# Apply to participate in a paid Spring 2022 internship

TXWORKS
TEXAS INTERNSHIP CHALLENGE

## TXWORKS Internship Program Student Application Process Guide - Spring 2022 Internships

Congratulations on taking an important step for your future by learning more about the TXWORKS Internship Program! Please review this guide to learn about the items and steps required to apply for TXWORKS internships and how to search and apply for a TXWORKS internship.

### Overview: TXWORKS Application Process Steps and Requirements

- **The six steps outlined below must be completed by undergraduate, Texas college and university students that are interested in applying for TXWORKS internships:**

| Step | Action | Find more details about this step on: |
|---|---|---|
| Step 1 | Review Items Required to Apply for TXWORKS Internships | Page 2 |
| Step 2 | Complete TXWORKS Student Eligibility Form | Pages 2 - 3 |
| Step 3 | Obtain a Copy of Your College or University Transcript | Pages 4 |
| Step 4 | Register for www.TxInternshipChallenge.com | Page 4 |
| Step 5 | Search for TXWORKS internships on www.TxInternshipChallenge.com | Page 5 |
| Step 6 | Apply for TXWORKS Internships with TXWORKS Employers | Page 6 |

### Additional Resources Available in this Guide:

Step-by-Step Instructions with Screenshots to search and apply for TXWORKS internships on the www.TxInternshipChallenge.com are available on page 7.

## Application Process Requirements for Spring 2022 TXWORKS Internships

- **To apply for Spring 2022 TXWORKS internships, you must provide proof of program participation eligibility to TXWORKS employers by submitting these three required items:**

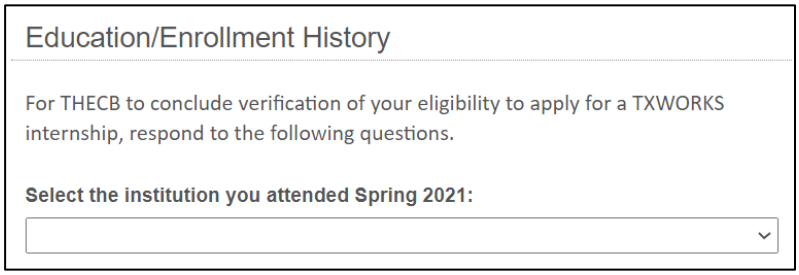
## Step 1: Review Items Required to Apply for TXWORKS Internships

| Required Item | Description of Required Item |
|---|---|
| **Required Item I** | Official **Texas Higher Education Coordinating Board (THECB) Student Eligibility Letter** stating your eligibility for the **Spring 2022** Internship Period. |
| **Required Item II** | Copy of your **transcript** (unofficial copy is acceptable) from ALL eligible colleges or universities in Texas that demonstrates the following for the **Fall 2021 semester**:<br>▪ Enrollment for at least the number of hours required of a half-time student (6 hours or more) as an undergraduate student enrolled in a degree or certificate program (Certificate, Associate, or Bachelor degree) at an eligible Texas college or university. |
| **Required Item III** | **TX Internship Application** completed and submitted through www.TxInternshipChallenge.com site. |

- **To begin to submit the above required items, follow Step 2 to complete the TXWORKS Student Eligibility Form below.**

## Step 2: Complete TXWORKS Student Eligibility Form

| TXWORKS Eligibility Form Item | Description of TXWORKS Eligibility Form Item |
|---|---|
| **Requirements to Complete TXWORKS Eligibility Form** | For THECB to determine your eligibility to apply for Spring 2022 TXWORKS internships, you will need to have:<br>☐ completed the **FAFSA** for the time period for either the 2019-2020, 2020-2021, or 2021-2022 **and** received a Student Aid Report (SAR) with an **Estimated Family Contribution (EFC) between $0 and $6,000.**<br>☐ **Not** previously completed more than one TXWORKS internship.<br>☐ been enrolled at a Texas college or university that has record of you attending in **Spring 2021** as a:<br>☐ undergraduate student<br>☐ a Texas resident<br>☐ a graduate of a high school, a GED, or high school equivalency program.<br><br>**Note:** When completing the TXWORKS Student Eligibility Form, you will indicate which Texas college or university you attended in the |

| | |
|---|---|
| | Education/Enrollment section. The screenshot below provides an example how that section appears in the form:<br>  <br> |
| **TXWORKS Student Eligibility Submission Period** | TXWORKS Student Eligibility Form will be available to submit for the Spring 2022 internship period: **October 11, 2021 – November 19, 2021.** |
| **Link to TXWORKS Student Eligibility Form** | https://forms.thecb.state.tx.us/forms/TXWorks |
| **Notification of Eligibility to Apply** | After you submit this form, you will receive an email notifying you of your eligibility status related to applying for TXWORKS internships with TXWORKS employers posted on the www.TxInternshipChallenge.com site. The email notification will include an official Texas Higher Education Coordinating Board (THECB) TXWORKS Student Eligibility Letter if you are eligible. This letter must be provided to the TXWORKS employer when applying for a TXWORKS internship. |
| **Questions about TXWORKS Student Eligibility Form** | Contact THECB TXWORKS Program Staff by email or phone if you have a question about the form or your eligibility notification:<br>▪ Email: txworks@highered.texas.com<br>▪ Phone: 512-427-6582<br>Please reference the submission code in the notification email when contacting THECB TXWORKS Program Staff. |

**HELPFUL TIP:** To access information about the Free Application for Federal Student Aid (FAFSA) you have already completed OR to begin completing a new FAFSA, visit this link: https://studentaid.gov/h/apply-for-aid/fafsa.

- **If you received a THECB TXWORKS Student Eligibility Letter stating that you are eligible to apply for a Spring 2022 TXWORKS internship, proceed to Step 3.**

## Step 3: Obtain a Copy of Your College or University Transcript

| | |
|---|---|
| **Texas College and University Transcript Requirements** | Obtain and download a digital or hard copy of your college or university transcript (unofficial is acceptable) from ALL eligible colleges or universities in **Texas** that demonstrates the following for the **Fall 2021** semester:<br>▪ enrolled as an undergraduate student at an eligible Texas college or university<br>▪ enrolled for at least the number of hours required of a half-time student (6 hours or more)<br>▪ degree seeking (certificate, associate Degree, or bachelor's Degree)<br><br>**Alert:** Students that have earned a bachelor, graduate, or professional degree are **not** eligible to participate. |

**HELPFUL TIP:** Consult with your campus registrar's office or an academic advisor on how to access your transcript if you do not already know how to do so.

- **After you have received an official THECB Student Eligibility Letter and obtained a copy of your transcript that demonstrates the requirements outlined above in Step 3, proceed to Step 4.**

## Step 4: Register for www.TxInternshipChallenge.com

| | |
|---|---|
| **Registration Instructions** | TXWORKS internships are posted on www.TxInternshipChallenge.com. Therefore, you will need to register for this site to apply for TXWORKS internships.<br><br>For detailed instructions on registering for www.TXInternshipChallenge.com:<br>▪ go to: https://www.twc.texas.gov/news/texas-internship-challenge<br>▪ Select **Download Student Quick Start Guide**. |

- **After you register for www.TxInternshipChallenge.com, proceed to Step 5 to search for TXWORKS internships with TXWORKS employers.**

## Step 5: Search for TXWORKS internships on www.TxInternshipChallenge.com

| Review These Items to Search for TXWORKS Internships | Description of Items |
|---|---|
| **Instructions for Finding TXWORKS Internships on www.TxInternshipChallenge.com website** | Type **TXWORKS** in the www.TxInternshipChallenge search engine. Internship positions that are part of the TXWORKS program will have TXWORKS listed in parenthesis after the position title.<br><br>**For example:** *Marketing Internship (TXWORKS).* |
| **Review internship position description and qualifications** | Review the job description section of the posting for a:<br>▪ summary of tasks, projects and responsibilities of the position.<br>▪ specific qualifications you need to have to apply for the internship position.<br>▪ the career readiness competencies and skills you will have the opportunity to gain and strengthen. |

**HELPFUL TIP:** Sign-Up to Receive Updates When New TXWORKS Employers and TXWORKS Internship Opportunities are Added!

Each semester, more employers will be added to the TXWORKS Internship Program and therefore, more internship opportunities are expected to be available. Provide your email address through the TXWORKS Internship Program Questions and Contacts Form to:

- Submit questions about the program.
- Receive updates about the TXWORKS Internship Program, which will include when TXWORKS internship positions are posted and the TXWORKS Student Eligibility Form is available to submit each semester.

➢ **If you find an internship that is of interest to you and you meet the qualifications, proceed to Step 6.**

## Step 6: Apply for TXWORKS Internships with TXWORKS Employers by Completing the Following Items

| Complete Each Item in This Column to Apply for TXWORKS Internships with TXWORKS Employers | Item Description |
|---|---|
| **Submit TX Internship Application** | To apply to the TXWORKS internship position and to submit the TX Internship Application, select the red Apply button on the posting. |
| **Submit official THECB Student Eligibility Letter and copy of transcript to TXWORKS employers** | When you select the red Apply button on the posting, the employer will provide instructions how and where to submit a copy of your:<br>▪ Texas Higher Education Coordinating Board (THECB) TXWORKS Student Eligibility Letter.<br>▪ transcript (unofficial copy is acceptable) per the requirements outlined in Step 3. |
| **Employers will contact eligible and qualified applicants** | TXWORKS Employers will contact applicants that provided the above required documents above demonstrating program eligibility and the qualifications for the position. |

**HELPFUL TIP:** Getting help with your resume! If an internship position requires you to provide a resume to apply, make sure it's updated!

If you need assistance with updating your resume (or creating one if you do not currently have a professional resume appropriate for applying for an internship), find the career center on your campus and explore resources available to help you develop or update your resume.

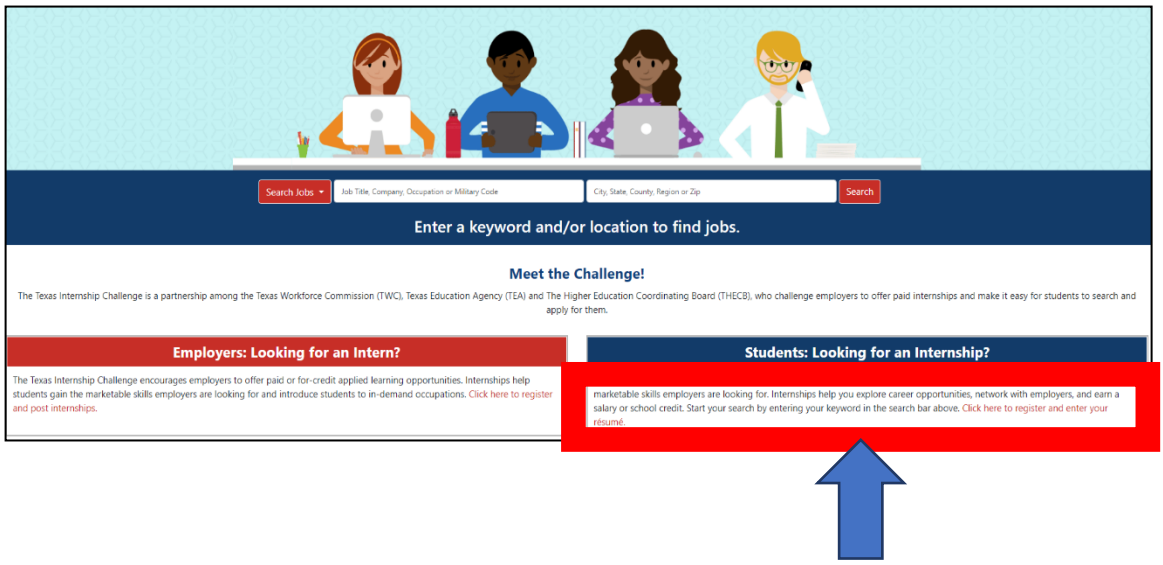
## Resources for www.TxInternshipChallenge.com Site

| Resource Item | Resource Description |
|---|---|
| **Step-by-Step Instructions with Screenshots** | On pages 7 – 14 of this guide, there are step-by-step instructions with screenshots on how to:<br>▪ register for www.TxInternshipChallenge.com,<br>▪ search for TXWORKS positions<br>▪ apply for TXWORKS positions |
| **Contact Information for Technical Assistance with www.TxInternshipChallenge.com site** | For technical assistance with the www.TXInternshipChallenge.com site, contact:<br><br>**Texas Workforce Commission (TWC)**<br>**Workforce Systems Support Desk**<br>**Phone:** 512-463-4210<br>**Email:** wfsupportdesk@twc.texas.gov<br>**Hours of Operation:** 8:00am - 5:00pm CST |

## Step-by-Step Instructions with Screenshot: Registering for www.TxInternshipChallenge.com.

1. **Register for [www.TXInternshipChallenge.com](http://www.TXInternshipChallenge.com)**
   TXWORKS internships will be posted on this site. Therefore, we encourage you to register if you have not done so already for this site.

   To register, go to [https://www.txinternshipchallenge.com/](https://www.txinternshipchallenge.com/) and select **Click here to register** and follow the remaining instructions.



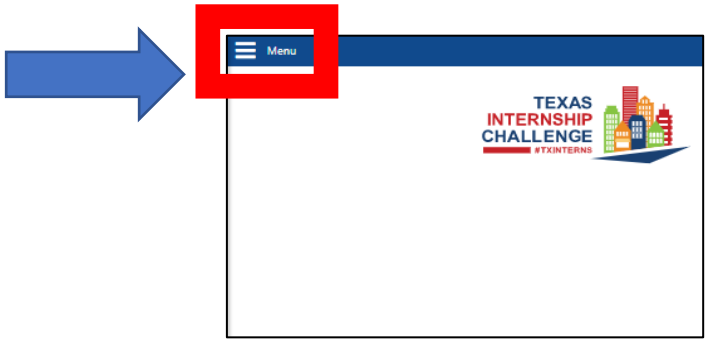

For detailed instructions on registering for [www.TXInternshipChallenge.com](http://www.TXInternshipChallenge.com), go to [https://www.twc.texas.gov/news/texas-internship-challenge](https://www.twc.texas.gov/news/texas-internship-challenge) and select **Download Student Quick Start Guide.**

## Step-by-Step Instructions with Screenshots: Search and Apply for TXWORKS Internships with TXWORKS Employers

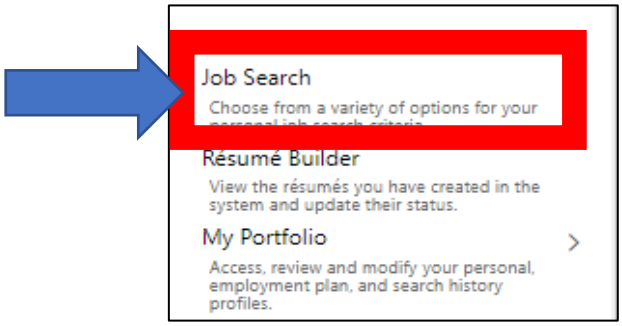
1. Enter the username and password you set-up when you registered for www.TXInternshipChallenge.com. If you have forgotten your username or password, select **Retrieve Username or Password.**

   Check the box, **I'm not a robot** and then select **Sign In**.

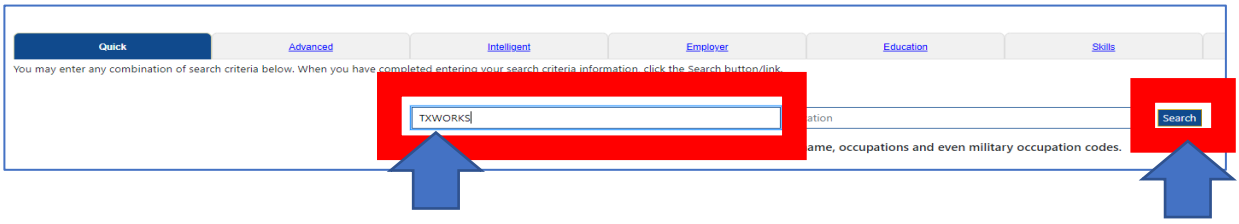
2. Select **Menu** in the far upper-right hand corner.



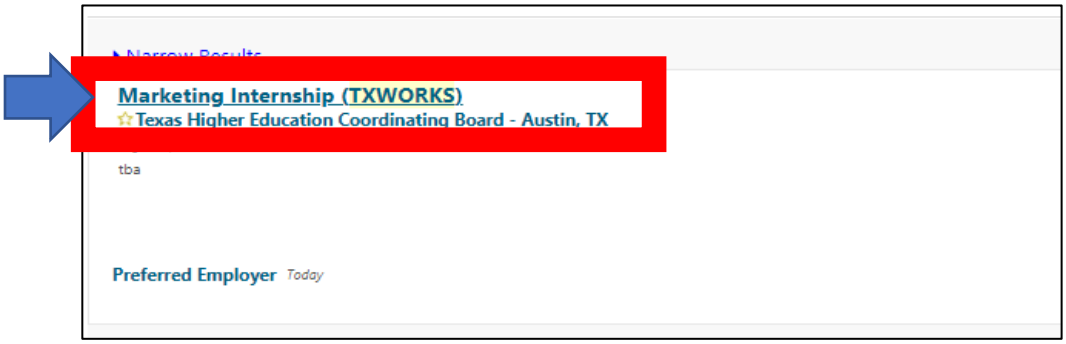

3. Select **Job Search.**



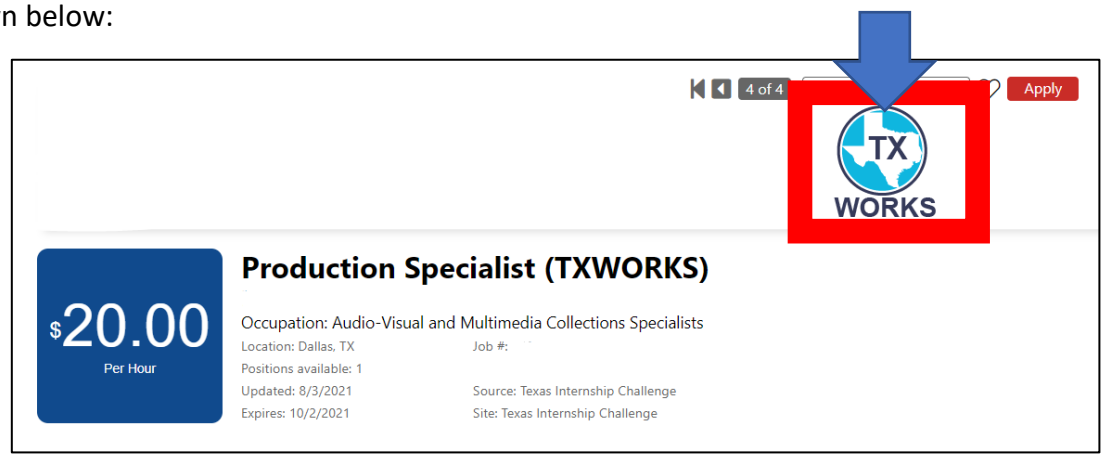
4. Type **TXWORKS** in the box and select **Search**.



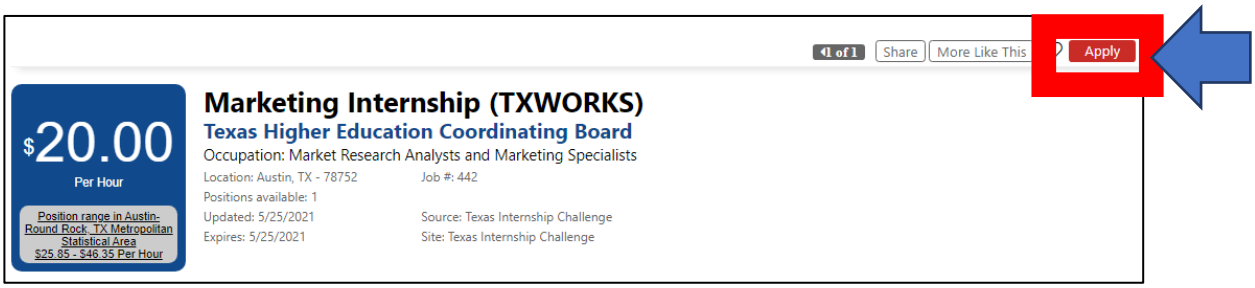

Internship positions that are part of the TXWORKS program will have TXWORKS listed in parenthesis after the position title. *For example: Marketing Internship (TXWORKS).*



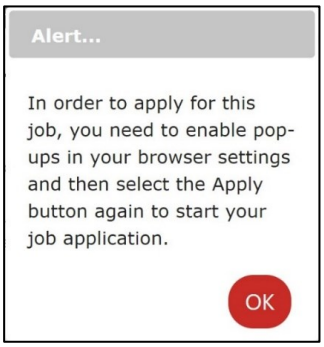

In addition, TXWORKS employers will have the TXWORKS icon displayed above their posting as shown below:



5. Open the posting and view the details about the position. If you are interested in applying, select the red **Apply** button at the top of the posting.




**HELPFUL TIP:** Make sure you have enabled pop-up windows to display in your browser for the www.TxInternshipChallenge.com site so you do not miss any important application instructions. You will need to see pop-up windows after selecting the **Apply** button. Go to the settings for your browser to manage pop-up permissions.




6. After clicking the **Apply** button, the section titled **Additional Application Information** and **Provide a TX Internship Application Online** will display as shown below.

## Additional Application Information

If you have received an official THECB Student Eligibility Participation Letter, then proceed to applying for this TXWORKS internship by following these steps:

1. Select **Apply via Application Form** on this internship posting and submit the TX Internship Application.
2. Submit the following required documents by visiting *[insert web link]* or sending to *[insert email address]*:

- an official THECB Student Eligibility Participation Letter.
- a copy of your transcript (unofficial copy is acceptable) from ALL eligible colleges or universities in Texas that demonstrates the enrollment requirement outlined on the TXWORKS website.

## Provide a TX Internship Application Online

The employer has indicated that you may apply by submiting a TX Internship online application form. You should attach your online application form for this employer to review.

[ Click here to view your current online application form ]

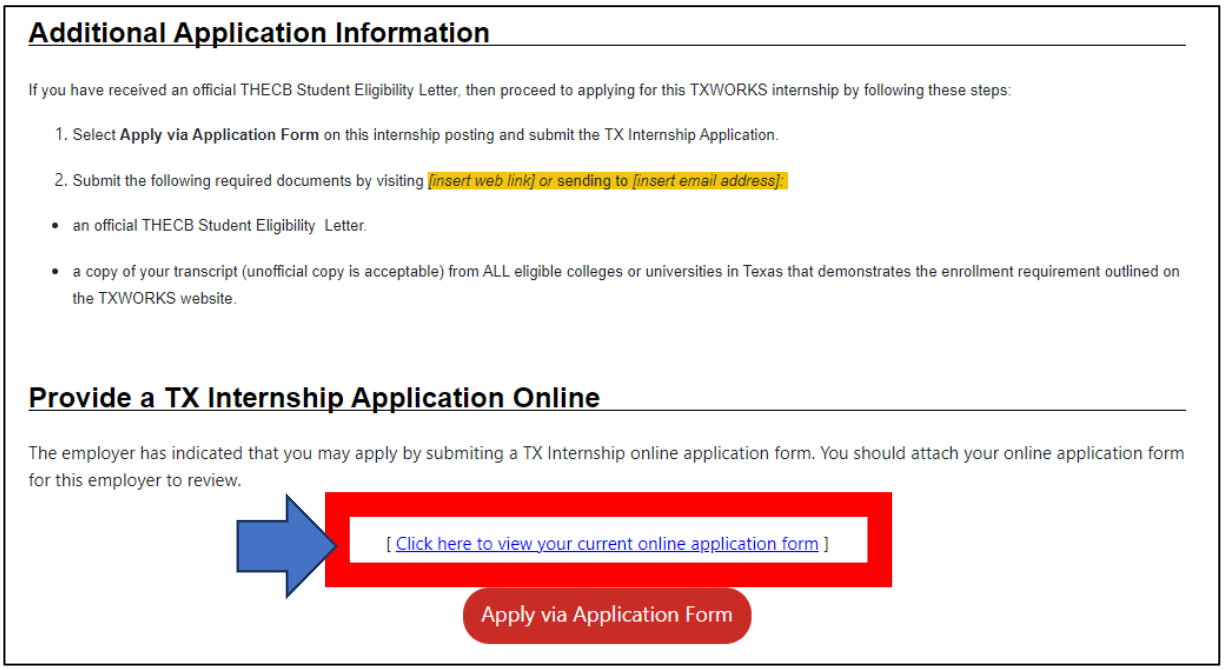
Apply via Application Form

Read and follow the instructions provided in the section titled **Additional Application Information** carefully to make sure you complete all the steps provided to finish the application process for this internship.

Employers will provide instructions in the section titled **Additional Application Information** for:

- How to submit the TXWORKS Student Eligibility Letter and a copy of your transcript (unofficial copy is acceptable).
- Additional steps you need to complete to finish the application process. The additional instructions provided may be different for each TXWORKS employer.

7. All TXWORKS Employers will require you to complete a **TX Internship Application Online**. If you have previously completed an application in www.TXInternshipChallenge.com, select **Click here to view your current online application form**.



## Additional Application Information

If you have received an official THECB Student Eligibility Letter, then proceed to applying for this TXWORKS internship by following these steps:

1. Select **Apply via Application Form** on this internship posting and submit the TX Internship Application.
2. Submit the following required documents by visiting *[insert web link]* or sending to *[insert email address]*:

- an official THECB Student Eligibility Letter.
- a copy of your transcript (unofficial copy is acceptable) from ALL eligible colleges or universities in Texas that demonstrates the enrollment requirement outlined on the TXWORKS website.

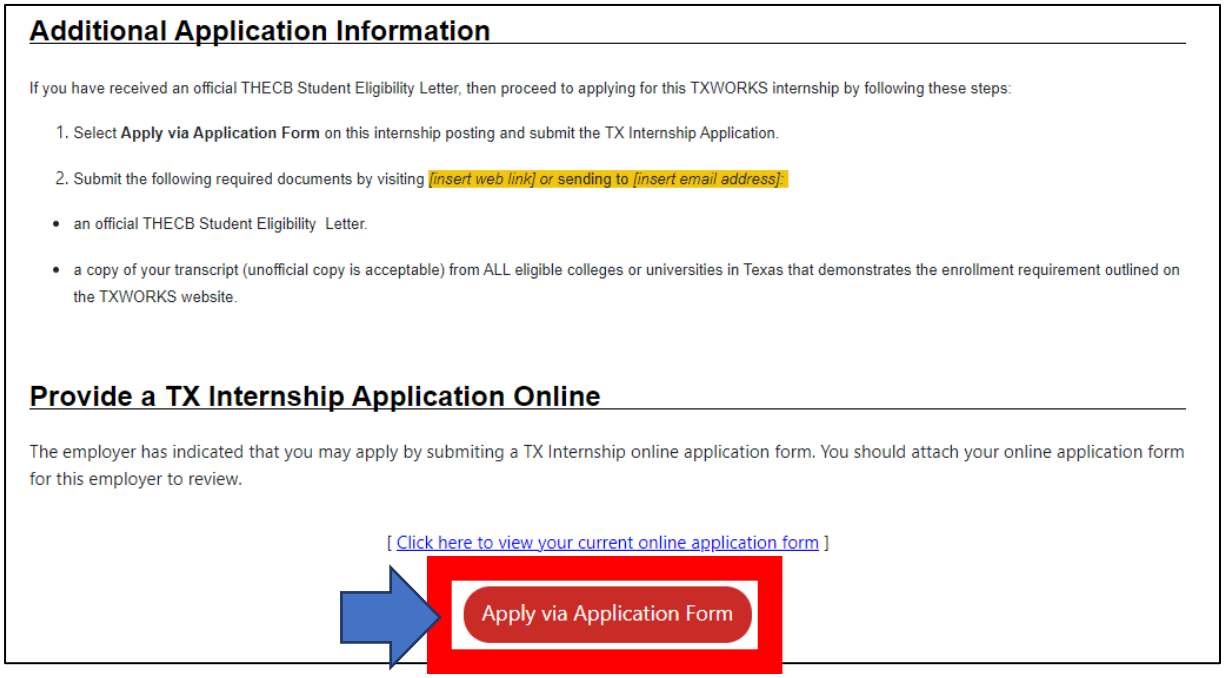
## Provide a TX Internship Application Online

The employer has indicated that you may apply by submiting a TX Internship online application form. You should attach your online application form for this employer to review.

[ Click here to view your current online application form ]

Apply via Application Form

8. If you have **NOT** completed an application through www.TXInternshipChallenge.com, you will have the opportunity to complete one on the next screen. Select **Apply via Application Form** to proceed to the next screen.



## Additional Application Information

If you have received an official THECB Student Eligibility Letter, then proceed to applying for this TXWORKS internship by following these steps:

1. Select **Apply via Application Form** on this internship posting and submit the TX Internship Application.
2. Submit the following required documents by visiting *[insert web link]* or sending to *[insert email address]*:

- an official THECB Student Eligibility Letter.
- a copy of your transcript (unofficial copy is acceptable) from ALL eligible colleges or universities in Texas that demonstrates the enrollment requirement outlined on the TXWORKS website.

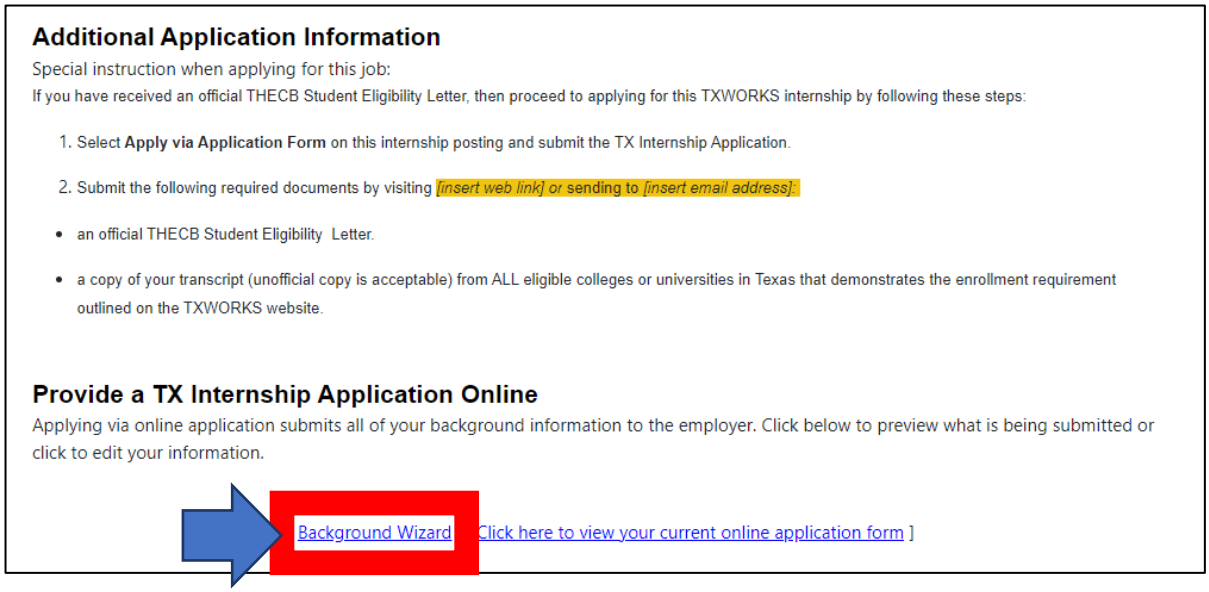
## Provide a TX Internship Application Online

The employer has indicated that you may apply by submiting a TX Internship online application form. You should attach your online application form for this employer to review.

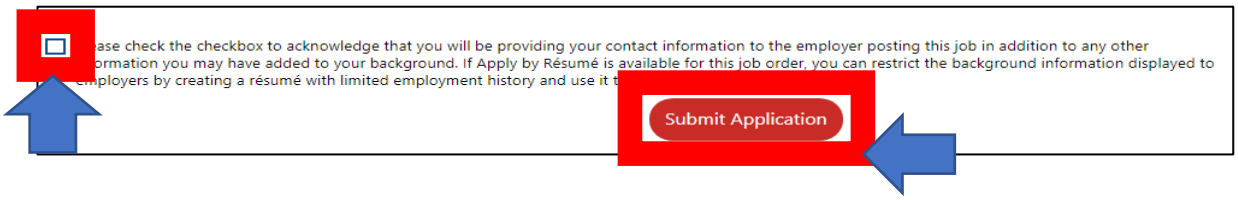
[ Click here to view your current online application form ]

Apply via Application Form

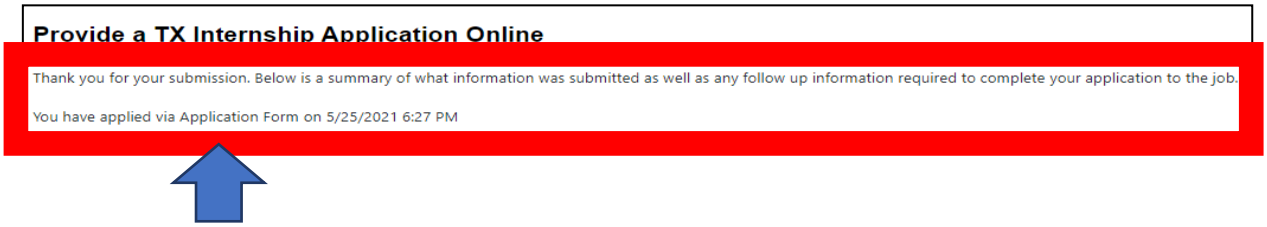
9. After selecting the **Apply via Application Form** button, this screen will display. To complete an online application or to edit an existing online application, select the **Background Wizard**.




10. To submit the application, applicants must review and acknowledge the statement below by checking the box. After checking the box, select **Submit Application**.




11. After selecting **Submit Application**, the next screen will display and include confirmation of your submission.



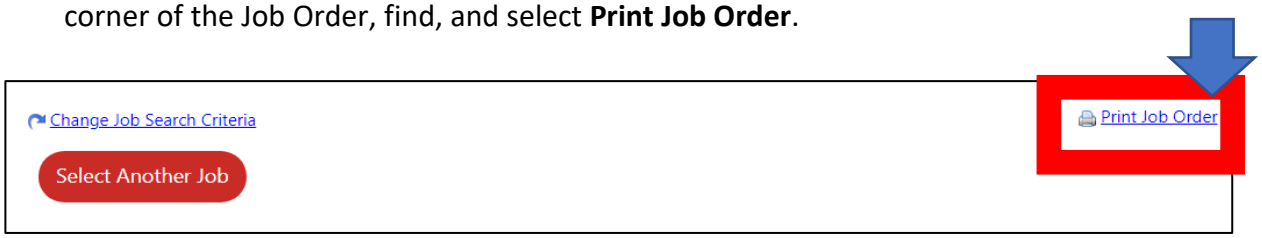

**Before closing this screen, read the HELPFUL TIP below.**

**HELPFUL TIP:** If selected to interview for the internship position you applied for, you will want to have a copy of this posting to prepare for the interview. The internship posting may not still be posted on this site when you interview. Therefore, you are encouraged to save a copy of the internship position description.

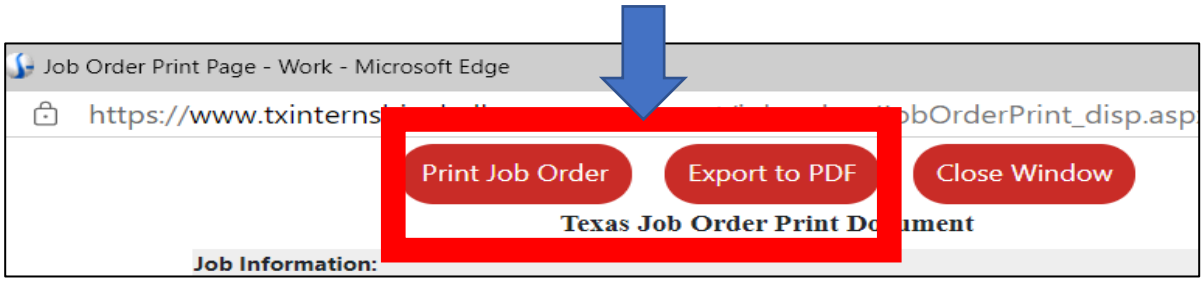
To save a copy of the internship posting, follow these steps:

1. After you have submitted an application, select the **Return to Job Details** button.

2. When viewing the **Job Details** (also referred to as the Job Order), go to the bottom right-hand corner of the Job Order, find, and select **Print Job Order**.




Select an option:

- **Print Job Order** or **Export to PDF**.

**HELPFUL TIP:** If **Export to PDF** is selected, save to a location (i.e., your desktop, USB drive, the cloud, etc.) you have easy access to in the future.