SOLAA APPLICATION GUIDE OVERVIEW

Applicants must submit all materials through the Smithsonian's Online Academic Appointment System (SOLAA). **The objective of this guide is to help you navigate the SOLAA system and the LMSP Undergraduate Internship application materials.**

To apply, follow the steps below. Each step will be explained in detail in this document:

1. Creating a SOLAA Profile
2. Filling out your application
   a. Personal Information
   b. Current Affiliation and Academic History
   c. Uploading Program Application Materials
   d. Applicant Question Section
   e. Reference Letter Request
3. Review and Submission

If you have any questions, please reach out to LMSPinfo@si.edu.

For additional guidance and to minimize system errors, please reference the notes in the grey boxes for tips on using SOLAA.

CREATING A SOLAA PROFILE

NOTE: Do not enter your information in all caps or all lower-case letters. Do not use special characters. Please enter information using English characters. Do not use the browser back button to navigate within the system. Please use "User Menu" on the top right corner.

1. Visit SOLAA.si.edu
2. Select "Create an Account"
3. Fill in all required information.
    NOTE: Be sure to use an email address you check regularly.
4. You will receive an automated email to the email address you provided asking you to activate the account. Click the activation link.
5. You will be asked to create a password and two security questions. Your username is your email address.
6. You will now be directed to your dashboard. Click "Start Your Application".
7. Next, search for the program you are applying to. **You will not be able to view the LMSP Undergraduate Internship application within SOLAA until it opens on Monday, February 24, 2025:**
    o   For Program Category, choose **"Internship"**
    o   For Program Name, enter **"Latino Museum Studies Program Undergraduate Internship"**
    o   For Office/Museum/Research Center, choose **"National Museum of the American Latino"**
    o   Click "Search" and the program should come up. From here you can fill out your application when you click "Apply Now".

You can use the SOLAA account you created to apply to other programs in the future.

FILLING OUT YOUR APPLICATION

NOTE: Upload all application materials directly to the SOLAA portal and answer short-form questions within the system. You can save your progress and return to the application later. We encourage you to submit your application in advance of the final deadline, as the system can crash when it becomes busy. The special instructions below will be listed in SOLAA. **Please read the special instructions carefully and follow all directions.**

SPECIAL INSTRUCTIONS: Review the "Program Application Materials" document for a full material review as well as the "Internship Project Descriptions" document.

The deadline to apply is 11:59pm ET Monday, March 31, 2025.

At a Glance: Application Material Checklist
- ❑ Resume/CV
- ❑ Transcript
- ❑ Reference Letter
- ❑ Museum Career Interest Statement
- ❑ Practicum Selection Statement
- ❑ Portfolio

Personal Information

NOTE: You will be asked to fill in personal information such as contact information, birth date, country of citizenship, etc. Please note that much of this information is blinded from reviewers.

Current Affiliation and Academic History
- First, fill in your current academic affiliation, including your college or university, academic year (second-year, sophomore, etc.), and your major.
- If you have attended other colleges or universities, fill in previous academic history.

Program Application Materials:

NOTE: All materials must be uploaded as PDFs.

- ❑ **Resume/CV** (No more than 2 pages)
- ❑ **Transcripts**
  - o Unofficial transcripts are acceptable; please avoid password protection if possible.
  - o Ensure submitted transcript shows proof current enrollment.

  NOTE: SOLAA sometimes has trouble processing password protected files. Though not required, you are encouraged to submit transcripts without password protection.

- ❑ **Museum Career Interest Statement**
  - o 500-750 word statement **OR** 250 word statement AND 2–3-minute video; Include word count at the end of statement
    - ▪ View complete statement prompt in the "**Program Application Materials**" document

  NOTE: If you choose the short essay and video option, 1) upload the written portion of your interest statement in the "Application Materials" section of SOLAA, **AND** 2) carefully review SOLAA for instructions on how to access the LMSP WeTransfer portal to submit your video.

- ❑ **Practicum Selection Interest Statements** (Upload together as one document)
  - o Indicate your top two (2) practicum choices by listing them in order of interest by project name and number.
  - o Write a short interest statement for each practicum. (250-word minimum for each practicum; include final word count at the end of each)
    - ▪ View complete statement prompt in the "**Program Application Materials**" document

- ❑ **Portfolio**
  - o Please share 1-2 examples of your work (i.e. existing writing sample, an artist or design portfolio, video, etc.)
    - ▪ Be sure to read practicum descriptions for any practicum-specific requirements and be sure to include them in your portfolio materials.

  NOTE: If you are uploading a file (PDFs only), please upload it in the "Application Materials" section. If you are sharing a link, please include it where prompted in the "Applicant Questions" section.

Applicant Question Section (short form):

NOTE: These questions are used to understand your background and to facilitate internship placements. You will NOT be assessed on these questions and your answers will NOT impact selection.

- Have you applied to this program in previous years, if so which year(s)?
- Have you made arrangements with your college or university to receive academic credit for an internship if it is awarded?

    NOTE: You do not need to have this arranged by the time you apply. This question is for reviewers to understand if you are seeking course credit and for you to begin to think about this step. You may answer "no" if you are not seeking course credit or if you are still exploring how to fit this into your academic schedule. You will not be assessed based on your response.

- If you are submitting the optional video essay, please include the link here.
- Please describe your proficiency in English and Spanish.
- Please list any previous museum, gallery, library, and/or archive experience.
- If you are sharing a link to portfolio materials, please include it here.

    NOTE: If you are sharing a link, please include it here. If you are uploading a file (PDFs only) please upload it in the "Applicant Materials" section.

Reference Question Section:

NOTE: You will need to request one (1) reference letter from an individual who is NOT a relative. Reference requests are sent directly from SOLAA when you enter the referee's email address. **You must click "send" after entering the email address. We highly recommend you request the reference letter as soon as you intend to apply and at least two weeks before the deadline.** Referees will respond to the following questions within the SOLAA system and will upload their recommendation letter.

- How long have you known the applicant?
- In what capacity do you know the applicant?
- Please rate the applicant's emotional maturity.
- Please rate the applicant's independence and initiative.

- ❑ **Reference Letter:**
    - Gets submitted by recommender in the SOLAA Portal
    - In SOLAA, applicant inputs recommender's contact information and sends out recommendation request through the application portal

REVIEW AND SUBMISSION

- Take time to carefully review your application.
    - Are all required fields filled in?
    - Did you upload the correct application materials uploaded?
        - Common mistakes: Uploading the same essay twice for two different prompts. Uploading an outdated resume. If you included a link, is it viewable to all and not password protected? You are responsible for ensuring all materials are uploaded correctly.
- Ensure you submitted your application.
    - You will receive on-screen confirmation once you submit your application.
    - Whenever you log back in to the SOLAA system, your dashboard will show the status of your application.

After submitting, you can check to make sure your recommender submitted a letter.

- Common mistake: Not clicking the "send" button after you add the recommender's email.
- Your SOLAA dashboard will display the status of your reference letter. It is your responsibility to follow up with the recommender to ensure the letter is submitted by the deadline.

Good Luck! Please reach out to LMSPinfo@si.edu with your questions.