Massachusetts
LIFE SCIENCES CENTER

Internship Challenge
Application Instructions

1. Go to: **https://mlsc.smartsimple.com**
2. If you are a returning user, log in using your email address and password.
3. If you are a new user, click on the "**Intern Registration**" button.
   - After completing the registration form, you will receive an email with a temporary password. If your school is not listed, you will need to add it manually.
   - Return to the log-in page and enter your email address and the temporary password. You will then be prompted to create your own password.
4. Click on the "**My Profile**" tab in the upper right-hand corner and complete or update your profile.
5. Return to the Home page and find the "**2024 Internship Challenge**" listed under the "Internship Applications" section.
6. Click on the [+] button to the right (you may need to scroll to see it) to begin the application. Complete all 5 sections of the application (see tabs at the top).
7. You will be required to upload your Cover Letter, Resume and a copy of your school ID or transcript (unofficial are permitted) All documents should be in PDF format.
8. Once completed, click the "**Submit**" button on the lower right-hand corner of the page.
9. Potential employers will contact you directly if they are interested in considering you for an internship position.