



HACU National Internship Program: Application Instructions

Version Date: 9-30-16

Read these instructions carefully before starting your application.
It is recommended that you have this document with you while filling out the online application.

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1.0 Application Steps

To access your application, visit the following URL: http://www.hacu.net/hacu/Apply_Online.asp.

Search Website

Search Members

HNIP Home

Students

HNIP Benefits

Eligibility

Selection and Placement

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Application Checklist

Frequently Asked Questions

Online Internship Application

1. Download the [application instructions](#). Read these instructions completely before you begin and have them with you as you complete the application.

2. Be sure to give yourself ample time to complete the entire process. In order to complete the final section, you will need to obtain a letter of recommendation from a department chair, professor, or academic advisor, a valid [enrollment verification](#) and an official transcript (or transcripts printed on heat-sensitive security paper) to later be scanned and uploaded to your online application. **Please make sure to redact any Personally Identifiable Information (PII) like your social security number (SSN) and date of birth from uploaded documents.**

SHARE

All of the information requested serves to help us match you to internships that best suit your goals, interests, and qualifications.

You can always save and close your application to return to it at a later time. At the bottom of the page you last completed, there is a button titled 'save and advance to next section'. Click there in order to continue to the next section. Please **do not use the "back" button on your web browser** while you are in the application. You will lose any information you've entered, delaying the processing of your application.

1.1. Basic Profile

1.1.1 User ID & Password

Your UserID will be the email address that you submit during registration. Use an email with which you have long-term access. That e-mail address will be associated with your social security number and you will not be able to create another account.

We suggest using a Gmail, Hotmail, or Yahoo account, for example, instead of your university email, as those are often unavailable to you after graduating.

If you forget your password, go to the login page (<http://www.hacu.net/applicantportal>), enter your UserID, and click "Login." Your password will be sent to the email address submitted during registration.

Note: UserID and passwords created prior to Fall 2010 will not work in the new application system. You will need to complete a Help Desk form to retrieve your new UserID and Password.

1.1.2 Location

The “City” field will be pre-filled for you once the first few letters are entered. You may have to wait a few seconds for a list of cities to appear.

Permanent Address

*Address	<input type="text"/>
Address2	<input type="text"/>
*City (Type few letters and select from list)	<input type="text" value="Tampa"/> <input type="text" value="Tampa, FL, United States of America"/>
*State	<input type="text"/>
*Country	<input type="text" value="Select One"/>

Permanent Address

*Address	<input type="text"/>
Address2	<input type="text"/>
*City (Type few letters and select from list)	<input type="text" value="Tampa"/>
*State	<input type="text" value="Florida"/>
*Country	<input type="text" value="United States of America"/>

After you select the name of your city, the state and country will be filled for you. If your city is not listed, you may also type the name of the city, then manually select the state in which your city is located.

1.2. Emergency Contact Information

If selected, this person will be our primary point of contact in case of an emergency. The city, state, and country will fill in automatically after you enter the first few letter of the city name.

1.3. Educational Background

Here you will list the names of colleges and universities you have attended and/or are currently attending. The earliest a fall program applicant may graduate is December of the internship year. The earliest a spring or summer program applicant may graduate is May of the internship year.

After entering the first few letters of your institution’s name, our database will generate a list of schools containing the letters you typed. For example, entering “Cali” will generate a list of ALL schools that have those 4 letters in the name. Be aware some instructions may be in Spanish, containing an accent or other special characters.

NEW EDUCATION		SUMMARY
Attendance Type	Past Institution	
*School Name	<input type="text" value="American Un"/>	
City	American University 4400 Massachusetts Avenue, NW	2420
State	American University of Puerto Rico Carretera Estatal #2 Km.48.1	5841
*Major	American University of Puerto Rico, Bayamon P.O. Box 2037	217
Minor	American University, Washington College of Law 4801 Massachusetts Avenue, NW	686
GPA	Inter American University of Puerto Rico, Aguadilla Call Box 20000	890
*Degree Obtained	Inter American University of Puerto Rico, Arecibo P.O. Box 4050	208
Save/Add school to education	Inter American University of Puerto Rico, Barranquitas P.O. Box 517	1360
	Inter American University of Puerto Rico, Bayamon 500 Dr. John Will Harris	1967

If your school is not listed, please contact the helpdesk at www.have.net/helpdesk. If your major is not listed, please select a major closely related to your field of study.

1.4. Resume

- **Technical, Computer, Research skills, and/or Certifications (required):** This section should include, but is not limited to, your computer, communication, laboratory techniques, and research skills.
- **Languages:** Make a selection (or selections) from the list of languages provided.

Language(s)	Language	Proficiency
	English	Fluent
	Spanish	Fluent X
	Fre	[Select One] X
	French	

- **Volunteer Experience:** This section should include any work done in collaboration with volunteer groups and organizations, in which you received no pay.
- **Affiliations (required)*:** Include any student clubs, national organizations, etc. with which you are affiliated or awards/scholarships you have received in the past.
- **Advisor Name (required):** HNIP requires at least one advisor email and phone number from you for our records. This should be a staff or faculty member from your campus.

*Please note that you are not required to include any organizations that may indicate your religious or political beliefs, sexual orientation, or ethnic, racial, or national identity.

1.5. Work History

Though similar to the “resume” portion of the application, this section allows you to elaborate on past jobs or significant volunteer/community experiences.

1.6. Essay

Please write an essay of 500 words at minimum addressing the three questions below:

1. What is your personal motivation for applying to the HACU National Internship Program?
2. What are your academic and/or career goals?
3. What skills can you bring to an employer and what skills would you like to focus on throughout the internship?

Note: Naming a particular agency or corporation with whom you'd like to work is not recommended as it could reduce your chances of being selected for an internship with another corporation.

1.7. Required Documentation Download and Survey

Please plan accordingly! This can be the most laborious section of the application to complete as many institutions take several weeks to process requests for official documentation. We recommend that you work on obtaining the documents before you begin the entire process.

The below documents must be scanned and uploaded as PDF, JPG, or TIF files; other file types will not upload properly.

1. Enrollment Verification
2. Official Transcripts (or transcripts issued by your institution on heat-sensitive security paper)
3. Letter of Recommendation from a department chair, professor, or academic advisor from a current or previous academic institution

** The letter should be addressed to “whom it may concern,” not HACU or HNIP**

Note: Do not mail your enrollment verification, transcripts or letter of recommendation to our office. Most school libraries or office resource stores already have the tools and capabilities necessary to scan and upload documents to your application.

The survey in this section is used to help improve HNIP’s recruitment efforts and will not affect your application in any way. Once this section is complete, be sure to **click the “submit” button** found on the top of the page, beneath the section summary. This is the final step of the application process.

***Be advised of the following three things before submitting your application:**

1. **You should not submit your application if one or both of the required documents do not follow the aforementioned validity guidelines.**
2. **You will not be able to edit your application after it has been submitted.**
3. **Withdrawing your application means that you no longer want to be considered for an internship. Do not withdraw your application if you want to edit it. Once submitted, the application cannot be edited. Only click the “Withdraw” button if you are no longer available to participate in the session for which you applied.**

APPLICATION DATA	
Basic Profile	Edit
Emergency Contact	Edit
Educational Background	Edit
Resume	Edit
Work History	Edit
Essay	Edit
Required Documentation Download and Survey	Edit

Submit

2.0 Getting Help: FAQs and Help Desk

The HNIP FAQs are located at http://www.hacu.net/hacu/Frequently_Asked_Questions2.asp.

If you encounter technical difficulties completing your application, please submit the Help Desk form at <http://www.hacu.net/helpdesk>. Be sure to include as much detailed information as possible.

If you have a general questions not covered in the FAQs, please don't hesitate to contact our office at (202)467-0893 or HNIP@hacu.net