

As a reminder, **all interns must be approved by our department BEFORE you make an official job offer to the student.** Our team must confirm their eligibility and verify that they haven’t previously participated in the program. For the full list of eligibility requirements, please refer to the program guidelines (there have been no changes to eligibility in light of COVID-19).

How to get your intern approved:

**STEP 1:** Ask that your intern candidate(s) provide you with the following:

* Proof of residency (either a Driver’s License or State ID) that shows their address. If your candidate has none of this, please call or email me to discuss alternate forms of residency verification.
* Proof of enrollment or recent graduation. This can be a copy of his/her official or unofficial transcript, a letter from the school’s registrar, or a printout or screenshot of coursework from the student’s online enrollment system. This must clearly show the student’s name, school, current coursework, and that they are currently enrolled, or their date of graduation.

**STEP 2:** Submit the Intern Selection Form via SurveyMonkey (as mentioned previously, we are not using FluidReview for this form this year)

* Please follow [this link](https://www.surveymonkey.com/r/CPZ689T) to the Intern Selection Form (<https://www.surveymonkey.com/r/CPZ689T>)
* Complete all 6 sections. You will be asked to provide information on the supervisor(s) for the intern, the intern contact information, their start and end dates as well as be asked to upload their verification documents for eligibility.
* Once completed, click the “submit” button on the final page.
* An Intern Selection Form must be submitted for each of your interns.

**STEP 3:** Wait for verification from us!

* Once you have submitted your Intern Selection Form, we will reach out to the supervisor listed on the form within 3 business days with approval or any additional questions. The approval email will also come with your next steps. Your advanced patience is appreciated as we work through a high volume!

**After** you’ve received approval from us, please reach out to the intern and let them know they’ve been given the greenlight to start work on the determined start date, and follow the instructions in the approval email.