Applying to our Internship Programmes: What support is available?

Looking for internships

Internship Office website
As well as an overview of what the Summer Internship Programme and Micro-Internship Programme (MIP) offer, our website has info on the Summer Internship student experience, application information including tips and an application timeline, funding information and advice for successful applicants.

Information Sessions
Presentations held at the Careers Service, and in some colleges and departments, giving an overview of what the programme offers and how to apply. See CareerConnect for details of sessions, or check your college or departmental events.

Newsletter, Facebook & email alerts
Liking our Facebook page or signing up to our email alerts means you’ll be updated when programmes open and deadlines approach, new placements are added, Application Support Sessions are held and more. The Careers Service newsletter, sent weekly to all students, also has relevant updates.

Insights from previous interns
You can browse feedback from 2019 internships in our Summer Internship Programme yearbook. Feedback is searchable by country, by sector, by student’s course and year of study.

Writing your application

Application Support Sessions
Twice a week during the Summer Internship application period, you can get a one-to-one meeting with an Internship Office staff member. Extra micro-internship-only sessions are held in October and April. We can discuss your internship goals, clarify questions you have about the programmes, or provide feedback on CVs and personal statements. Sign up to a session on CareerConnect to guarantee a place.

Skills sessions & Careers Lounges
Regular skills sessions at the Careers Service on CVs, cover letters, interviews etc., led by external employers or a Careers Adviser. Find out when relevant events are taking place, and register if necessary, on CareerConnect.

Careers Advisers
Our Careers Advisers offer free, impartial, expert careers advice and can look at your CV and personal statements for our Internship Programmes. A list of advisers and their areas of interest can be found here, and details of how you make appointments are here.

Career Service online guides
The Careers Service website has comprehensive guides on applying to jobs & internships, including:

- Demonstrating you fit the job criteria
- CVs
- Cover Letters
- Interviews
Preparing for your placement

Contact past interns
You may find it useful to talk to previous interns about their experiences. If you would like to contact past interns through any of our programmes, please email internships@careers.ox.ac.uk.

Visa Guidance
Your employer should be the first point of contact to help with arranging visas for international internships. Please note that the Internship Office is not qualified to provide visa advice, however, a useful starting point is the Visa section of our Practical advice abroad page. International students seeking advice on visas for UK internships can email student.immigration@admin.ox.ac.uk.

Essential Internship Guidance
Our detailed Essential Internship Guidance includes suggestions on deciding which internship to apply to, managing contact with employers, preparation for a work placement, and professional conduct during your internship.

Email us at any time
You can always email us about the programme or particular vacancies at the addresses below (however, please note that we cannot provide feedback for CVs or personal statements via email).

You are also welcome to email us when you are on your internship. Please remember whilst you are on your placement that we cannot be aware of any problems that may arise unless you let us know.

Key contacts
micro-internships@careers.ox.ac.uk (MIP enquiries)
internships@careers.ox.ac.uk (Summer Internship enquiries)

Key links
careers.ox.ac.uk/about-the-internship-office/
careers.ox.ac.uk/the-internship-programme/
careers.ox.ac.uk/micro-internships/
careers.ox.ac.uk/using-careerconnect/
facebook.com/internshipoffice

country guides
The Internship Office has published a list of guides for specific countries to help you prepare for overseas placements.