

TWC | FAA MSI Internship Program

Online Application Guide

Please complete and submit TWC's online application by **Friday, November 15th** to move forward in the process of the 2020 Federal Aviation Administration (FAA) Internship Program. You may reference these instructions to complete the application.

- Go to <http://portal.e.twc.edu/>
- Click on the “New User” link and register to create an account.
- After you log in, click on the “Start a New Application” link, followed by the “Internship” link.
- Click the button to *Begin Application*
- In the drop-down box, select option 2: **Federal Diversity Internship Initiative:**
 - Year = “2020”
 - Term = “Spring Session”
 - Agency = **Federal Aviation Administration** (*you must check the box even though this is not a required field*)
- Follow the instructions and complete all required sections of the application.
- On the **Application Documents Tab:**
 - Upload your **Statement of Professional Interest (Cover letter style addressing “Dear Hiring Manager”)**
 - Upload an updated **resume**
 - Scan and upload your **unofficial transcript**
- **Scholarship Information**
 - Please disregard as scholarships are not applicable to paid internship positions
- **Letters of Recommendation**
 - FAA does not require Letters of Recommendation. Since the application system requires information be entered in these fields, please enter your own name into each of the name fields and use the federal@twc.edu email account for all email fields on the page.
- **TWC Policies**
 - Please read each policy and check the box accordingly
 - Please select “no” for the question “Do you anticipate that you will use our housing?” – **TWC housing is not provided for FAA interns.**
- **Submit Application**
 - If any required field or documentation is incomplete the system will not allow submission

IMPORTANT NOTES

- You must turn off all pop-up blockers to access the full application.
- If you run into problems with the online application, try a different browser* and/or reset your password via the “Forgot your Password” link found on the log-in page. This helps to clear any glitches in the system.
- You will not be able to submit the application without attaching your statement of interest (cover letter) and your resume.

*To complete this application, you'll need to use one of the following browsers. If you use a different browser, you may experience issues.

- Google Chrome 55.0.2883 (most recent version)
- Mozilla Firefox 51.0.1 (most recent version)
- Internet Explorer 9 and up (TLS 1.1 must be enabled - see directions here)
- Microsoft Edge
- Opera 42 (most recent version)
- Safari 10.0.1 (most recent version)
- You must turn off any pop-up blockers.
- You must enable Javascript on your browser.
- Add enrollment@twc.edu to your address list (or Safe List) to prevent messages from these addresses being categorized as junk or spam.