates, and graduate students with a strong interest in US-Asia relations. Foreign applicants are encouraged to apply for internships (Appropriate visa arrangements are the responsibility of individual applicants). We seek individuals possessing strong writing, organizational, and communication skills.

To apply for our internship program, please submit the following:

1. Resume
2. Cover letter detailing a plan of objectives, a brief description of your future academic and professional goals, and availability for the internship including proposed start and end dates, and day-to-day availability
3. A copy of your transcript (official or unofficial)
4. Short writing sample (two pages maximum)

USAI offers three different types of internships: Political Affairs, Communications, and Rule of Law (summer only). See our website usasiainstitute.org/workwithus to learn more about the positions.



Haruka Noishiki,
Summer 2020

"When the Intern Coordinator repeatedly said that the interns are part of the USAI family during our orientation, I didn't realize how true that was. The USAI staff has truly welcomed us in, sharing with us professional connections, DC favorites, food, and so much more."

APPLICATION DEADLINES

Winter/Spring Term: January – May

Deadline: November 1

Summer Term: May – August

Deadline: March 1

Fall Term: September – December

Deadline: June 15

Submit completed application materials as a single PDF to the Internship Coordinator listed on the website.

USAI Internship Alumni Community

Once connected with USAI through this internship program, interns become part of the USAI community. Established in 1979, our community of intern alumni continue to advise, mentor and assist their peers professionally and personally. Our internship alumni community involves people from around the globe and from different walks of life and interests, including but not limited to business, academia, foreign service, international affairs, arts & culture, and so much more. Staying connected is an important part of the USAI experience.

