

What you can do while you wait for the internship application to be ready...

(this guidesheet is applicable for both winter and summer SLI internships)

There are actions you can take before the SLI STEM Internship application is ready:

- 1) Apply for Financial Aid
- 2) Fill out the General Scholarship Application on Academic Works.
- 3) Other activities to get ready for the supplementary application:
 - a) Put together your resume.
 - b) Find a teacher or staff member to be your reference (a letter is not required - just name and contact information).
 - c) Download your unofficial transcript.

Apply for Financial Aid

Demonstrated financial need is an important criteria for the SLI STEM Internship. The easiest way for us to determine this is by looking at your financial aid package. This comes from your filling out the FAFSA or DREAM Act (if you're undocumented). If you haven't filled out the FAFSA or DREAM act applications, do it now!!

1. Go to the [Foothill Financial Aid website](#) for more guidance on either of those forms.
2. Talk to a [Financial Aid counselor](#) for help if you need it.
3. Apply! Find some guidance here: <https://foothill.edu/financialaid/apply.html>

Fill Out the General Scholarship Application

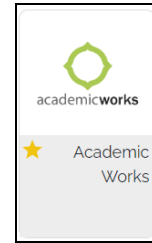
While you wait for the SLI STEM Summer Internship application to be ready, here are some things you can do to prepare:

- 1) **Watch the short video** under "How to Apply" on the [Scholarships webpage](#) on the Foothill website. It's a helpful overview of applying for scholarships at Foothill.



2) Go to the **Academic Works app** through [MyPortal](#).

- a) Log into MyPortal using your CWID and password.
- b) Find the Academic Works app tile in your Apps.
- c) Log in to the app.



3) Fill out the **general scholarship application**.

- a) Most of the application will just require you to fill in information about yourself and your past educational history and past leadership and community experience.

b) The My Story Essay is SUPER IMPORTANT.

- i) Make sure you answer all aspects of this question:
 - (1) "Be specific about your academic and career goals"
 - (2) "How do you plan to reach those goals"
 - (3) "Discuss any obstacles you have overcome"
 - (4) "And any specific financial needs you have."
 - (5) "Share with us what makes you unique and deserving of a scholarship"
 - ii) If you leave out some aspect of those questions or have a really short essay, your application most likely does not have a chance in a competitive pool.
 - iii) *We recommend that you create your essay in a Word or Google Doc, outside of the application so you can keep the essay for future college and scholarship applications.*
- 4) Make sure you **click on the "Finish and Submit" button** when you're done with your general application. You can save and edit as you go along.
 - 5) Once you complete the general scholarship application, you will look for the appropriate SLI STEM Internship program application in the Academic Works portal.

- a) Summer applications will generally be ready in Academic Works in early March. Winter applications will be ready in Academic Works in early October. **IF YOU CAN'T FIND THE APPLICATION, THAT MEANS THERE IS NO ACTIVE APPLICATION READY AT THE TIME.**
- b) Once that application is ready, click the Apply button.
- c) Read ALL the information.
- d) Then answer the supplementary questions.
- e) Do not forget to click "Finish and Submit" at the bottom of this supplementary application.

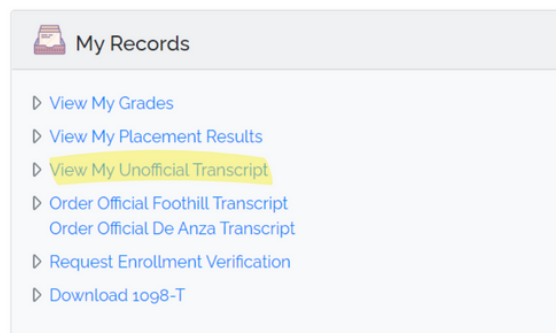
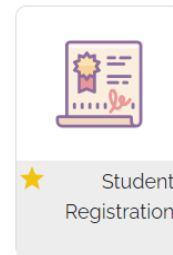
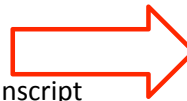
Get Ready for the Supplementary Application

While you wait for the internship application to be ready, you can get some things ready that will be part of this application:

- 1) **Put together a resume.** This is required as part of the supplementary application. You will need to upload it to the portal.
 - a) If you already have a resume, make sure it's all cleaned up and up to date.
 - b) If you do not have a resume, go to [this webpage](#) for some tips and links to resources to help you get started.

- 2) **Ask a teacher or staff to be a reference for you.** This does not require a recommendation letter. You will just be asked to provide the name, title, and email address of a staff or faculty who knows you and can be your reference.

- 3) **Download your unofficial transcript.** You can do this by:
 - a) Go to MyPortal.
 - b) Click on the Student Registration app.
 - c) Under My Records, click View My Unofficial Transcript



- d) Make sure you select "All Levels" and "Foothill Unofficial," then hit Submit
 - e) In your browser, hit CTRL- P for Windows, and ⌘-P in Mac
 - f) Under Destination, select Save as PDF
- 4) If you have not filled out the FAFSA (form for financial aid), please **prepare a short paragraph about your financial need.** There will be a question on the supplementary application asking this *"If you have not filled out the FAFSA or CA Dream Act, please include here any information that can demonstrate your financial need. We prioritize students who have demonstrated financial need or hardships. Please explain any circumstances that help describe your need for financial*

support. If this part is not filled out, your application may not receive consideration. One paragraph suggested.”

- a) If we have no information about your financial need either in a paragraph or through the FAFSA, your application will not be as competitive.