

Academic Credit Internship DocuSign Process

Advisor Role

You are the first step in the approval process after the student submits their packet. Once all parties have signed their part of the document, you will receive a final copy of the full packet for your records.

Stages of Approval

1. ~~Student~~
2. Advisor
3. Employer
4. Faculty
5. Department Chair
6. Assistant Dean

You will receive an email form letting you know that a student has created an application.

Click on agreement and "CONTINUE".

Please Review & Act on These Documents

COBUS Internship Form
The University of Texas at San Antonio

The University of Texas at San Antonio
UTSA eSignature
Powered by DocuSign

Test

Please read the Electronic Record and Signature Disclosure.
 I agree to use electronic records and signatures

CONTINUE OTHER ACTIONS ▾

Banner ID: @00010656
Major: Real Estate Finance & Develop Program/Degree: BBA-RFDCPFT
Units: 0 Credits: 12

Click the "START" button.

Please review the documents below.

FINISH OTHER ACTIONS ▾

DocuSign Envelope ID: B40FFB92-DF75-443F-8906-B8AA419CE729

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THE UNIVERSITY OF TEXAS AT SAN ANTONIO
ACADEMIC INTERNSHIP FOR CREDIT APPLICATION
STUDENT ACKNOWLEDGEMENT

Student Full Name: Testy Davox ABC123 feg502
Contact E-Mail: washington.navarro@utsa.edu Phone: 5757651233

Fill out all required information and add any comments.

Overall GPA 2.74 Major GPA 2 Course to be taken ACC 4933
Internship Company/Organization The Entrepreneurial world
Internship Address 1333 Buena Vista St., San Antonio, Texas, 78207
Internship Site Supervisor Name of the Supervisor Supervisor Phone 210-4451015
Supervisor Email TheEntrepreneurialworld@gmail.com
Student previously received academic credit for internship NO

NEXT

Please review student's eligibility and select yes or no for each criterion. Checking "No" will indicate student is ineligible for internship.

YES NO
 Student is a declared major in the College of Business.
 Student has met all prerequisites as required by department and their catalog.
 Student has a minimum of 60 semester credit hours of which 15 hours have been completed at UTSA (undergraduate students only).
 Student has a GPA of 3.0 or higher (Graduate students only).

[Click here if student is eligible](#)

Required
Comments

Electronically sign the document.

SIGN

Comments:
Comments

Required - Sign Here!
Sign
↓

Advisor Signature _____ Date 6/29/2020

Create your signature.

the sign field to create and add your signature

FINISH OTHER ACTIONS

Adopt Your Signature

Confirm your name, initials, and signature.

Required

Full Name*
Advisor Signature

Initials*
AS

SELECT STYLE DRAW UPLOAD

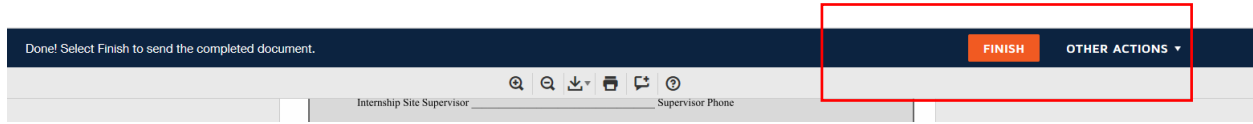
PREVIEW [Change Style](#)

DocuSigned by:
Advisor Signature DS
51B38D28FE6243E...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

Click "FINISH".



Congratulations, you are done!

DocuSign

You're All Done!

You'll receive a copy once everyone has signed.



Think Signing was Easy?

Send out documents for signatures and complete them within minutes.

[TRY IT OUT](#)