Please complete and submit TWC’s online application to be considered for a federal internship opportunity. You may reference these instructions to complete the application.

1. Go to [https://portal.e.twc.edu](https://portal.e.twc.edu)
   a. If you already have an account, sign in and click “Start New Application”
   b. If you do not have an account, click “New User” and create an account. In the box that says, “Start a New Application” click “Internship.”

2. Click the “Begin Application” button.

3. In the drop-down box, select the second option, “Federal Diversity Internship Initiative.” Then fill in the following:
   a. Year = when the internship will take place
   b. Term = Spring, Summer, or Fall

4. Follow the instructions and complete all parts of the application.
   a. Personal Information
      i. Proof of Citizenship: You are not required to provide proof of citizenship at the time of application.
      ii. Financial Assistance: Please disregard this section as all our federal internships are fully funded. Due to the uncertainty of summer placement being virtual or in-person, all students should select “No” at this time. If assignments are offered in-person for the summer, TWC will follow-up at a later date regarding housing options.
   b. School/Liaison Information
      i. Add your school then fill in the remaining information.
   c. Application Documents
i. Statement of Professional Interest: SAMHSA APPLICANTS ONLY. Carefully review the instructions before clicking the “Upload” button to attach your chosen document.

1. For applicants to all other agency programs please attach a blank document.

d. Letters of Recommendation: A letter of recommendation is not required for submission of this application.

e. TWC Policies

i. Check the boxes to agree to the TWC policies.

f. Submit Application

Important Notes

- Add enrollment@twc.edu to your address list or safe list to prevent messages from going to junk or spam.