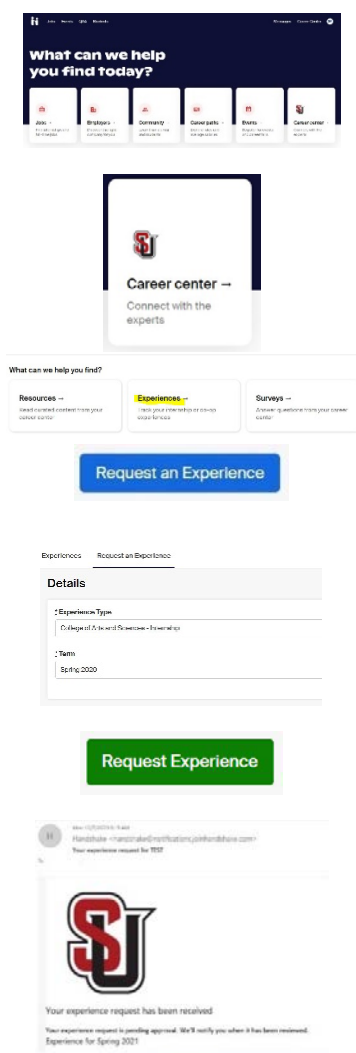


HOW TO REGISTER FOR YOUR INTERNSHIP

🕒 20 minutes

You'll need:

- ✓ Email address of the professor you met with as your sponsoring faculty member.
- ✓ Number of credits you're registering for that you agreed on with your sponsoring faculty member.
- ✓ Hours per week you'll be working.
- ✓ Description of the internship from the organization you're working with.



1. Log into Handshake

[HTTP://WWW.SEATTLEU.EDU/CAREERENGAGEMENT/HANDSHAKE](http://www.seattleu.edu/careerengagement/handshake)

Use your Seattle U credentials to log in.

2. Navigate to the Request an Experience form

1. Click “Career Center” on the right of the page.
2. Click “Experiences” in the center of the next page.
3. Click the blue “Request an Experience” button on the next page.

3. Complete the form

The sponsoring faculty member email address should be the email of a professor you've talked with about the internship.

Select the green “Request Experience” button at the bottom of the page when you're done.

*Salary is optional in the Job section.

4. You're done!

Check your Seattle U email for a confirmation from Handshake.

Your faculty member and the Dean's Office will approve your request and register you in 5-7 business days. You'll receive an email when you're registered for the internship.

QUESTIONS? EMAIL US AT ASCDEAN@SEATTLEU.EDU OR USE OUR CHATBOX AT [HTTPS://WWW.SEATTLEU.EDU/ARTSCI/ADVISING](https://www.seattleu.edu/artsci/advising)