




# MAKE IT OFFICIAL!

GET YOUR  
INTERNSHIP EXPERIENCE  
ON YOUR TRANSCRIPT

## STEPS TO REPORT YOUR INTERNSHIP

- Log into your Handshake account 
- Click on Career Center (**left**)
- Click on Experiences
- Click on Submit an Experience
- Select the appropriate Template and Term
- Complete all fields (enter 0 under 'salary' for unpaid opportunities)
- **Submit** your experience.
- Upload your job offer letter (**left**). If you don't have one at this time, upload it later or forward it to [internships@utep.edu](mailto:internships@utep.edu)

HAVE QUESTIONS? EMAIL US:  
[INTERNSHIPS@UTEP.EDU](mailto:INTERNSHIPS@UTEP.EDU)