Select Your TWC Intern

Start Internship Placement Cycle

TWC Matches Student(s) to Site
TWC sends student application packets to internship site

Site Reviews Candidate(s)
Review and select students within 2-3 business days*

Site Extends Offer to Student
Post-interview, extend offers directly to selected students; implement a 3 business day expiration date on offers

Site Contacts Candidate
Reach out to schedule interviews with students

Site Decides to Consider Other Candidates
Speak with site coordinator about sending additional students if needed (begin matching process again)

Site Contacts Student
- Connect with student and give them any materials to prepare for their first day (see student calendar for start dates)
- International students**

Student Accepts your offer
Student needs to officially accept the position before being marked as “placed” by The Washington Center

Student Decides to Consider Other Opportunities
Contact site coordinator to discuss next steps and receive additional students (begin matching process again)

Students begin their internship

Students arrive to D.C.
Students participate in TWC orientation, meet their academic program advisor and prepare for their first day on the job

*This ensures that the students are still active and available

**If the student is international, TWC will begin the J-1 visa process immediately
- Site will be contacted by J-1 Visa officer
- Site supervisor signs Visa paperwork and returns documents to TWC