

## **VERIFICATION OF INTERNSHIP CREDIT**

If an organization requires verification of internship credit, there are three ways students can provide with that information. Note that verification of credit can only be provided AFTER enrollment paperwork has been fully processed and the 195CE internship course appears on the student's study list for the quarter.

1. Students can submit a copy of their study list or unofficial transcript showing that they are currently enrolled in a 195CE internship course;
2. Students can obtain a copy of the completed contract course form (with all the signatures) from an academic department; or
3. Students can order an official paper verification transcript from UCLA's Registrar's Office online through MyUCLA, by mail, or in person. They are not available as an electronic transcript (PDF). Transcript orders may not be faxed or sent electronically; these are not secure transmission methods and cannot safeguard personal data. Note that this letter will only be available AFTER the student's enrollment paperwork is fully processed and the 195CE course appears on the student's schedule of classes for the quarter. Click [here](#) to download your transcript order.