

## INTERN QUALIFICATIONS

Each intern must be a **currently enrolled, full-time, undergraduate student** who will be returning to college as a full-time sophomore, junior, or senior student for at least the fall semester after the internship. Full-time enrollment is defined as 12 or more credits in one semester.

Before the internship can begin, each agency must obtain and provide to Volunteer Houston written enrollment verification from the college confirming the student's enrollment status. **Student ID cards and/or phone calls are not sufficient documentation.** Official enrollment verification will come from a university's registrar office. As a helpful tip, this documentation is the same paperwork that auto insurance companies require to confirm student driver enrollment.

Family members of board and staff at an agency are not eligible to be hired as Shell Non-profit Internship Program interns at that agency. Family members of Shell and Volunteer Houston are also ineligible to be hired.