

Tips for Internship Sites: Accepting Electronic Applications

1

Select a platform to receive applications

Platform options include but are not limited to:

- Using an existing email address
- Creating a new email address specifically for internship applications
- Using a third-party platform like Dropbox, Google Drive, OneDrive

2

Connect with your IT department

Connect with your IT department to ensure that documents sent from external email domains will not be blocked.

3

Develop Submission Instructions

It is important to include submission instructions on your website for applicants. Example submission instructions:

1) Complete the Internship Readiness Common Application found at <https://aclp.smapply.io/>. Detailed instructions on how to complete the application can be found in the guide [here](#).

2) Email the downloaded application to INSERT EMAIL ADDRESS

3) The email subject line should state the internship session (winter/spring, fall, summer) and year.

4) The PDF downloaded as part of the ACLP Internship Readiness Common Application is the only component that will be reviewed. No additional documentation will be required or reviewed for a candidate's initial submission (no letters of recommendation, cover letters, resumes, etc.).