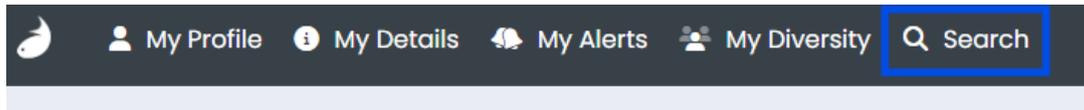


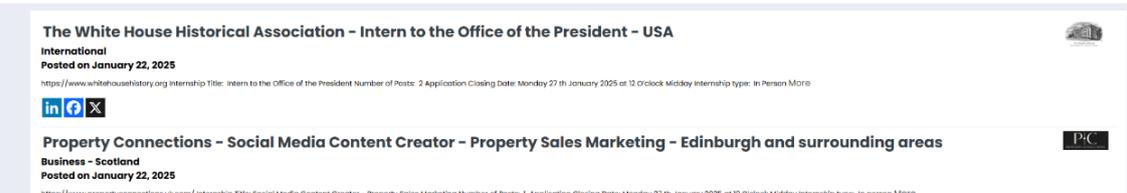
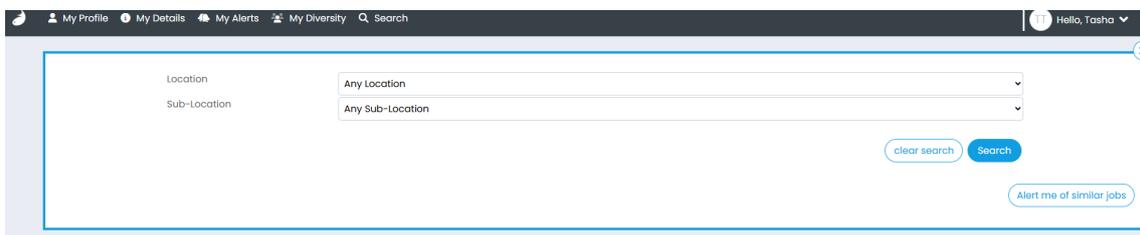
How to apply for Internship Opportunities

Below are the steps when applying for internship opportunities.

- Login to the Internship Portal with your email and password using this link: [here](#)
- Once you are logged in you can click the search tab:



- Live Internship vacancies can be viewed by scrolling down:



- Click on the Internship Job Advert which is of interest.
- The job description, criteria and essential information will now be visible.
 - Read the internship description thoroughly, you **MUST** ensure you are eligible to apply. All eligibility requirements will be listed within the internship description.
 - Due to each University financially contributing to help make internships possible, some universities choose which types of internships they wish to fund, based on their own individual strategic plans.
 - Some Host Companies may have specific criteria or requirements due to laws in the country or field the work within.
 - Some international roles may have criteria due to visa/work permit requirements.
- Scroll to the bottom to find the Apply button:



- When applying for an internship, you **MUST**
 - Use the same name and email address used for your initial application.

- Upload your **tailored** CV and Cover Letter – this **MUST** be on the same document and uploaded into the CV field.
- Your application document must be titled with **your name and internship title**.
- Ensure that it is a **Word document** file.
- Be mindful of the closing date of each application. We will not accept any late submissions.

**Property Connections - Social Media
Content Creator - Property Sales
Marketing - Edinburgh and
surrounding areas**

First Name:

Last Name:

Email:

Tailored CV and Cover Letter Use the CV from My Profile

[Attach *](#)

- Uncheck the box situated below the user details 'use the CV from my Profile' to reveal the **blue 'Attach' field**

Tailored CV and Cover Letter Use the CV from My Profile

[Attach *](#)

- Once you are certain the correct document is attached, click **Apply** in the bottom right corner.



Please note, if the wrong document is uploaded, this cannot be undone by the Candidate or the Scholars Team. Errors made at this stage may be very costly as there is not an option to re-apply for the chosen role or to upload new paperwork.

After closing date, the Saltire Scholars team will shortlist candidates for interview. Candidates will be notified of their outcome via email and the host company will contact you to arrange an interview. Please check emails and accept unknown numbers to your mobile.

Full guidance on the application process is available on the [Candidate Pool Guidance webpage](#).