

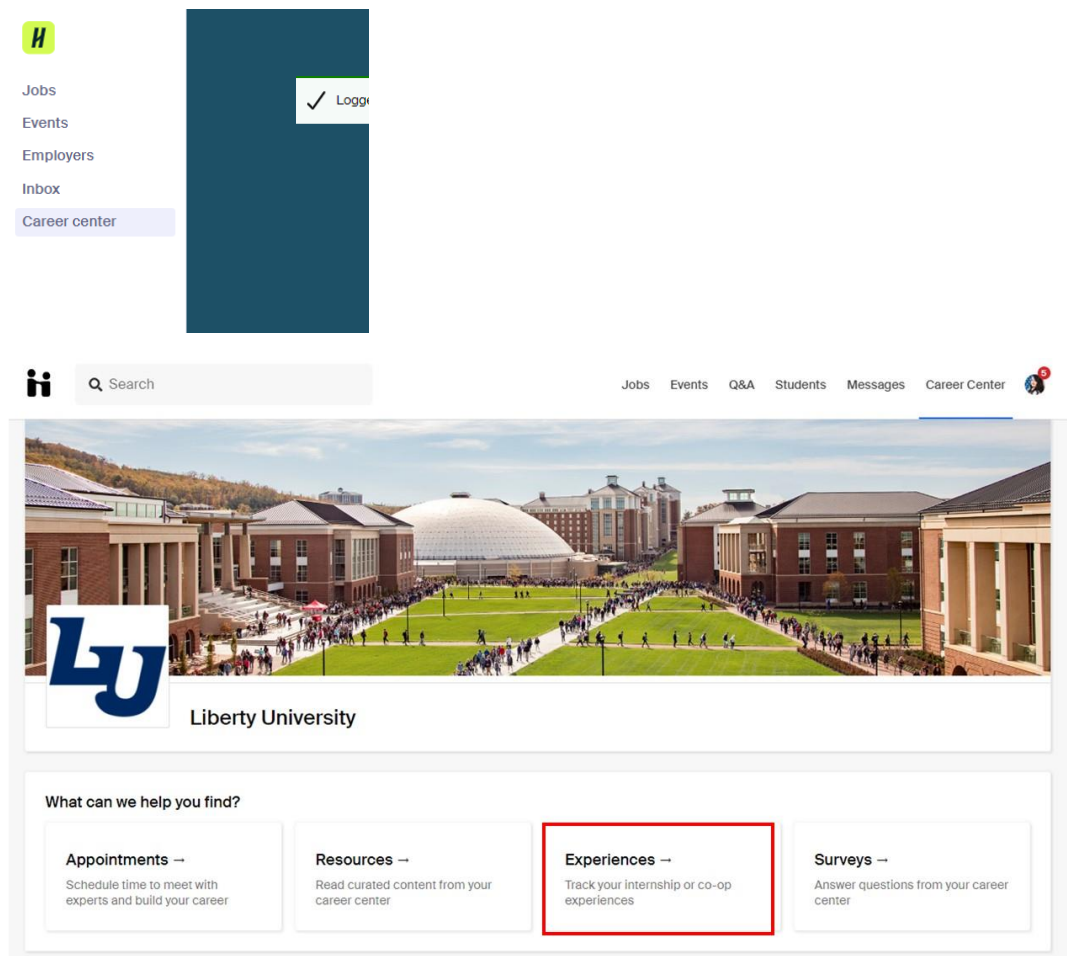
# How to Apply for the Washington Fellowship

**Step 1:** Sign into your Handshake account

<https://liberty.joinhandshake.com/>

*(\*If you have never signed in before, no problem! You have an account, you just need to claim it. Handshake will ask you some questions to get you started, but then you are good to go).*

**Step 2:** Click on “Career Center” on the left menu and then click on “Experiences” .



The image shows a screenshot of the Handshake interface. On the left, there is a navigation menu with a green 'H' logo at the top. The menu items are: Jobs, Events, Employers, Inbox, and Career center (which is highlighted in blue). A dark blue sidebar is partially visible on the right, with a 'Loggi' button and a checkmark icon. Below the menu, there is a search bar with a magnifying glass icon and the text 'Search'. To the right of the search bar, there are navigation links: Jobs, Events, Q&A, Students, Messages, and Career Center (which is highlighted in blue). Below the navigation links, there is a large banner image of a university campus with a large dome building in the center. The Liberty University logo is visible in the bottom left corner of the banner. Below the banner, there is a section titled 'What can we help you find?' with four buttons: 'Appointments --' (Schedule time to meet with experts and build your career), 'Resources --' (Read curated content from your career center), 'Experiences --' (Track your internship or co-op experiences), and 'Surveys --' (Answer questions from your career center). The 'Experiences --' button is highlighted with a red border.

**Step 3:** Once you are on the Experiences page, click on “Request an Experience”. Select the experience template "The Washington Fellowship Student Application".

The screenshot shows a web application interface for submitting an experience. The left sidebar contains navigation links: Home, Feed (with a 'New' badge), Inbox, Jobs, Events, Employers, and Career center. The main content area is titled 'Submit an Experience' and contains a form with the following sections:

- Details**
  - \* Experience template**: A dropdown menu with the selected option 'The Washington Fellowship Student Application'.
  - \* Term**: A dropdown menu with the selected option 'Fall 2024'.
- Organization**
  - \* Organization**: A dropdown menu with the selected option 'The Washington Fellowship of Liberty University'. Below the dropdown, it says 'Organizations may be an employer, institution, or program.'
- Experience**
  - \* Experience**: A dropdown menu with the selected option 'Fellowship'. Below the dropdown, it says 'If you do not see your job please type your own' and there is a checked checkbox for 'Add experience to profile?'.

#### Step 4: Fill out the details requested.

- Select the **Term** you wish to apply (e.g. Fall, Spring, Summer).
- Please enter the following into the indicated fields:
  - **Organization** - The Washington Fellowship of Liberty University (Must be Exact)
  - **Experience**- Fellowship
- Answer all fields.
- Attach your resume to the application by selecting **New Attachment>**

**Choose File> Submit.**

(\*Please make sure you fill out ALL the required information, and if you don't know how to answer something, please email [washington@liberty.edu](mailto:washington@liberty.edu).)

#### Step 5: Submit your Experience for approval.