

- Statement of Interest outlining objectives/motivations in seeking an internship and how one's academic courses and other experiences relate to the advertised position;
- Certified transcript and written permission from the educational institute; and
- If non-Canadian, copies of a valid study permit or other valid documents issued by Citizenship and Immigration Canada which provides a student with legal status in Canada to undertake an unpaid internship.

By Mail: Ottawa HR (Foreign National Student Intern Program), P.O. Box 866, Station B, Ottawa, Ontario K1P 5T1

By Fax: 613-688-3055

By Email: ottawahr@state.gov

*Application documents can be found online at:

<http://canada.usembassy.gov/about-us/human-resources/internships-for-canadian-citizens-permanent-residents.html>