



**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-jjvance@med.miami.edu](mailto:hihg-jjvance@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 19<sup>th</sup> and July 4<sup>th</sup>**, 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-jjvance@med.miami.edu](mailto:hihg-jjvance@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/jjvance](http://www.hihg.org/jjvance)** 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**

- Transcripts for **Grades 9, 10, and 11 only** will be accepted. Transcripts from other grade levels will **not** be considered.
- 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.
- Submissions may be made:
  - **By email:** From the **registrar's official school email address** to **[hihg-jjvance@med.miami.edu](mailto:hihg-jjvance@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**

- Letters must be at least one page in length (a maximum of two pages).
- ONLY TWO LETTERS**, maximum, no exceptions.
- One letter **MUST** be from a science teacher.
- 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.
- 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.
- 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](http://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 23<sup>rd</sup>** (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 23<sup>rd</sup>**, **March 30<sup>th</sup>** and **April 6<sup>th</sup>**, 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 13<sup>th</sup> (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 19<sup>th</sup> and July 4<sup>th</sup>**. 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 [hihq-jjvance@med.miami.edu](mailto:hihq-jjvance@med.miami.edu).

With gratitude,

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