



LIFE PACIFIC UNIVERSITY
OFFICE OF CAREER & GLOBAL ENGAGEMENT

HOW TO APPLY FOR YOUR

Internship

on Handshake

In order to start the process of applying for your internship for academic credit, you must first fill out an application on Handshake. This begins the process and confirms your eligibility to be registered for the class.



- ☐ **STEP 1**
Confirm your plans with your Program Chair, including desired site location.
 - ☐ **STEP 2**
Log onto Handshake and visit the LPU Career Center:
<https://lifepacific.joinhandshake.com/login>
 - ☐ **STEP 3**
Click the "Experiences" tile and select "Request an Experience" on the next page.
 - ☐ **STEP 4**
Choose your Degree Application and fill out the required information.
 - ☐ **STEP 5**
Review your information and click on "Request" to finish your application.
 - ☐ **STEP 6: APPROVAL***
Registrar will notify you via your school email that you have been registered for your internship class.
- *NOTE:**
- Summer internships require tuition payment out-of-pocket since Financial Aid does not cover summer semesters.
 - Check in early with your program to clarify all your requirements. Your program may have additional steps.

DEADLINES FOR HANDSHAKE INTERNSHIP APPLICATIONS:

- SUMMER INTERNSHIPS: MID-MARCH
- FALL INTERNSHIP 2023: MID-JULY
- SPRING INTERNSHIP: MID-NOVEMBER

Questions? Reach out to us at: CGE@lifepacific.edu