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

HAVE QUESTIONS? EMAIL US: internships@utep.edu