

Summer Internship Program Application – SOLAA Tips

Applications for the National Air and Space Museum’s Summer Internship Program must be submitted on the Smithsonian Online Academic Appointment system (SOLAA). To apply:

1. Create an account at <https://solaa.si.edu>
2. Add a new application
3. Select “National Air and Space Museum” under Office/Museum/Research Center.
4. Fill out the application and submit. You can find tips about the different aspects of the application below.

Program Choices Page of Application

- Be sure to submit your application under the current year.
- The official dates of the Summer Internship Program can be found on [our website](#). If you are not available for those dates, please propose another 10 week period.
- The Project Choices section of this page will determine who reviews your application. You may select up to three projects, but do not need to choose all three if you are only interested in one or two. You can find the list of this year’s projects on [our website](#).

Application Materials

- On the Materials page of the application, please submit your essay, resume, transcript, and letters of recommendation (if you have a copy of the letter(s)).

Letters of Recommendation

- If you have a copy of your Letters of Recommendation, you can upload them to your application using the Materials page. If you do not, you can use the References page of the application to send your letter-writer an email he or she can use to upload the letter of recommendation directly to your application. To do so:
 1. Click “Add New Reference Details”
 2. Enter their name and email address and click save
 3. Click the envelope icon under “Email Referee” to have SOLAA send an email to your referee
 4. Confirm with the person writing your letter of recommendation that they received the email and were able to upload the letter.
 5. You are able to submit the application before all letters are received, so if you complete the application before your referees submit their letters, you can go ahead and submit if you would like.

Reference Page of Application

- If you are not using the Reference page to collect letters of recommendation, you do not need to add any references on the Reference page.

Technical Difficulties

- If you encounter technical difficulties as you complete your application, we recommend trying a new browser. If the problem persists, please email OCIOHelpDesk@si.edu.