

Step 1. Click on this (very long) link to get to the job search page:

https://www.bmwgroup.jobs/us/en/opportunities/student.html#jobType=INTERNSHIP,SUMMER_JOB,COOPERATIVE&&location=US,US/Atlanta,US/Chicago_BMWNA,US/Greenville-SouthCarolina,US/Hilliard,US/JerseyCity,US/LowerNazareth,US/NewburyPark_BMWNA,US/Oxnard,US/Redlands,US/SaltLakeCity,US/Schaumburg,US/SiliconValley,US/Spartanburg-SouthCarolina,US/WoodcliffLake,US/WoodcliffLake_BMWNA

2. Scroll down to search bar and type in “SCHOLAR”

3. This is the job you should see:

4. Click on it and click “APPLY” at the bottom of the description that opens on the right.

5. Click “I Accept” on the Privacy Agreement Page.

6. Click “New User” to create a User ID and Password.

7. Click “I Accept” on the Privacy Agreement again.

8. Click the “I want to upload a resume” button and attach your **Word doc** resume file. (The system will try to pull as much info from your resume to fill in the blanks on your application.)

9. Click “Choose File” to attach your resume.

10. Click “Save and Continue”

11. Continue through the application filling in each answer and updating any incorrect data transferred from your resume file, clicking “save and continue” at the bottom of each page.

12. Make sure you list SCC as your most recent education. Degree: Associates Degree

13. You don’t need to list all education and jobs. This application information is really to just make sure that the documents you will upload get to the BMW Scholar hiring team.

14. On the “Employment History” page, you can list your job title as your Job Function as well (this is a little confusing)

15. IMPORTANT!!! On the FILE ATTACHMENTS page, attach your transcript and SCC acceptance letter (if your transcript isn’t from SCC) In “Comments about the File” section for each, put:

- **SCC Transcript or HS Transcript**
- **SCC Acceptance Letter**

You must attach these required documents to be considered.

- **If you are a current SCC student with a GPA from SCC, you will just upload your SCC transcript.**
- **If you are a first semester SCC student, you need to upload your SCC transcript or class schedule and your HS/most recent transcript showing a GPA.**
- **If you are a current high school student starting SCC in the Summer or Fall, you will upload your SCC acceptance letter and your high school transcript.**

16. Continue through the application until you get to the “submit” page.

17. BEFORE YOU CLICK “SUBMIT” look through your application summary on that page, especially checking to make sure your phone number and email address are correct.

Once you have submitted your online application, BMW will contact you to schedule your testing on site. If you pass the pre-employment testing (written and production simulation), you will be contacted for an interview. Keep an eye on your phone and email. They usually call you to schedule the test date and email you to send followup information on where to go, etc.

18. AFTER YOU FINISH THE APPLICATION – email me to let me know. I will then send a list of students who have applied to BMW to make sure they have your application.

DON’T HESITATE TO EMAIL ME WITH ANY QUESTIONS!!!