MAKE IT OFFICIAL!
GET YOUR INTERNSHIP EXPERIENCE ON YOUR TRANSCRIPT

STEPS TO REPORT YOUR INTERNSHIP:

• Log into your Job Mine account
• Click on Internship/Co-op Records (left)
• Click on + Add Internship/Co-op (upper left)
• Select the appropriate semester
• Select your internship from listed options (If not there, scan QR code below for further instructions)
• Complete all the required fields
• Upload your job offer letter. If you don’t have one at this time, upload it later or forward it to internships@utep.edu

FOR MORE INFORMATION EMAIL: INTERNSHIPS@UTEP.EDU

SCAN QR CODE FOR STEPS TO REPORT YOUR INTERNSHIP