The Career Center at The University of Texas at El Paso (UTEP) invites you to participate in the Graduate & Professional Schools Fair. The fair is intended to expose UTEP students to the educational opportunities available after graduation.

UTEP facts of interest:

- As of 2019, UTEP has joined the ranks of Carnegie Classification Very High Research Activity (R1), one of only 131 institutions in the U.S. with this distinction.
- The only doctoral research university in the United States with a student body that is predominantly Mexican-American (over 80% of the student population is Hispanic).
- Enrollment at UTEP reached over 25,000 students for fall 2018.
- Six academic colleges and two schools: the Colleges of Business Administration, Education, Engineering, Health Sciences, Liberal Arts, Science; and the Schools of Nursing and Pharmacy.
- 74 bachelor’s degrees, 76 master’s-level degrees and programs, and 22 doctoral degrees.
- $95 million annually in research spending, UTEP is dedicated to becoming the first national research university serving a 21st century student demographic.

We invite you to visit with our students and discuss your programs, research opportunities, admission requirements, and financial assistance. You will discover that we have many interested students who can contribute significantly to your academic programs.

**REGISTRATION FEES**

*The registration fee of $250 includes one **1½’ x 8’ table**, two chairs, continental breakfast, and lunch for one representative. You may buy additional meal tickets for $20.00 each.

*Please note, space is limited and, according to when you register, so please act soon.

Direct your questions to Nick Zweig at (915) 747-8960 or at nzweig@utep.edu

Main office info: (915) 747-5640 careers@utep.edu
REGISTRATION DEADLINE - Friday, September 20, 2019

POINTS TO REMEMBER

1. **Cancellation Policy** - Submission of the online registration acknowledges the organization's financial obligation for all fees associated with the event.
   - Cancellations received up to September 20, 2019 at 5:00 PM (MST) will receive a full refund.
   - Cancellations received after the 20th, but by September 27, 2019 at 5:00 PM (MST) will receive a refund minus an administrative fee of $50. No refunds will be given after September 27, 2019.
   - Payment is due by the registration/cancellation date, unless other arrangements are made prior to that date. Unpaid registrations are subject to cancellation, and the space offered to an organization on the waiting list. Unpaid balance will result in a block on future recruitment at UTEP until resolved.

2. Your confirmation packet, invoice and receipt will be e-mailed to the address you listed on the registration. Hotel information will be included in your confirmation (The parking map and parking permits will be sent out later as the event gets closer).

3. If paying by check, please make checks payable to **UTEP Career Center**. (FIN# 746-000-813). Please make very sure to send these to our office specifically, **103 Union West**. We have a large campus, and checks have gotten lost!

REGISTRATION INSTRUCTIONS

1. **Log into Job Mine**
   - Go to our website: [www.utep.edu/careers](http://www.utep.edu/careers).
   - Click on the EMPLOYER LOGIN to access our database, known as Job Mine.
   - Log into your existing account or, if you are a new user, use the “1st Time User? Create Account” link.

2. **Register for Graduate & Professional Schools Fair**
   - Once you log in, click on the Events link on the left.
   - Find the header “Organization Events”, the to the right click the “Add Request+” box
   - In the popup titled “Add Request”, find the box for OCR event type, and click the down arrow
   - Select “Career Fair”, then Continue
   - Scroll down to the section labeled “Employer Request Multiple Company Event”
   - In the Preferred Event, select the radio button for the Graduate & Professional Schools Fair
   - Read and agree to the Cancellation Policy
   - Complete your Fair Registration (Select All for items that don’t relate, such as Classification, Majors, etc.)
   - Don’t forget to Submit, and logout.
   - You will receive an email within two business days with payment and hotel information; at that time you can indicate which section you prefer (General, Law or Medical).