

The Middle East Institute at the National University of Singapore offers a limited number of internships each year to students who are interested in deepening their understanding of Middle East and North Africa, and who would like to further their research through any one of MEI's three research clusters. MEI welcomes applications from those who are pursuing their post-secondary (junior college or polytechnic, etc), undergraduate, and postgraduate studies. Pre-university students who are **at least 18 years of age** may intern with us on a volunteer basis.

Note: Please do not submit applications or queries directly to research fellows at MEI. All materials and questions related to internships should be directed to meisias@nus.edu.sg.

Criteria:

- Applicants should preferably be Singapore citizens or permanent residents. However, MEI also welcomes applications from international students studying in Singapore, incoming exchange students and students from abroad (see section below).
- Demonstrated interest in Middle East and North African through work/internship experience, coursework, or participation in exchange or language study programmes.
- Intermediate to advanced proficiency in Adobe Premier Pro is required.
- Proficiency in one or more languages of the region (Arabic, Farsi, Turkish, Hebrew, etc) is an added advantage.

For foreign applicants:

- Foreign applicants are defined as applicants not holding Singapore citizenship nor permanent residency. Criteria for application differs for foreigners who hold the student pass (i.e. international students already studying in Singapore and/or incoming exchange students) and those who do not (i.e. foreign applicants studying full-time in an overseas academic institution).
- If you hold a student pass, you must fulfil the criteria laid out by [Ministry of Manpower](#) to be eligible for the internship.
- If you do not hold a student pass, you must be eligible for the [Work Holiday Pass](#). The internship offer is contingent on the successful approval of your WHP application.
- Foreign interns are strongly recommended to secure their own funding, e.g. internship grants from university career centres and/or self-funding, to cover airfare to/from Singapore, accommodation, etc.

Application:

- MEI accepts applications on a rolling basis throughout the year.
- Interested candidates are invited to submit their completed application dossier to meisias@nus.edu.sg. A complete dossier includes the following:
 - Applicant's (i) CV, (ii) cover letter (no more than two pages), and (iii) a writing sample on a topic related to the Middle East and North Africa (no more than five pages, coherent, and free of spelling and grammatical errors).

Selection:

- The selection process may include a face-to-face interview. Skype/video interviews will only be offered on a case-by-case basis.
- Applicants will be informed of the outcome of their application two weeks following the receipt of their completed dossiers. We ask that applicants refrain from enquiring about the status of their application before this time period.

Useful advice:

- MEI receives several applications for internship throughout the year. Hence, the selection process can be highly competitive. Interested applicants should therefore take note of the following:
 - Applicants with generic, copy-pasted cover letters will not be considered. MEI asks that applicants personalise their cover letters (and CV) to reflect (i) how their past work or internship experience demonstrates genuine interest in the region and (ii) how and what they can contribute to the Institute.
 - Writing samples riddled with spelling and grammatical errors reflect very badly on the applicant. Before sending in your writing sample, make sure to check for logical flow, spelling, and grammar.

What to expect from an MEI Internship:

- Interns are expected to support all MEI seminars and events. Tasks can range from administrative, logistical, to social media management (e.g. live tweeting).
- Interns may be required to perform copyediting and copywriting functions for MEI's events and publications.
- Interns are highly encouraged to contribute to MEI publications (e.g. Insights, Singapore Middle East Papers, Middle East Perspectives, etc) and may also seek supervision from MEI's research fellows – the latter, however, is up to the researchers' discretion.
- Interns are encouraged to assist MEI's research fellows with their projects (again, up to the fellows' discretion) and are welcome to contribute to MEI's research cluster meetings.
- For foreign interns: you will only be allowed to work a total of 16 hours per week (or two full working days).

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