

SAMHSA Internship Program / Frequently Asked Questions

Eligibility

Am I eligible if my program isn't accredited, or the institution I attend isn't accredited?

You are eligible to apply if your institution is accredited, regardless of whether your degree-granting program is accredited if it is in the process of doing such. However, you are not eligible if the institution you attend is not accredited.

Can I apply as an international student if I have the right to work in the US during the time of the internship session?

No. You must be a U.S. citizen or a permanent resident (I-151 or I-551). Individuals on temporary visas are not eligible. Additionally, individuals must be authorized or eligible to work in the United States by law.

If I've already had an internship with TWC and/or SAMHSA, can I apply again?

Yes, you can apply again if you have already participated in a TWC program.

Is there an age limit for applicants?

There is no age limit for our applicants. The only requirement is that you be enrolled or within 18 months post-graduation of a degree program. If you meet these requirements, regardless of age, you are eligible.

Can I apply if I attended/graduated from a higher education institution not within the United States?

Yes, you can apply as long as it is accredited within that country's official body.

I currently attend a community college- can I still apply?

Yes, you can apply if you attend a community college. However, you must have completed your first year of college by the time the internship begins.

I am in my first year of college- can I apply?

Yes, you can apply if you are in your first year of college. However, you must have completed your first year of college by the time the internship session starts.

What academic disciplines are eligible to apply?

All academic disciplines are eligible to apply. You can note the preferred majors on our website; however, all are welcome to apply if you have an interest in Public Health and working with SAMHSA.

Am I still eligible to apply if I have been charged with a misdemeanor or a felony?

If you have been charged or convicted with a misdemeanor, then you are still eligible to apply. We are unable to refer individuals with a felony conviction or charge to a federal agency position.

Application

If I'm in my first semester of graduate school, which transcript(s) should I upload?

Even if you do not have grades yet for your graduate school, please still include an unofficial transcript so that we can review what courses you are currently enrolled in. In addition, upload your undergraduate transcript.

Can I apply for multiple sessions with SAMHSA? Can I apply for multiple TWC internships for the same session?

Yes, you can apply for multiple sessions with SAMHSA. If you do not get accepted, we encourage you to fine tune your application for the next cycle. You can apply for multiple TWC internships for the same session; however we encourage you to apply only to those that you truly have a passion and interest in.

Are recommendation letters or references required?

Letters of Recommendation and/or References are not required at this time. Please do not upload or send us any as they will not be considered as part of your application.

If I'm interested in a Communications role, can I link to a portfolio of my work in my resume?

You can include a link to a portfolio of your work in your resume. We cannot guarantee that agency reviewers will have time to view it; however, it does not hurt to include.

Is the interest form the application?

No, the interest form is NOT the application. The interest form allows you to express your interest in a particular agency and for TWC to consider your area of study and skill set for specific positions an agency has available for a particular semester. Once you have submitted an interest form, if your background and GPA match the available positions for a federal agency assignment, you will be contacted to complete the program application and be given other program-specific updates.

Will I be able to indicate a preference for what positions or offices/centers I am interested in?

In your Statement of Interest, you are encouraged to state your preferences for [SAMHSA Offices and Centers](#).

Can I reapply?

Yes, we highly encourage reapplications. Position requests from SAMHSA change with each session which creates variety in the skills and experiences we are recruiting for.

How do I apply?

The program application typically opens a month or so prior to the application deadline. Once it is open, the link will be posted to the website, as well as emailed to all individuals that submitted an interest form and meet the program eligibility criteria for the available positions.

Is the application deadline ever extended?

No, we do not extend the application deadline. Please ensure that your application is submitted by the deadline stated on our website.

What should be included in the Statement of Interest?

The Statement of Interest is an insight into you and your experiences, skills and knowledge that cannot be fully gleaned from your resume. It should not be a repeat of your resume. We want to know: Why SAMHSA? Why this internship/field of study? Why you?

Am I able to have my application reviewed prior to the application?

We do not offer a full review of your application prior to submission. You are welcome to reach out for general questions.

What should be included in my resume?

In your resume, you should highlight your education, professional and/or volunteer experience, and any important skills. Please ensure that your submission is no more than 2 pages. This is a resume and not a CV; therefore, it should be curated to be relevant for a position at SAMHSA.

Is previous professional experience required?

Previous professional experience is not a requirement to apply.

Does it cost anything to apply?

No! There is no fee to apply for the SAMHSA Internship Program.

What application materials are necessary?

For your application, you will submit: a max 2-page resume, a 1-page Statement of Interest, and your transcripts (unofficial or official). If you are in a master's program, please submit your undergraduate transcript as well.

Application Technology

I am having issues submitting the interest form and/or Salesforce application. What should I do?

If you are having issues submitting an interest form or your Salesforce application, screenshot the issue/error and send it to federal@twc.edu with your question. We will try to respond within 24-48 hours.

What format should I upload my documents in?

You must upload **all** your application documents in PDF form.

What can I do if I am unable to submit my application electronically?

The Washington Center will always aim to provide an accessible format of the application for applicants. If you are having issues or have concerns about completing the online application, contact federal@twc.edu for assistance.

Selection Process

Can I defer my offer to another session?

Deferrals to another session are seldom and only allowed upon approval of the SAMHSA manager. Just because you have been selected for a position by the supervisor does not guarantee that they would allow you to defer to another session. Because of this, please be sure what session you are available for when applying. When TWC refers your application package for agency review, managers expect a student will be available should an offer be made, therefore, please do not apply for semesters in which you are not available to participate.

How do I prepare for an interview with a potential manager?

To prepare for an interview with a potential manager, we encourage you to review the current projects of that office/center with which you are interviewing. In addition, be prepared to discuss your interests, education, and experiences.

How many students are accepted each session?

The number of open positions varies each session and is based off SAMHSA needs. There can range between 15-30 open positions each session.

What is the application review process like?

In your Statement of Interest, you are able to highlight SAMHSA Centers and Offices that interest you most. TWC staff then reviews each resume to find matches in skills and knowledge with the positions SAMHSA has notified us of. TWC considers your experience, education, skills, and interest. While we try to match students into a Center or Office of their interest, this is not guaranteed. However, we do ensure that positions are of relevance and interest to the student. The Statement of Interest is also a factor in your application and helps us identify correct fits.

TWC typically refers around 5-7 students per position and sends their information to SAMHSA. At this point, SAMHSA supervisors review the referred candidates' materials. Most supervisors will then contact you directly to schedule an interview with them. Not all supervisors hold interviews, however it is something that you should be prepared for.

How will I be notified of my selection status?

SAMHSA will notify TWC of their final selections for each open position, and you can expect a call or email to verify your selection status. Selection notification timelines can be found on our website.

Can I receive feedback from the application review process?

Unfortunately, due to the high number of applications, we cannot provide individualized feedback on your application.

Security Process

What is involved in the security process?

The security process encompasses a background check, fingerprinting and a badging screening.

If I have already been fingerprinted federally and locally, must I go through this process again?

Yes. Even if you have been fingerprinted prior to this internship, you will have to do it again. This is required of both federal interns and federal employees.

The Internship

What kind of professional development will I receive?

During your internship, you will receive a variety of professional development formats. This will include, for example, interview preparation, job searching tips, 1-on-1 resume workshops, alumni panel Q&As, etc.

How long are the internship sessions?

The Summer session is 10 weeks long. Both the Fall and Spring sessions are 15 weeks long.

How many hours will I work per week?

You will work 33-40 hours a week. This is a full-time internship, not an hourly position, and you must be able to work a minimum of 33 hours per week to participate and receive the full stipend amount. TWC is **NOT** able to negotiate any part-time internships.

I want to get credits for this internship through my university. How do I initiate this process?

Each higher education institution has their own process to receive credit from outside experiences. We suggest contacting your department administration to learn about this process and identify deadlines and information you would need to provide. TWC is happy to provide you with any information you may need to help complete that process.

Can I take academic classes simultaneously?

Yes, you can take academic classes simultaneously. However, it is important to note that you will be working full-time, and you must ensure that you can balance both commitments.

I have conflicts with the first or last few days of the session due to academic or personal reasons- can I start late or end early?

The general answer is no. However, please reach out prior to application submission for clarification on your specific circumstance.

Housing, Travel & Stipend

What type of housing is provided?

Housing provided differs each session based on number of interns and local availability. If you reside more than 30 miles from your internship assignment location, you may be housed in TWC's Residential Academic Facility, an apartment complex, hotel suite, or an extended stay. Regardless, it will be arranged by TWC, fully furnished and equipped for you to begin living in. If you live more than 30 miles from your internship assignment location and are not placed in TWC housing, you may receive a supplemental stipend to cover housing expenses.

What is involved in the roommate selection process?

Selected interns will fill out a roommate preferences form to clarify any needs and requests. Once roommates are selected, TWC staff will be there to assist in any issues that may occur and can act as mediators when necessary. We match our interns as best as possible but are aware that living with others can be difficult and are here to help.

How bike-friendly is Rockville?

Rockville, Maryland was recognized as a Bicycle Friendly Community at the Bronze level by the League of American Bicyclists in 2016. There are 34.6 miles of shared-use paths, 3.9 miles of bike lanes, and 2.9 miles with sharrows within Rockville alone. Rockville is also a part of the [Capital Bikeshare system](#) that allows you to use and drop off bikes at any of the 600+ stations in the DMV area; one ride is \$1 but 24-hour, 30-day, and annual passes are also offered for reasonable prices.

What is the address of the SAMHSA headquarters?

Substance Abuse and Mental Health Services Administration

5600 Fishers Lane
Rockville, MD 20857

If I bring my car, is there (free) parking available at the housing site and internship site?

No. Typically parking is an added expense that the program does not cover. All efforts are made to house students with access to public transportation for daily commuting. If you choose to bring your car, additional information about parking availability and cost will be provided to you at the time your housing arrangements are provided.

Will the housing have necessities, such as Wi-Fi?

All housing will have necessities such as Wi-Fi, water, gas, and electricity. It will be fully furnished and nearby local transport and grocery stores.

Will the housing be ADA accessible?

We can ensure that any housing will be ADA accessible for those that need it.

Can I bring my Emotional Support Animal (ESA) or Service Animals?

Yes, ESA's and Service Animals can be accommodated.

Can I use the housing during the week but return home on the weekends?

Yes, of course.

What travel is paid for by TWC and SAMHSA?

Roundtrip travel to and from the internship site is included. However, any personal travel you take during your trip is not funded by TWC/SAMHSA. Local travel (such as metro and DC bus systems) is funded via your stipend.

I have young children/a spouse. Can they stay with me in the provided housing?

TWC is not able to provide housing for the intern and their spouse/or children. However, selected interns can request the housing stipend supplement and locate their own housing for themselves and spouse/children/e.g.

Can I choose not to use the housing provided?

Yes, you can choose not to use the TWC provided housing. Instead, you may take the portion of the stipend reserved for housing and use that to acquire your own housing.

How do I get around the DMV (DC, Maryland, Virginia) area?

There are a variety of ways to get around the DMV area that offers wonderful public transportation options.

What is the average cost of food and local transportation in the DMV?

On average, DC residents spend approximately \$300 on groceries per month. Travel using the Metro can range from \$2-\$3.85 during off-peak hours and \$2.25-\$6.00 during commute hours. Bus rides are \$2 per ride, regardless of the distance of your trip.

Will I receive sick days or vacation days?

You will accrue approximately 1 sick day per month. No vacation days are given during this internship. However, you will be given all federal holidays off.

Will I be getting health insurance?

Health insurance is not provided. To participate you must provide proof of health insurance.

Are taxes automatically taken out of my stipend money?

Taxes are automatically taken out of your stipend checks if your permanent address is in the DMV area. TWC is unable to withhold taxes for residents of other states.

How often will I be paid?

You will be paid twice a month (15th and last day of the month). Your stipend will be divided across the total weeks of your internship by the number of pay periods during your session.

After the Internship

Is an intern likely to get hired full-time after the internship?

We cannot guarantee that an intern will be hired full-time after the internship. The SAMHSA Internship Program is not a direct intern to employee pipeline. However, we have had many of our interns be requested to stay on as interns for more sessions. In addition, we have had interns gain a full-time position post-internship.

How can I connect with other TWC alumni?

Once you have completed your internship, you will officially be a TWC Alum! TWC engages quite wonderfully with their alumni. A LinkedIn group exists where job openings are posted almost every week. In addition, there are free alumni professional development sessions offered and networking happy hours for those local in the DC area.