



2026 JJ VANCE MEMORIAL SUMMER INTERNSHIP
in the Biological and Computational Sciences

IMPORTANT NOTICE

Please read carefully!

No phone calls will be accepted for this internship.

All communication MUST be through email at hihg-jivance@med.miami.edu.

No paper, photo, or hand written submissions will be accepted.

Students: Pages 1–4 contain important information for you and your parents/guardians. Please distribute **page 5** to the teachers from whom you have requested recommendations.

The JJ Vance Memorial Summer Internship in Biological and Computational Sciences is a National Institutes of Health (NIH)–funded, paid internship awarded to high school juniors in good standing from South Florida. Recipients will participate in an exciting and challenging eight-week research program at the University of Miami Miller School of Medicine.

Regarding travel expenses, students will be reimbursed for **one of the following** for the eight-week period: a **Miami-Dade Metrorail monthly student pass** (students are responsible for obtaining a Miami-Dade Metro Student ID) / **Broward County 95 Express Bus Pass**, or a **UM Medical Campus monthly parking pass**. **All other transportation costs are the responsibility of the student.**

After the application deadline, **finalists will be selected for in-person interviews** prior to offers being made.

Requirements for Eligibility:

- ◆ **High School Status:** Must be a current junior who will be a rising senior during the internship program. **No exceptions.**
- ◆ **Academic Excellence:** Must demonstrate strong performance in the **biological and/or computational sciences**.
- ◆ **Work Eligibility:** The NIH grant requires that students must be **eligible to work in the United States**. Proof of eligibility will be required at the **interview date**. Additional details will be provided to students selected as finalists.
- ◆ **Onboarding Requirements:** Must be available to attend **University of Miami employee onboarding**, which includes a **background check, drug testing, and TB test**. **Parental accompaniment is required** for the TB test and the follow-up appointment 48 hours later.
- ◆ **Internship Schedule:** Interns must be **present and on time Monday through Friday, 9:00 AM to 5:00 PM**, excluding **June 19th and July 4th**, for the **entire 8-week internship** at the **University of Miami Miller School of Medicine, Biomedical Research Building, 1501 NW 10th Ave, Miami, FL 33136**.
 - On the **first day**, interns must arrive **30 minutes early (8:30 AM)**.
 - Remote work and overtime hours are not permitted.
 - Interns must take a **mandatory one-hour lunch** each day.
- ◆ **Code of Conduct:** Interns and their parents/guardians will be required to **sign a code of conduct** after acceptance into the program.
- ◆ **Final Presentation:** At the conclusion of the internship, interns must give a **short oral presentation** describing their summer research at a **research luncheon** attended by faculty, staff, local education administrators, friends, family, and fellow interns.

APPLICATION CHECKLIST

ALL SUBMISSIONS MATERIALS (BESIDES TRANSCRIPTS) MUST BE EMAILED TO
hihg-jivance@med.miami.edu.

Key Dates:

- Application deadline: **January 31, 2026.** ~ No late submissions accepted ~
- First Day of Internship: **June 15, 2026**
- Last Day of Internship: **August 7, 2026**

Please consult www.hihg.org/jivance for more information.

All application materials must be submitted in **Microsoft Word** or **Adobe PDF** format and must include the applicant's **full name**. We will send an acknowledgment once documents have been received. If an applicant does **not receive confirmation within 24 hours**, it is the **student's responsibility** to follow up.

A **complete application** must include the following:

- 1. High School Transcripts**
 - a. Transcripts for **Grades 9, 10, and 11 only** will be accepted. Transcripts from other grade levels will **not** be considered.
 - b. Transcripts **must be submitted directly by the student's school**. Other delivery methods will **not** be accepted. We are **not responsible** for responding to incorrectly submitted materials.
 - c. Submissions may be made:
 - **By email:** From the **registrar's official school email address** to hihg-jivance@med.miami.edu
 - **By mail:** JJ Vance Internship Program, 1501 NW 10th Ave, BRB 324 (M-860), Miami, FL 33136Transcripts must be **received by the application deadline**. Students are responsible for **requesting transcripts from their schools in a timely manner** to ensure on-time delivery.
- 2. Completed application questions 1-4 (see online application form).**
- 3. Personal Statement Essay (see online application form)**
- 4. Two letters of recommendation**
 - a. Letters must be at least one page in length (a maximum of two pages).
 - b. **ONLY TWO LETTERS**, maximum, no exceptions.
 - c. One letter **MUST** be from a science teacher.
 - d. Recommendation letters **must** be written by the student's **current high school or AP/college-level teachers**. Letters from other grade levels, from teachers with whom the student has **not taken a class**, or from teachers affiliated with **programs outside the student's school** will **not** be accepted.
Letters from **counselors, coaches, employers, family friends, or other school personnel** will **not** be accepted.
 - e. Letters of recommendation **will only** be accepted **via email** sent from the teacher's **official school email address**. The letter must be submitted as a **signed PDF or Microsoft Word document** attachment.
 - f. A confirmation of receipt for recommendation letters will be sent **within 24 hours** of submission. If the teacher does **not receive confirmation**, it is the **responsibility of both the teacher and the student** to follow up or **resubmit the letter**.



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Parents and Students – Please read carefully!

1. The official resource for this internship is: www.hihg.org/jjvance. Please consult the website and this packet before contacting us. No phone calls will be accepted.

Interview Information

2. Interview Invitations:

Students will receive an invitation to interview on or around the week of February 23rd (tentative) and must schedule their appointments promptly upon receipt. If a student does not respond to the invitation within **24 hours**, the invitation will be voided.

3. Interview Schedule and Location:

In-person interviews are tentatively scheduled for the weeks of March 23rd, March 30th and April 6th, from **4:00–6:00 PM**, at the **Biomedical Research Building** of the **University of Miami Miller School of Medicine**, located at **1501 NW 10th Ave, Miami, FL 33136**.

This is the same location where students will work if accepted into the program. Parking instructions will be provided in advance.

4. Interview Guidelines:

The dress code for the interview is **business formal**. Students must arrive **15 minutes early**.

Parents and guardians are not permitted to attend the interview. Each student will be interviewed by a panel of approximately **nine faculty members**. Information about the interview panel will be included with the interview invitation.

Offer Information

5. **Final internship offers are expected to be made on or around April 13th (tentative).** Students must accept their offer by the specified deadline; otherwise, the offer will be withdrawn. In addition, both students and their parents/guardians are required to attend a mandatory internship orientation with the program manager and the human resources representative.

6. Background Check:

If accepted, students will be required to **successfully complete a background check** as part of the onboarding process.

7. Employee Onboarding Requirements:

If accepted, students and a parent or guardian must be available to attend University of Miami employee onboarding. This process includes:

a. **Drug testing**

b. **Tuberculosis (TB) test**

i. **Parents or guardians must accompany students** to the TB test appointment.

ii. The **drug and TB tests** are typically conducted at the **University of Miami Hospital (UMH)**, located within the same medical complex as the building where students will work. **Detailed instructions** will be provided prior to the appointments.

General Information

8. Work Location:

Students will report to work at **1501 NW 10th Ave, Miami, FL 33136**. A detailed map and additional arrival instructions will be provided to those who receive and accept a final offer.

9. Compensation:

The **approximate hourly rate** for this internship is **\$17.00 per hour**.

10. Transportation Reimbursement:

Students will be reimbursed for either the cost of a **Miami-Dade Metrorail Student Monthly Pass** or **Broward County 95 Express Bus Pass** or the **monthly parking fee** at the University of Miami Medical School — **not both**. The designated Metrorail stop for this internship is the **University of Miami/Jackson Memorial Station**.

11. Work Schedule:

Students are required to report **Monday through Friday, from 9:00 AM to 5:00 PM, excluding June 19th and July 4th**. On the **first day**, students must report from **8:30 AM to 5:00 PM**. A **mandatory one-hour lunch break** must be taken each day, during which students are required to clock out. **Overtime hours are not available** for this program.

12. Lunch Arrangements:

Students are responsible for providing their own lunch. Refrigerators and microwaves are available for those who wish to bring meals from home. Information about on-site and nearby dining options will be provided during orientation for students who prefer to purchase lunch.



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A Message for Teachers

Dear Educator:

The student requesting your recommendation is applying to the **JJ Vance Memorial Internship for the Biological and Computational Sciences** at the **John P. Hussman Institute for Human Genomics, University of Miami Miller School of Medicine**.

This is a **highly competitive program**, typically receiving more than **100 applications for only 12 positions**. Students selected for this internship have the unique opportunity to participate directly in **scientific research** and collaborate with **faculty, research scientists, and administrators** in a university setting.

Your **letter of recommendation** plays a critical role in the admissions process. Letters from teachers are among the **most carefully reviewed** components of each application, as the selection committee relies on your insight to assess the student's **academic potential and leadership in science**.

We ask that your letter be **detailed, specific, and at least one full page in length**. Letters shorter than one page will **not be accepted**. Please address the student's **performance in your class, character, academic promise, and contributions to the school or community**.

If you are **unable to provide a positive, detailed recommendation** or cannot dedicate the necessary time to prepare a full letter, we kindly ask that you **decline the student's request**.

We deeply appreciate your time, effort, and commitment to educating future scientific leaders. Should you have any questions, please contact us at hihg-jjvance@med.miami.edu.

With gratitude,

The JJ Vance Memorial Internship Admissions Committee
University of Miami Miller School of Medicine