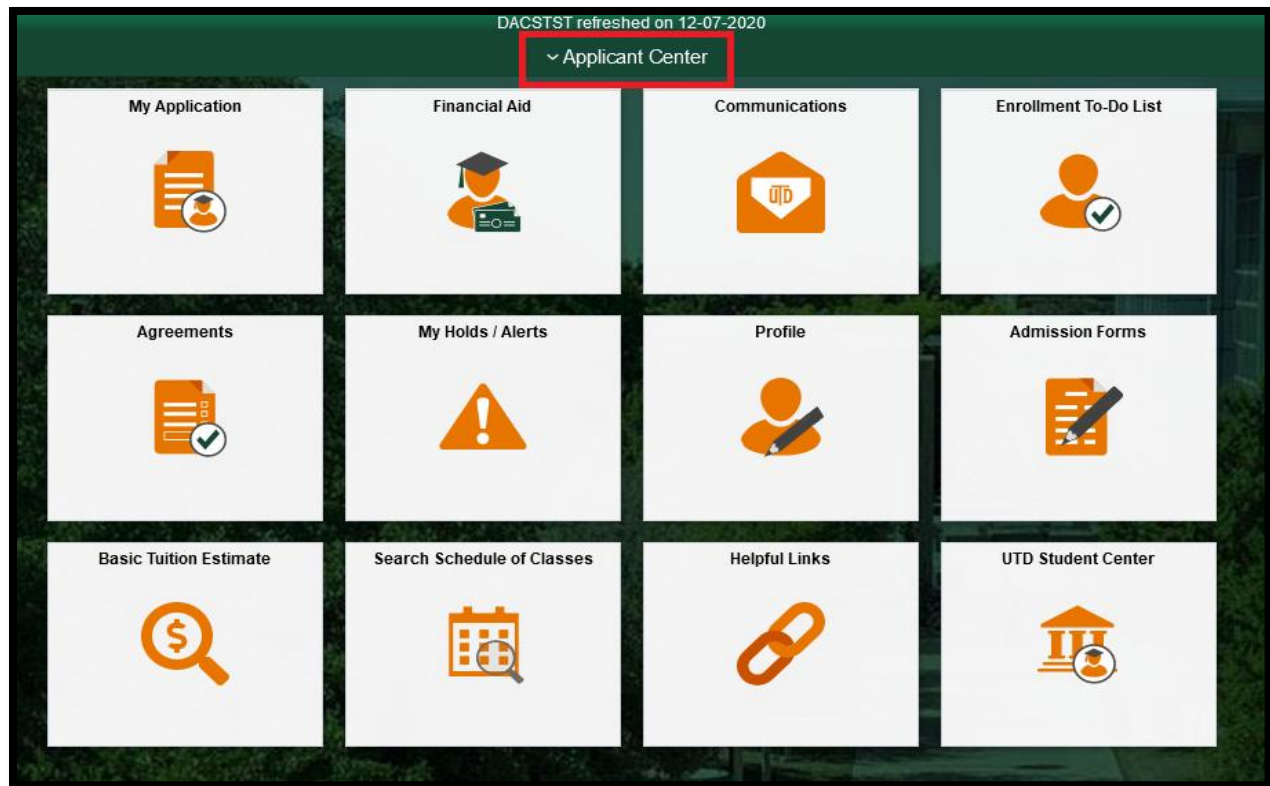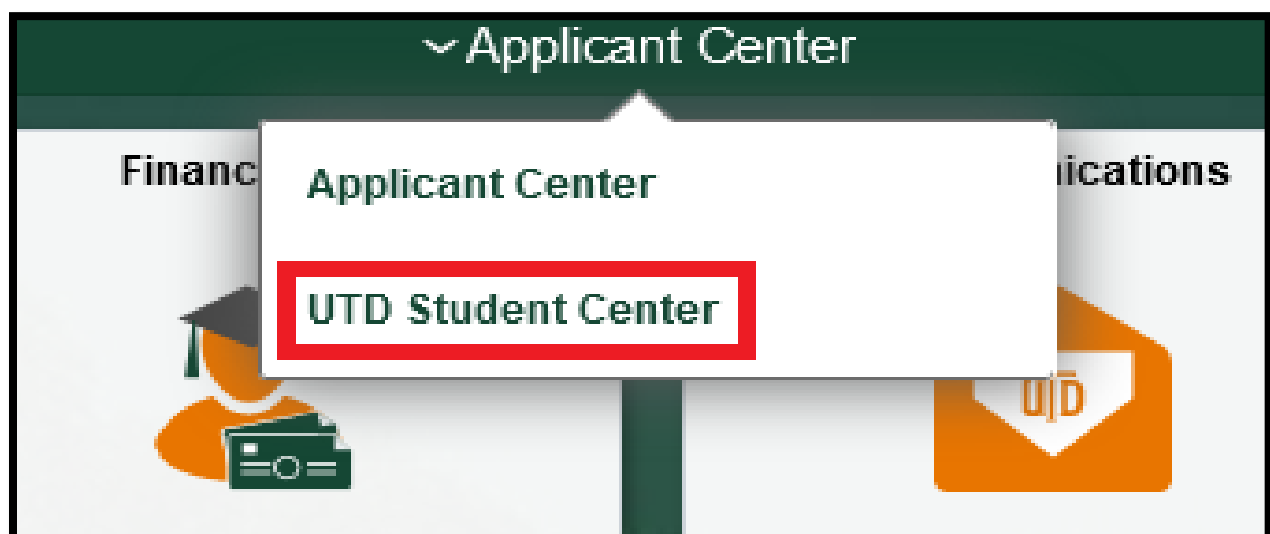**Internship Approval Process in ORION – Student Guide**

How to Respond to a Request for Additional Information and Upload Documents

Step 1 – Locate the Applicant Center Tab

Step 2 – Select UTD Student Center

Contact Us -
*For Internship Questions - Email JsomCmcIntern@utdallas.edu
 Or ask a question on JSOM CMC Answer Center
*For Questions Regarding CPT Requests please email JSOMiCometForm@utdallas.edu
*Questions for the ISSO should be directed to ISSO Advising

Step 3 – Select My Academics

Step 4 – Select the tab for 'Request Internship for Credit' and click on 'Internship Request Status'

Contact Us -
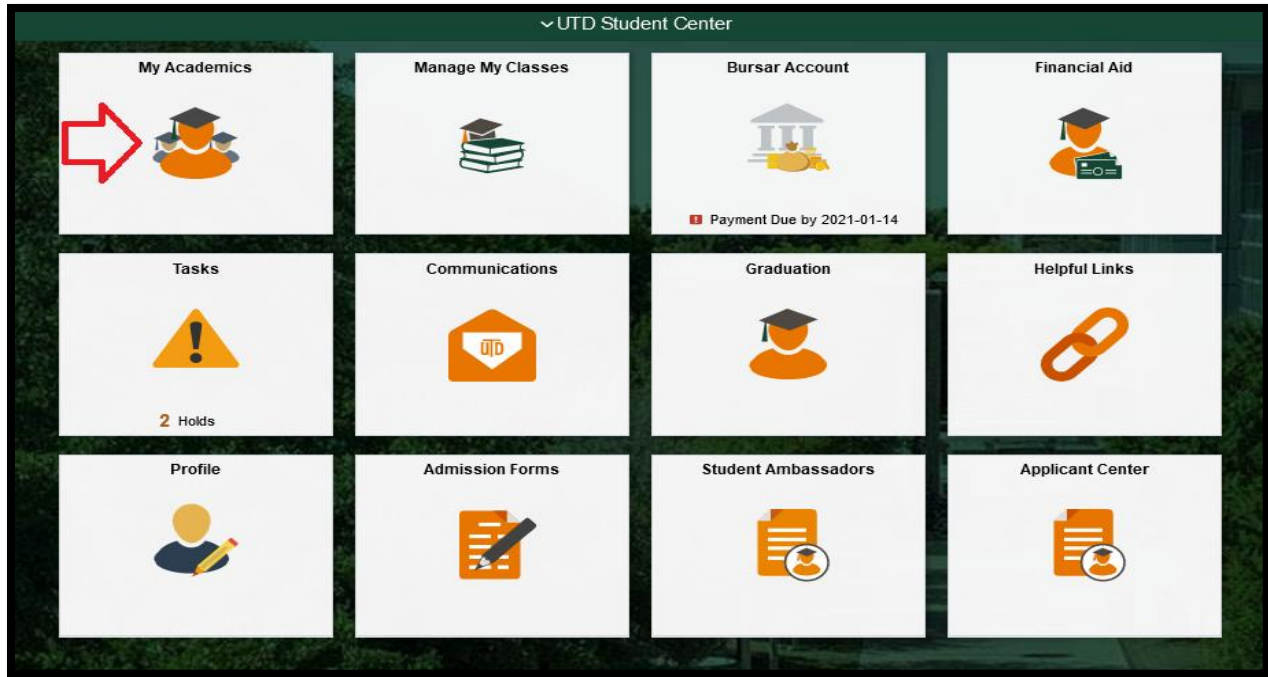*For Internship Questions - Email JsomCmcIntern@utdallas.edu
 Or ask a question on JSOM CMC Answer Center
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*Questions for the ISSO should be directed to ISSO Advising

Step 5 – Make sure to check 'Yes' on the request that is associated with your internship and then select 'Open Existing Request'

Below is a list of your requests.

Use the slider button to select your active request.

Incomplete Requests

Select	Request ID
No	1
No	2

[Open Existing Request] [Cancel Existing Request]

Below is a list of your requests.

Use the slider button to select your active request.

Incomplete Requests

Select	Request ID
Yes	1
No	2

[Open Existing Request] [Cancel Existing Request]

Step 6 - Select 'Additional Info Upload'

Saurabh Jarial

Career	Graduate
Org	School of Management
Plan	Master of Business Admin
Program	Master

Internship Type	Internship
Request Status	In Approval Workflow
Workflow Status	Submitted
MBA Emphasis	BUSINESS ANALYTICS

[Additional Info Upload] [Survey Questions] [Cancel]

Request Attachments

View	Attachment Type	Description	Comment
View	Offer Letter	ol	ol
View	Job Description	jd	jd

Step 7- Paste the Key that is provided in your Status Request email into the Additional Data Key slot and then upload the new document. Be sure to provide any necessary comments.

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 1

Attachment Type Additional Information

Additional Data Key

Description

Comment

Attachments

Attachment

Add   Cancel

Internship Number 1

Attachment Type Additional Information

Additional Data Key D_C10620210608113408389

Description

Comment

2021545948_ADDI_6_8_2021_14_48_23Offer_Letter.docx

Attachments

Attachment Offer_Letter.docx

View   Delete   Cancel   Submit

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