



**UNITED STATES INDO-PACIFIC COMMAND
BUILDING 700, 1 ELROD ROAD
CAMP H M SMITH, HAWAII 96861-4028**

**Fall 2025 Student Volunteer Internship Program (SVIP)
Application Instructions**

Semester Details

Fall 2025 SVIP Dates: Monday, September 8 – Friday, December 5, 2025 (13 weeks)
Application Open: Monday, May 12 – Monday, June 16, 2025 (5 weeks)
Commitment: Part-time at 15 hrs / week

Fall Eligibility

- Undergraduate student (both 2 and 4-year programs eligible), graduate student, or recent graduate (start date of internship must be within 2 calendar years of prior graduation date)
- U.S. Citizen
- Based locally in the City & County of Honolulu, HI
- Minimum 3.0 GPA (4.0 scale)
- Able to commit to the 13-week, 15 hr / week program
- Hold an existing clearance or able to obtain an interim clearance

Application Process

If you meet *ALL* of the above eligibility requirements, please follow the steps outlined below:

1. Prepare your resume or CV (limit 2-pages) as a .docx or .pdf file
2. Prepare your Letter of Interest (limit 1-page) as a .docx or .pdf file
3. Obtain a .docx or .pdf copy of your school transcript (unofficial transcripts acceptable) demonstrating:
 - a. Your current enrollment or recent graduation
 - b. Your GPA
4. Obtain .docx or .pdf copies of up to two Letters of Recommendation to the Fall 2025 SVIP
 - a. This step is **OPTIONAL**. Letters of Recommendation are *not* required to apply to the Fall 2025 SVIP.
 - b. If you decide to submit Letters of Recommendation, you must include copies of the letters with your application. Letters from recommenders will not be accepted separately.
5. Send the above prepared materials via email to:
indopacom.hmsmith.pcj1.mbx.student-internship@us.navy.mil
 - a. Use your school email, if available
 - b. Include your full name and “Fall 2025 SVIP” in the subject line of the email
 - c. Include a greeting, body text, and closing signature in the email message
 - d. Make sure that all prepared materials are attached as .docx or .pdf files
 - e. Ensure that each file is titled with your full name and the type of document.
 - i. For example: Jane Doe_Resume.pdf
6. All applicant emails must be received **no later than 11:59 pm HST on Monday, June 16, 2025** to be considered for the Fall 2025 SVIP. Any applicant emails received after this point will not be considered.