HOW TO SUBMIT AN INTERNSHIP APPLICATION VIA COLLEGE CENTRAL NETWORK

FOR STUDENTS

The internship process at Thiel College is becoming digital through College Central Network. Below you will find instructions on how to submit an internship application. If you have any questions, reach out to an ACE fellow at the Career Kiosk, or contact Clarissa Arbuckle at carbuckle@thiel.edu.

STEP ONE: Create a College Central Network Account

1. Go to: www.collegecentral.com/thiel
2. Click Students
3. Click Activate
4. Enter Student ID and email
   ***NOTE: Email may be your Thiel email or a personal email
5. Choose a Password
6. Complete Registration Information
7. Click Save Changes
STEP TWO: Navigate to “Experiential Learning”

Once you have created an account and logged in, you will be brought to your home page or “dashboard”. Your screen will look like the one below. In the left-hand side of the screen you will see a column of tools. Here you will click “Experiential Learning” and you will be directed to the internship page.

![Dashboard screenshot](image1.png)

STEP THREE: Choose Internship Credit Agreement

Once you click the “Experiential Learning” tool, you will be brought to this page. Next, click “Submit a New Internship (Credit) Agreement”.

![Internship credit agreement screenshot](image2.png)
STEP FOUR: Read guidelines for internship

After selecting “Submit a New Internship (Credit) Agreement” you will be brought to the rules and guidelines of an internship. Make sure to read these guidelines thoroughly before submitting an internship application.

STEP FIVE: Complete the Application

After reading the guidelines, scroll below to find the application. It should look like the screen underneath. Once you are here, you can complete the application. Make sure to fill in all of the required fields.
STEP SIX: Sign & Submit your Application

Once you have completed the whole application you will be asked to sign electronically. Once you have signed and dated the application, you may submit it! Once submitted, it will be sent to the Career Center office for approval and then onto your employer and faculty sponsor. You will receive email updates as each supervising office approves your application. After you submit your application, you will not have to do anything further unless your application is denied. At the point, you will be contacted by the Career Center and we will help you to resubmit to get approval.