



FOUNDATION MICRO-INTERNSHIP STUDENT ONBOARDING GUIDE

What is a Micro-Internship?

- Short-term, paid, project-based work experience typically requiring 20-40 hours of work
- Low-risk, requiring minimal on-boarding and suitable for college students with minimal training.
- Serve as a valuable alternative to traditional academic internships.

Onboarding Student Guide:

Step 1: Register for Desired Micro-Internship

- Students will register for the course and await selection confirmation. *(Student must be enrolled in course as requirement or part of a special project)*

Step 2: Complete the Following Microsoft Form

- Upon selection, students must fill out the required [Microsoft Form](#) to provide essential information for onboarding.

Step 3: Complete the I-9 Form

- After employment forms are processed, students will receive an email from Foundation with instructions to complete their I-9 form online. *(A screenshot must be submitted as proof of I-9 completion)*

Step 4: Provide Documentation at the Foundation Office

- As part of employment verification, students must also visit the Foundation Office in person and present required documents. *(Social Security card and driver's license)*

Step 6: Submit Liability Forms

- Lastly, students will complete liability forms sent to them via email to finalize their employment requirements. *(Student must complete these forms before beginning their Micro-Internship)*

Step 7: Await Payment Processing

- Stipends will be processed after all forms are completed and processed.