Fogelman College of Business and Economics

Academic Internship Credit Application Procedures

Follow these steps to apply for academic internship credit:

**Step 1:** Before beginning your application, make sure you have **these three documents**
- **Offer Letter**, including start date and number of hours per week/month
- **Internship Description** (explanation of duties from your employer)
- **Unofficial Transcript** - most recent

**Step 2:** Log onto your **FIN (Fogelman Internship Network) Account** OR click here to create an account.

**Step 3:** Select “Add Academic Internship” in bottom right corner of your dashboard.

**Step 4:** Select Semester (term in which you will do your internship)

**Step 5:** Select Position
- If your position is listed, highlight the radio button next to it and click “Select/continue”.
- If you don’t see your position listed, select “Add New Job”.

**Step 6:** Select Company
- Enter company name and click on “Find Company”.
- If your company name pops up, click Select/Continue; if not click on “Not Found-Skip”

**Step 7:** Complete Online Application
- Carefully fill out the application, being sure to complete ALL required fields.
- Upload Offer Letter, Internship Description and Unofficial Transcript.
- Certify that all information is true and accurate and enter your initials.
- Be sure to log onto FIN regularly to check on the status of your application.

**Step 8:** Faculty Advisor is notified that his/her approval is required for your application.
- Faculty advisor reviews your application and related documents.
- If your application requires additional consideration, it goes to the department head for approval.
- If approved, the application will then go to Undergraduate Student Services (USS).

**Step 9:** Application for Academic Credit is reviewed by USS for final approval.
- Internship Permit Manager reviews your application and verifies your academic information.
- USS processes a permit and sends you an email containing your permit information.

**Step 10:** Course Registration
- You must then REGISTER for the course, using the information provided in the email.
- IMPORTANT: **You will be required to PAY for the course** in the semester in which you are enrolled.

*Enjoy your internship!*