Your offer letter MUST include the following information in the form of an uploaded offer letter:

* Must be addressed to either you or to UTD, on the firm’s letterhead
* Must indicate that you received the offer to intern (your name must be present on the offer letter)
* Must indicate start and stop dates or if an ongoing position, it must indicate a total approximate hours (we must see that it corresponds to our hour requirement, i.e. 160 total hours for a zero credit hour or 240 total hours for the three-credit hour internship)
* Must indicate total approximate work hours per week or in total
* Must indicate your title and general scope of work
* Must be signed by your supervisor or hiring manager
* Must indicate supervisor or hiring manager’s name, title, and full contact information including email and telephone number and address
* If you received an offer letter via email, you can copy and upload that as long as it includes the above information

Must be uploaded to:

<https://utdallas.qualtrics.com/jfe/form/SV_eX4eFblI8XZw8S1>