




MAKE IT OFFICIAL!

GET YOUR INTERNSHIP EXPERIENCE
ADDED TO YOUR TRANSCRIPT

STEPS TO REPORT YOUR INTERNSHIP

- Log in to your Handshake account 
- Click on Career Center (**left**)
- Click on Experiences, then click 'Submit an Experience'
- Select the appropriate Template and Term
- Complete all fields (enter \$0/yearly as the salary for unpaid opportunities)
- **Submit** your experience
- Attach your offer letter (**left**). If you don't have one at this time, upload it later or forward it to internships@utep.edu
- Stop by the Career Center, Union West Room 103 for your **FREE** intern shirt

Have questions? Email us at
internships@utep.edu