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 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.
- 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.