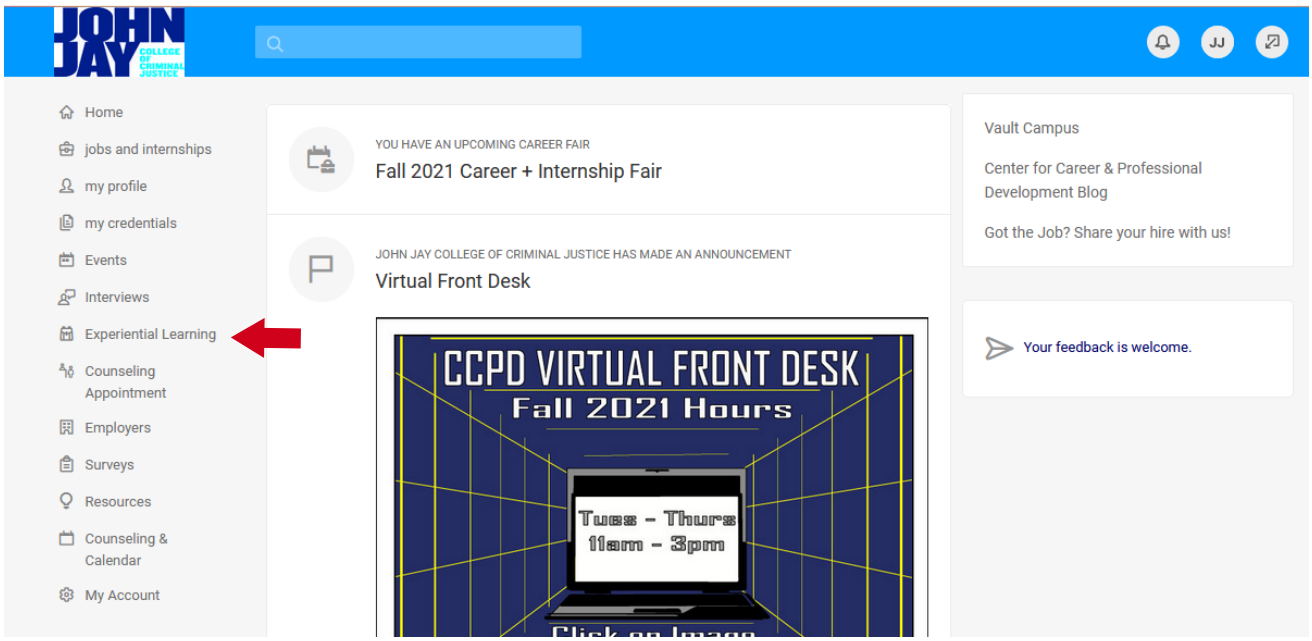
Tip Sheet:
How to Complete an Experiential Learning Application

STEP ONE: Log in to John Jay Careers Online (https://jjay-cuny-csm.symplicity.com)

STEP TWO: Select “Student” and enter your username (your John Jay email) and password. NOTE: If you have never logged into the system before use your John Jay email and click “Forgot Password” in order to create your password.

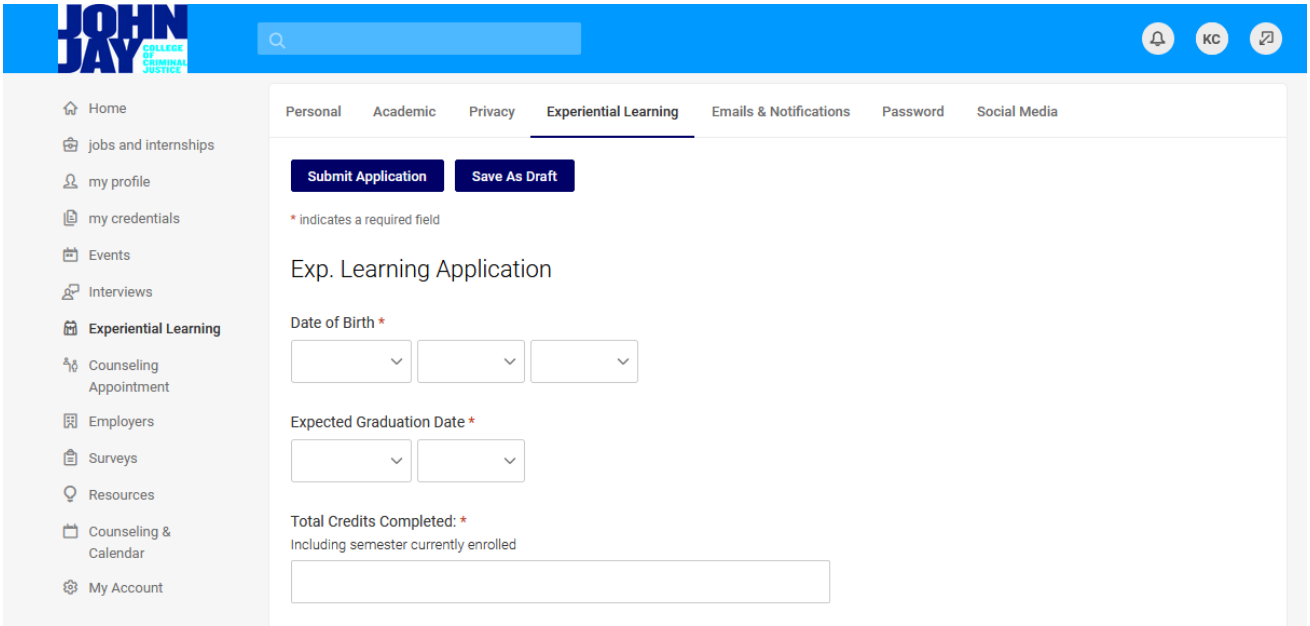
STEP THREE: Select the tab “Experiential Learning” on the left side of your homepage. This will open the Application.

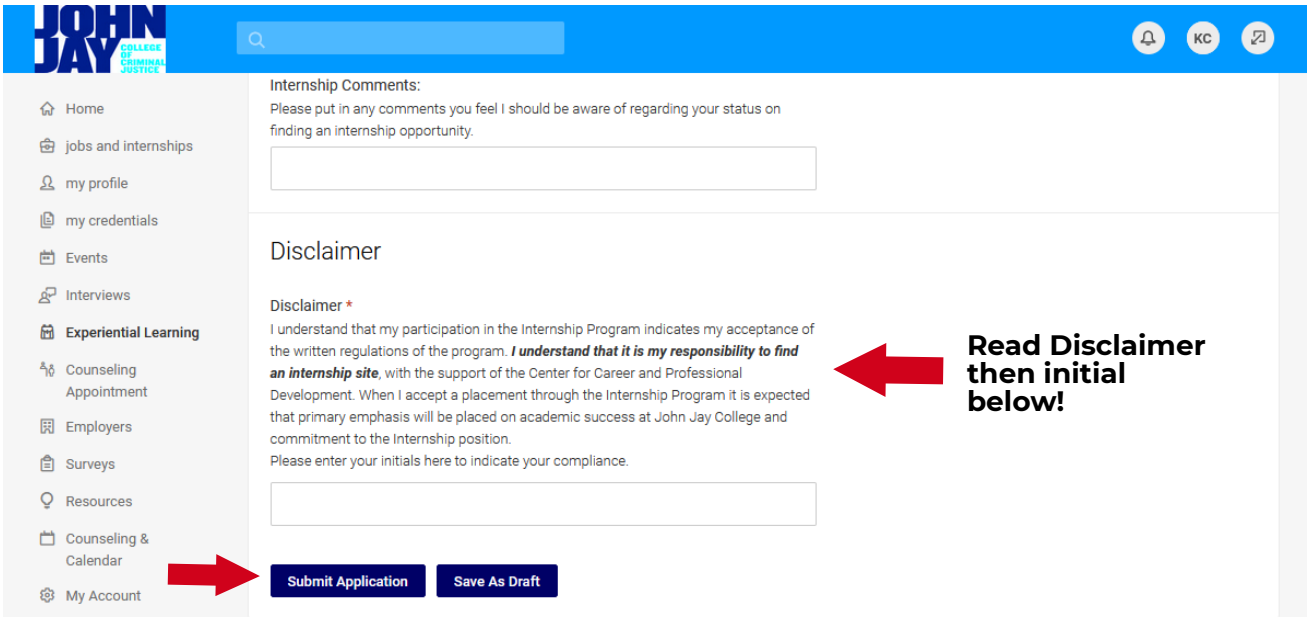


STEP FOUR: Fill out the Experiential Learning Application to its entirety. Be sure to include as much information as possible, including which internship course you want to enroll in. When you are done, initial, and click the “Submit Application” button.

NOTE: This application is to enroll in an INTERNSHIP COURSE! This is not an application for an actual internship.

PLEASE NOTE: YOUR ENROLLMENT IN AN INTERNSHIP COURSE DOES NOT PLACE YOU IN AN INTERNSHIP. YOU MUST SECURE YOUR OWN INTERNSHIP WITH THE SUPPORT OF THE CAREER CENTER!





*The Internship Team will review your application and if it is approved we will grant you permission to register in CUNY First. You will receive an email notification with instructions on how to register for the internship course and resources to start your internship search.

You will also be notified if your application needs to be revised.

If you have any questions please contact the Internship Team at internships@jjay.cuny.edu

Center for Career and Professional Development
The Academic Internship Program
internships@jjay.cuny.edu