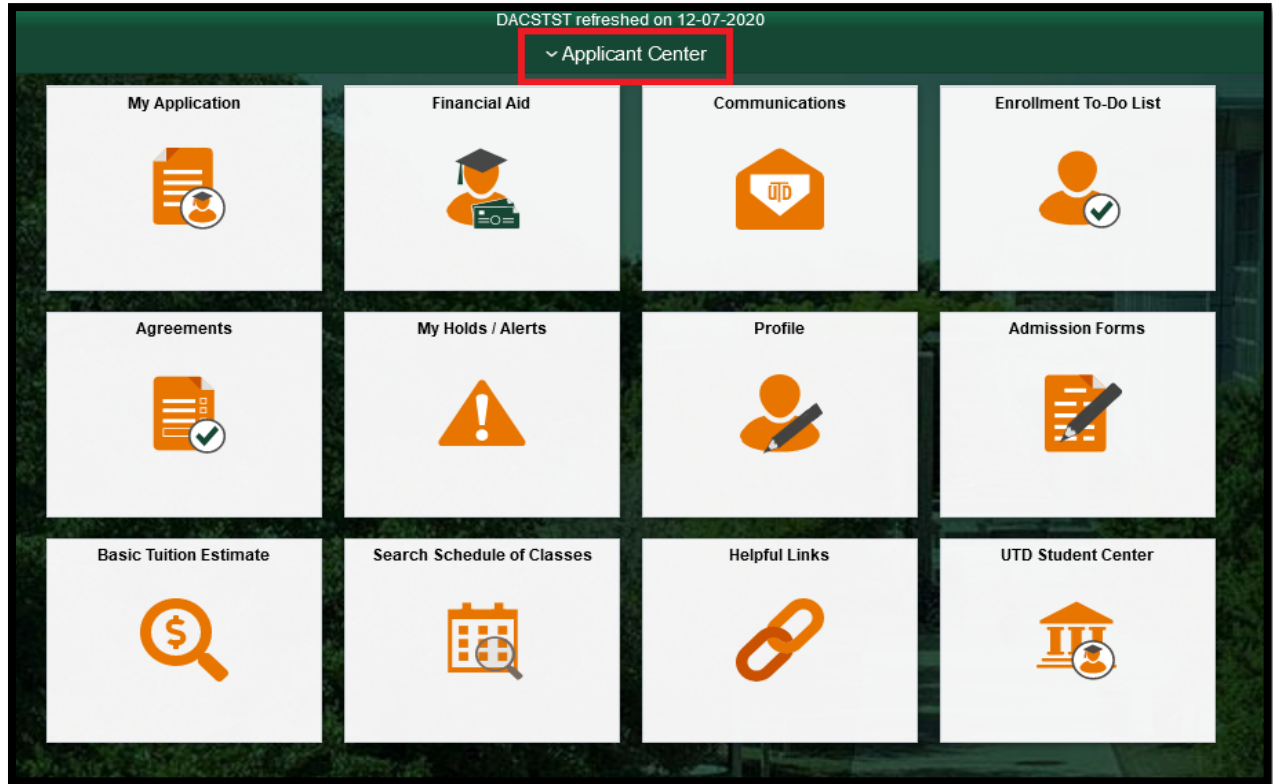


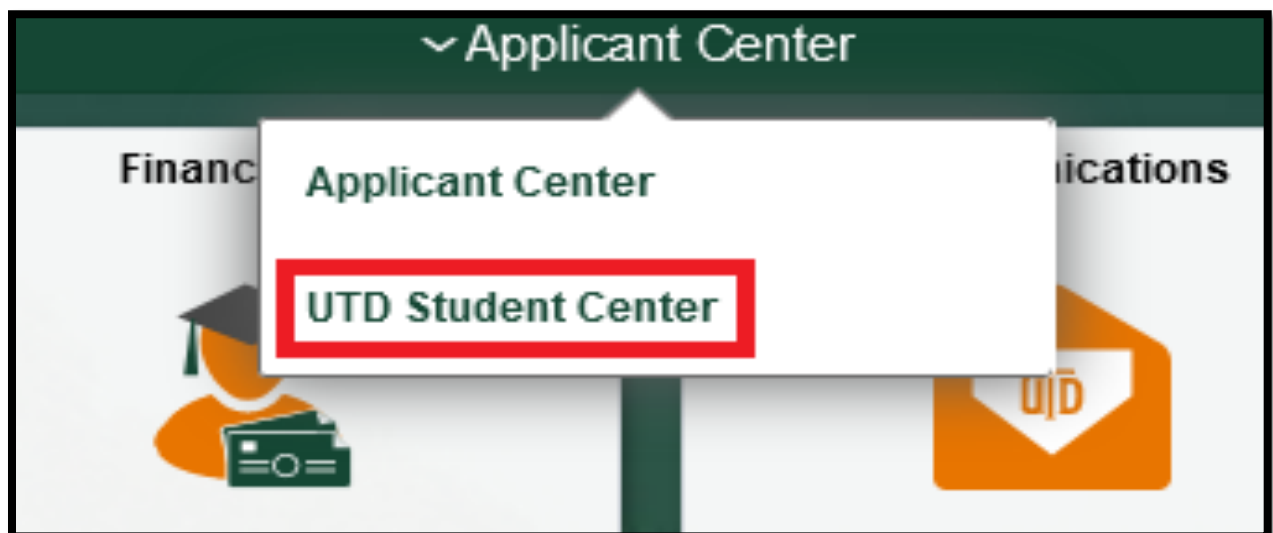


## How to Report an Internship – US/PR Undergraduate Students

### Step 1 – Locate the Applicant Center Tab



### Step 2 – Select UTD Student Center



### Contact Us -

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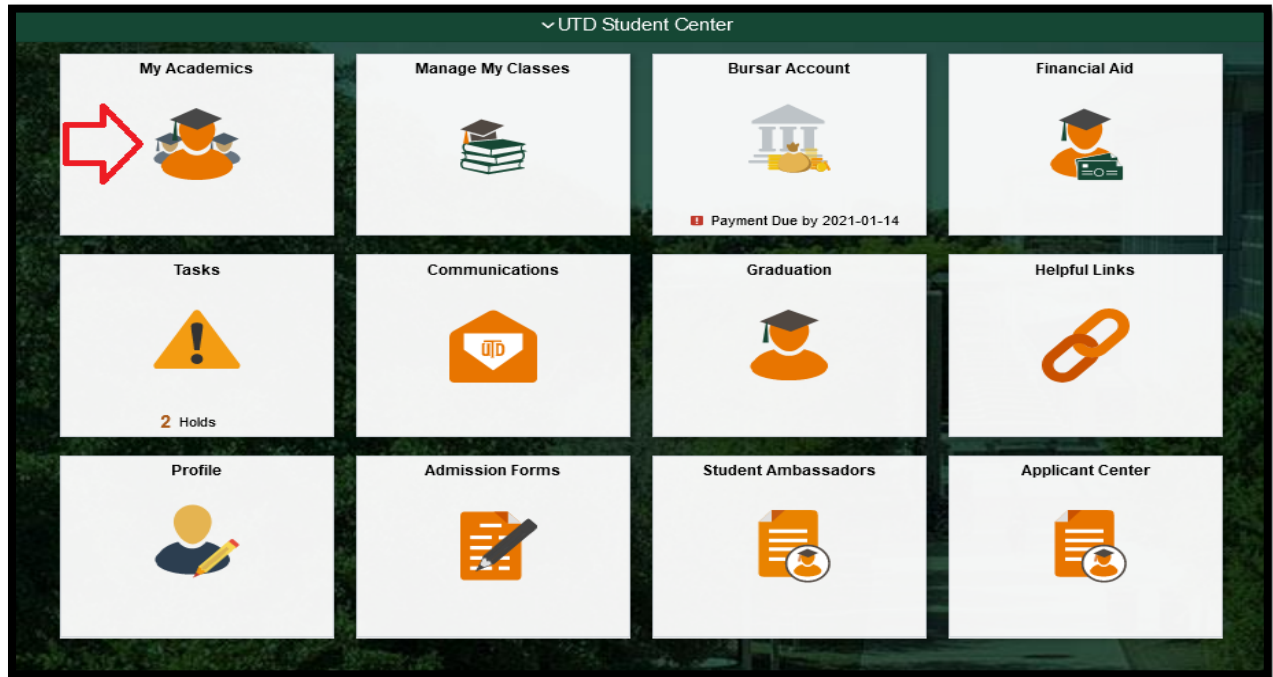
Or ask a question on [JSOM CMC Answer Center](#)

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\*Questions for the ISSO should be directed to [ISSO Advising](#)



### Step 3 – Select My Academics



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#### Step 4 – Review the Internship Process Information

##### Congratulations on the internship!

*Before you start:*

- Have you accepted the offer?
- Do you have the offer letter on company letterhead? Is it signed?
- Do you have a job description for the internship? (If you are currently employed in a role for more than 6 months, upload a description of the special project)
- Have you decided how many credit hours you would like to be approved for?

If **yes**, you are ready to request approval for the internship.

If **no**, refer to the [JSOM Career Management Center website](#) for Q&A.

Reminder: F1 visa students - you must receive your I-20 work authorization prior to starting work

Shruti Hundet

To which program do you want your internship to apply?

What type of Internship will this be?

Will this Internship be located in the United States?

 Yes

If approved I authorize to be registered for:

When are you graduating?

Which semester will you be registering this internship for?

Create New Request

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Step 5- Fill in the Boxes using the Option tabs and click create new request

To which program do you want your internship to apply?

What type of Internship will this be?

Will this Internship be located in the United States?

If approved I authorize to be registered for:

When are you graduating?

Which semester will you be registering this internship for?

Create New Request

*(The right side of the form, containing the dropdown menus, toggle switch, and search boxes, is highlighted with a red border.)*

To which program do you want your internship to apply?

What type of Internship will this be?

Will this Internship be located in the United States?

If approved I authorize to be registered for:

When are you graduating?

Which semester will you be registering this internship for?

Create New Request

*(The right side of the form is populated with the following values: Finance, Internship, Yes, 1 CREDIT HOUR, 04/16/2021, 2021 Summer. The 'Create New Request' button is highlighted with a red border.)*

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**Step 6 –Attach you Documents. The same Process will be followed for both the Job Description and the Offer Letter**

Please upload the **Job Description** document.  
 This should include specific skills and activities related to your program/major.  
 You may upload the job ad you applied to.  
 (Special Project: Currently employed domestic students selecting the Special Project option should add this description)  
**To Upload** the document:

**Note: you may upload a .pdf or a Word document.**

1. Add a description of the document if desired.
2. Add a comment in the supplied area if desired.
3. Click the **Add** button.
4. Click the **My Device** button.
5. Choose the document you would like to upload.
6. Click the **Upload** button.
7. Click the **Done** button.

You will be able to view your uploaded document at this time, and delete the document if you would like, using the View and Delete buttons.

**To Submit:**  
 Please click the **Submit** button once you are satisfied with the document you have uploaded.

---

Internship Number 5


Attachment Type Job Description

Description


Comment

---


**Attachments**

 Attachment

Choose From

  
My Device

---

 Testing Job Description.docx  
File Size: 11KB

Internship Number 5

Attachment Type Job Description

Description JD

Comment Job Description

2021489713\_DESC\_4\_29\_2021\_16\_44\_22Testing\_Job\_Description.docx

---

Attachments

Attachment Testing\_Job\_Description.docx

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**Step 7 – Continue to the Survey Questions**

Please upload your Internship Job Description document and your Job Offer document using the button below.

Your Job Description has been uploaded

Your Job Offer has been uploaded

Continue to Internship Questions

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Step 8 – Complete the Survey (The Survey Questions that are included are for an F1 Marketing Student)

Q1.

**Job Title**

What is the job title for your internship?

Save Progress   **Next Question**   Next New Question   Cancel

Q2.

**Company Name**

What is the Employer's name? (as shown on your offer letter)

e.g. Best Company LLC

(This should be the employer of record - the employer who pays you, not the client)

Save Progress   Previous Question   **Next Question**   Next New Question   Cancel

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Q3.

**Salary**

What will your expected salary be?

eg \$15.00

Please indicate if rate is per hour, week, month, or other (and specify).

Per Hour  
 Per Week  
 Per Month  
 Annually  
 Other

Q4.

**Start Date**

What is the start date of the internship? mm/dd/year

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Q5.

**End Date**

When will the internship end? mm/dd/year

06/30/2021 


Q6.

**Hours Per Week**

Indicate the number of hours to be worked per week. (1 - 40)

This cannot be a range.

If more than 40 per week, select 40+.

15  

Cancel Lookup

Search Results

40 rows

Description
1
2
3
4
5
6
7
8
9
10

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Q7.

**Total Hours**

What are the total number of hours you expect to have worked by the end of this internship?

Select a range from the drop down menu.

Search Results

Description
0 - 79
80 - 159
160 - 239
over 240

4 rows

Q8.

**Company Address**

What is your employer's street address?

Include street number, street name, suite number, city, state, zip code (country, if not in the USA)

e.g. 800 W. Campbell Rd., Suite 300, Richardson, TX 75080

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Q9.

**Physical Work Address**

Is your physical work location the same as the employer address?  
**If yes**, please type "YES"

**If not**, please give your work location street address. If assigned by your employer to a client location, please include the company name.

Include street number, street name, suite number, city, state, zip code (country, if not in the USA)

e.g. UTDallas, 800 W. Campbell Rd., Suite 300, Richardson, TX 75080

Save Progress Previous Question **Next Question** Next New Question Cancel

Q10.

**Supervisor Contact Information**

Please provide your supervisor's contact information. If not assigned a supervisor yet, please enter your recruiter contact information.

Include the person's name, job title, email address and phone number.

e.g.  
John Smith  
Manager, Data Analytics  
J.smith@company.com  
(972) 883-0000

Save Progress Previous Question **Next Question** Next New Question Cancel

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Q11.

**Commitment to Employer**

I understand that by accepting this offer verbally or by email that I have made a commitment to this employer for the time frame listed in the offer letter.

I also understand that if I renege (back out of the commitment) on this internship that there are consequences which will result in failure of the Internship/CPT course.

(However, if there are concerns with the employer, experience or type of work, please discuss with CMC or your program director before making a decision.)

Yes  
 No

Save Progress Previous Question **Next Question** Next New Question Cancel

Q12.

I agree to cease the pursuit of additional internship opportunities for **this** semester including emails, phone calls, and interviews.

Yes  
 No

Save Progress Previous Question **Next Question** Next New Question Cancel

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Q13.

**Internship Course Enrollment**

I understand that if my internship is approved I will be enrolled in the internship course for the number of credit hours approved or the number of hours I requested – whichever is smaller.

**Tuition fees must be paid for credit hours.**

Yes  
 No

Q14.

**Late Fees**

I understand if I am approved, I will be enrolled in either the full term session or the 2nd 5 or 8 week session. If I choose to be enrolled into a session that requires paying a late fee, I must notify Advising.

Yes  
 No

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Q15.

I understand that I cannot change the number of credit hours for my internship course once registration has been completed.

Yes  
 No

Q16.

**Internship Course Assignments**

I understand that the internship course includes assignments which must be completed by the due date.

Yes  
 No

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Q17.

**Maintaining the GPA Requirement**

I understand that if my GPA falls below 3.0 (2.0 for undergrads except accounting) after the internship has been approved, that my internship may be terminated.

Yes  
 No

**Save Progress** Previous Question Next Question Next New Question Cancel

Q18.

***Before you submit:***

If you have skipped a question, you will be unable to submit. Also check that the answers are in the format requested.

When all questions have been answered you will see the "submit" button.

Once you submit your request you will be unable to make changes to the survey answers. UCC will be able to make changes for you. You may receive requests to add more information or documents. Please respond promptly to any requests.

Yes  
 No

**Save Progress** Previous Question Cancel

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JSOM Internship Questionnaire

You have completed the request questions, please review your answers and click the Submit button

***Before you submit:***

**If you have skipped a question, you will be unable to submit. Also check that the answers are in the format requested.**

**When all questions have been answered you will see the "submit" button.**

**Once you submit your request you will be unable to make changes to the survey answers. UCC will be able to make changes for you. You may receive requests to add more information or documents. Please respond promptly to any requests.**

Yes  
 No

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