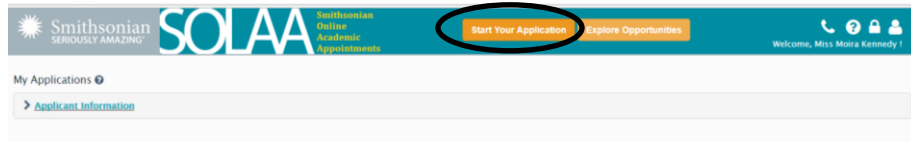
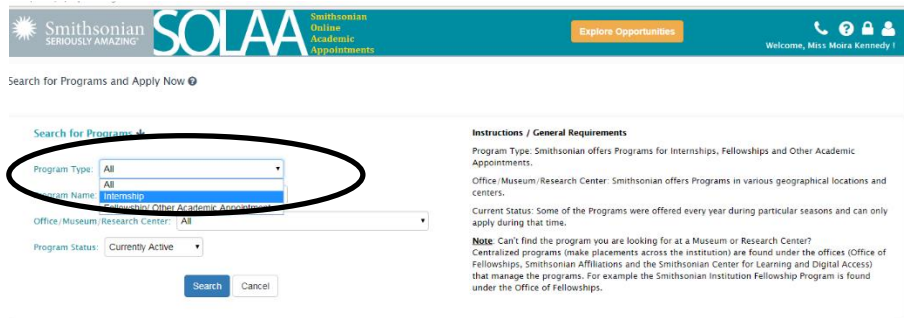


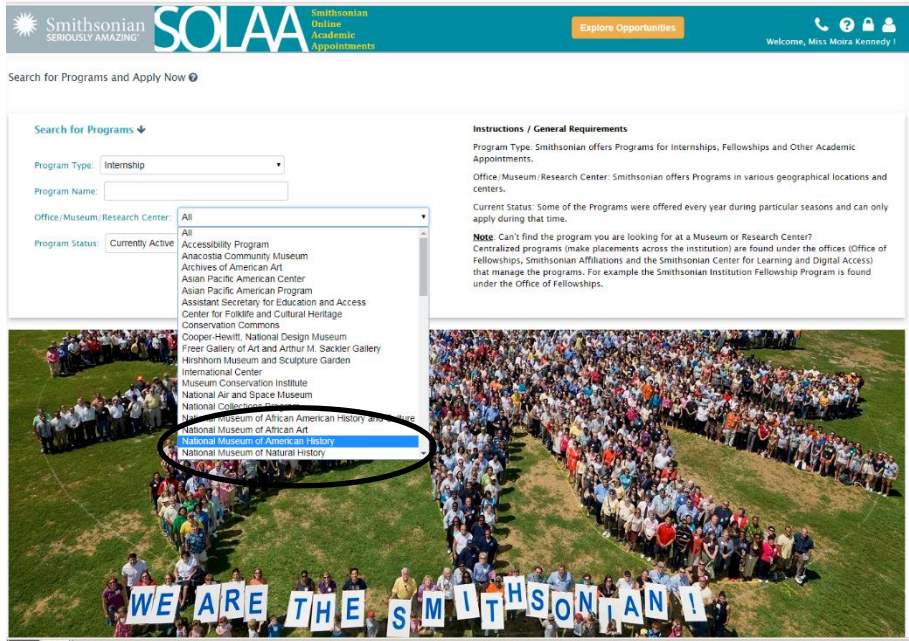
After logging in/creating a new account in SOLAA (Smithsonian Online Academic Appointment System), you will then see this screen, once on this screen, click on **Start Your Application**:



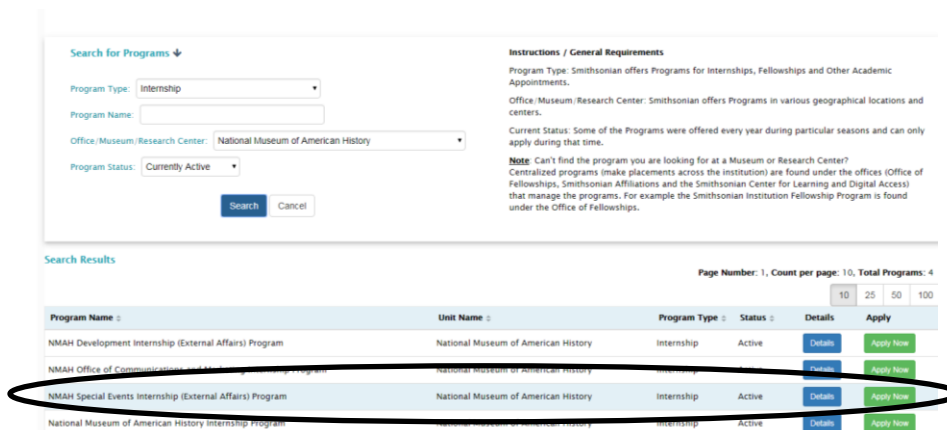
Once you click on **Start Your Application**, the screen below will appear. Then click the top drop down that says **Program Type** and select **Internship**.



Then, once you have selected **Internship** as your **Program Type**, you will go to the third drop down named **Office/Museum/Research Center**, you will then click on it and find **National Museum of American History**.



After selecting **National Museum of American History**, you will see this screen. Once you are on the screen you will want to find the internship that says **NMAH Special Events Internship (External Affairs) Program** and click the green button that says **Apply Now**.



Once you click **Apply Now**, this screen will pop up and you will begin filling out all your information. **Please note the deadline for each application.**

This screenshot shows a web form for personal information. At the top, there is a link for more information. Below that, a section titled 'Special Instructions' lists deadlines for Spring, Summer, and Fall. The form includes fields for how the user found the program, program completion year, gender, date of birth, citizenship, country of residence, dual status, and type of visa. A contact information section asks for permanent address, street address, city, state, zip, and international mailing code, along with phone and fax numbers. There are also checkboxes for mailing address and permanent address, and a field for correspondence until date. A section for disabilities includes a 'Do you consider yourself to have a disability?' question and a 'Description of Disability' field. Ethnicity options include Native Hawaiian or Other Pacific Islander, Black or African American, American Indian or Alaska Native, White, and Asian. There are also checkboxes for Hispanic and Non-Hispanic. An 'Additional Information' field is at the bottom.

Once finished with your **Personal Info** you will continue onto **Current Affiliation, Academic History, Program Choices, Materials, References, and then Questions.** \*Throughout your application, make sure to save all your work. In addition, you can complete parts of the application at a time, can complete save it and come back later.

This screenshot shows the 'Submit Application' section of the application form. The top navigation bar includes 'Personal Info', 'Current Affiliation', 'Academic History', 'Program Choices', 'Materials', 'References', 'Questions', and 'Submit'. The 'Submit' button is highlighted in green. Below the navigation bar, there are buttons for 'Go Previous', 'Save', 'Cancel', and 'Submit'. The 'Submit Application' section includes a field for 'Additional Information' and three sections with checkboxes for agreement: 'READ: COPYRIGHT AGREEMENT', 'READ: MEDIA RELEASE', and 'READ: SE EEO RIGHTS AND RESPONSIBILITIES'. Each section has a brief description of the policy and a checkbox for agreement.

The final part of the application is to click on the word **Submit**. Once you click **Submit**, you are all done! Good Luck!