

TILGA Internship Award

Application Guidelines

2027 Application Cycle

Revised October 20, 2026

The TILGA Internship Award provides up to \$6000 to help UCR undergraduate students participate in professional internships that support their academic and career goals. Funding is intended for students who have secured unpaid or underpaid internships with nonprofit organizations, government agencies, or small businesses. Paid internships may also be considered.

Applicants should review these guidelines before submitting. The application must be complete before review begins, and an award is limited to one per undergraduate student.

Application Overview

Application Item	2027 Information
Funding amount	Up to \$6,000
Application opens	January 4th, 2027
Application closes	March 31st, 2027
Submission method	Online Application form
Decision timeline	Up to four weeks after the application deadline
Award limit	One award per undergraduate student

Eligibility Requirements

Applicants must meet all of the following requirements:

- **Student status:** Be a full-time UCR undergraduate student enrolled in at least 12 units per quarter.
- **Academic standing:** Be in good academic standing, with a cumulative GPA of at least a 2.7.
- **Enrollment during internship:** Remain an enrolled undergraduate student for the duration of the internship and the subsequent fall term.
- **Award history:** Have not previously received this award. Awards are limited to one per undergraduate student.

Qualifying Internships

Internships must occur during the summer months (May - August). In some cases, where internships have started during the spring term is acceptable, as long as the end date is during the summer months.

- **Eligible organizations:** Nonprofit organizations, government agencies, businesses, and corporations.
- **Compensation:** The program is designed to support unpaid or underpaid internships. Paid internships may also qualify.
- **Verification:** The internship must be verifiable through the employer.

Required Application Materials

A complete application must include the following:

- **Completed application:** Submit all required questions through the online Qualtrics application.
- **Signed offer letter:** Provide an official offer letter signed by the internship supervisor. To view an example of an offer letter.
- **Supervisor contact information:** Provide an email address and phone number for a direct supervisor who can verify the internship. Human Resources contact information may be used when a supervisor has not yet been assigned, although a direct supervisor familiar with the student is preferred.
- **Financial need:** Demonstrate financial need as part of the application.

Application Submission

Applications must be submitted through the [TILGA Internship Award Qualtrics application](#). Applicants should confirm that all required responses and supporting materials have been included before submitting.

Review and Verification

Review does not begin until the application is complete. Final decisions may take up to four weeks. Applicants may be contacted for additional questions or supplemental information requested by the committee. After committee approval, we will verify the internship or employment information and confirm the applicant's financial aid information.

Award & Disbursement

Students approved for funding will be further evaluated and approved by the Financial Aid Office. All awards are processed through the financial Aid office and may impact financial aid award packages. Once approved, disbursements typically occur July 1st, upon finalization of Financial Aid Offers.

Award Obligations

Award recipients are required to participate in follow-up activities to demonstrate the outcomes of their funded internship, including:

- **Impact Statement Report:** Submit a photo at the internships and impact statement due at the completion of the internship.
- **Symposium Participation:** Present a poster presentation at the Annual Undergraduate Research & Creative Activities Symposium in April.

Checklist

- ☐ I am a full-time undergraduate student enrolled in at least 12 units per quarter.
- ☐ I am in good academic standing, with a minimum 2.7 GPA.
- ☐ My internship is current and/or will occur during the summer.
- ☐ I will remain enrolled as an undergraduate for the duration of the internship.
- ☐ I plan to be enrolled during the Fall term.
- ☐ I have a signed offer letter from my internship supervisor.
- ☐ I have provided a supervisor or Human Resources email address and phone number.
- ☐ I have completed the financial-need portion of the application.

☐ I have not previously received a TILGA Internship Award.

Contact Information

For questions about the TILGA Internship Award, contact tilgaprogram@ucr.edu.