



# Substance Abuse and Mental Health Services Administration (SAMHSA)

## TWC Online Application Guide

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>
  - 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
  - c. At the bottom of the page a checkbox for Substance Abuse and Mental Health Services will appear. **Check this box.**
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.
      1. If you do not feel comfortable entering your Social Security number, please use 111-11-1111.
    - ii. Financial Assistance: 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 later regarding housing options.
  - b. School/Liaison Information
    - i. Add your current 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. Internship Policy and Housing Policy
    - 1. This does not apply to Federal Diversity Internship Initiative Program applicants, but you are required to check the box.
  - ii. Federal Diversity Internship Initiative Policy
    - 1. This section applies to your application. Please check the box if you agree.
  - iii. Financial Assistance Policy
    - 1. This does not apply to Federal Diversity Internship Initiative Program applicants, but you are required to check the box.
- f. Submit Application

### Important Notes

- Add [enrollment@twc.edu](mailto:enrollment@twc.edu) to your address list or safe list to prevent messages from going to junk or spam. If you have any questions, please email [federal@twc.edu](mailto:federal@twc.edu).
- There is no application fee for this program. You will not be prompted for any payment. If you are prompted about payments, please reach out to [federal@twc.edu](mailto:federal@twc.edu).