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’

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

Step 6 - Select ‘Additional Info Upload’

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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.

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