How to Register Your Internship for Academic Credit

Office of Internships and Experiential Learning
UB School of Management
308 Alfiero Center, Buffalo, NY 14260
mgt-internships@buffalo.edu
Begin by logging into BizLink with your UBIT.

http://mgt.buffalo.edu/career/students/bizlink
Select “Report My Internship” from Shortcuts.

If you don’t see this you probably haven’t completed your profile for the semester. Are all of these checked off?
Select “Add New Experience”
Fill out this form up until the Progress Report section (that is an assignment for later). Required fields are marked with a red asterisk.
This section will determine if your internship qualifies for credit. Add as much detail as possible.

Also, you must enter at least two separate learning objectives.
Next Steps

• Within 48 hours of submitting your internship report, our staff will email your supervisor to complete and sign the Management By Objectives contract (MBO). You will be copied on that email.

• The MBO can be emailed, faxed or hand delivered to our office. If your supervisor sends the MBO back to us without your signature, we will email or call you to come to the CRC to sign.

• After the contract is completed and signed, our staff will process your academic registration.

Please Note: late registration requests (after Drop/Add) require additional paperwork steps and may take additional time to process.
International Students Only

All international students need to receive work authorization, called Curricular Practical Training (CPT) in order to legally participate in an internship.

1. After your MBO is submitted and we have completed your academic registration, we write the Advisor Letter, which is a request to the ISSS office to process your CPT paperwork.

2. You will pick that up from our office and deliver it to the ISSS Office (210 Talbert Hall, 8:30 am – 5:00 pm)
   - A new I-20 will need to be fully authorized before starting the internship.
   - Expect 3 to 7 days for processing. There is no fee for CPT.
For Your Attention

• Main Forms that are not completed with enough detail may be temporarily rejected. We will email you and let you know if we need more information, and will review again for you after the information is provided.

• Some internship descriptions may not meet our standards. We are happy to reach out to your employer to help create a solid internship experience for you as necessary.

• If you have not seen the MBO email within 48 hours please contact us at mgt-internships@buffalo.edu.

Thank You!