



How to Download a PDF file of your AIP Learning Agreement

A PDF file of your Learning Agreement is required when submitting your AIP enrollment request on the [Enrollment Authorization System \(EASy\)](#). Follow the steps below to download your Learning Agreement as a PDF.

Step 1:

Log onto your [InternLink](#) account and locate your approved (and signed) Learning Agreement. Then, select the “Review” button.

The screenshot shows the UC San Diego Academic Internship Program (AIP) web interface. The user is logged in and viewing their 'My Learning Agreements' page. The page displays two learning agreements: 'Test Company 2' (Fall 2016) and 'Fake Internship' (Spring 2019). Both are marked as 'Approved'. The 'Review' button for the 'Test Company 2' agreement is highlighted with a red box and an arrow. The interface includes a navigation menu on the left, a search bar at the top, and a footer with 'Career Services Management System' and 'Privacy Policy | Terms of Use'.



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Step 2:

The review button should take you to the preview page of your approved Learning Agreement. On your keyboard, select "Ctrl + P" ("Command + P" for Mac users), and it will lead you to the Print Preview page.

UC San Diego
ACADEMIC INTERNSHIP PROGRAM

Home / My Account / My Learning Agreements / Spring 2019 : Farrah Fa...

My Account

Personal Profile Academic Profile Privacy **My Learning Agreements** Notification Settings Social Media

Cancel

LEARNING AGREEMENT - UC SAN DIEGO ACADEMIC INTERNSHIP PROGRAM

Student Full Name
Farrah Fake 1

Student PID
A12345678

Major
Major in Learning Agreement

UCSD Email
mmdamo@ucsd.edu

Internship Term
Spring 2019

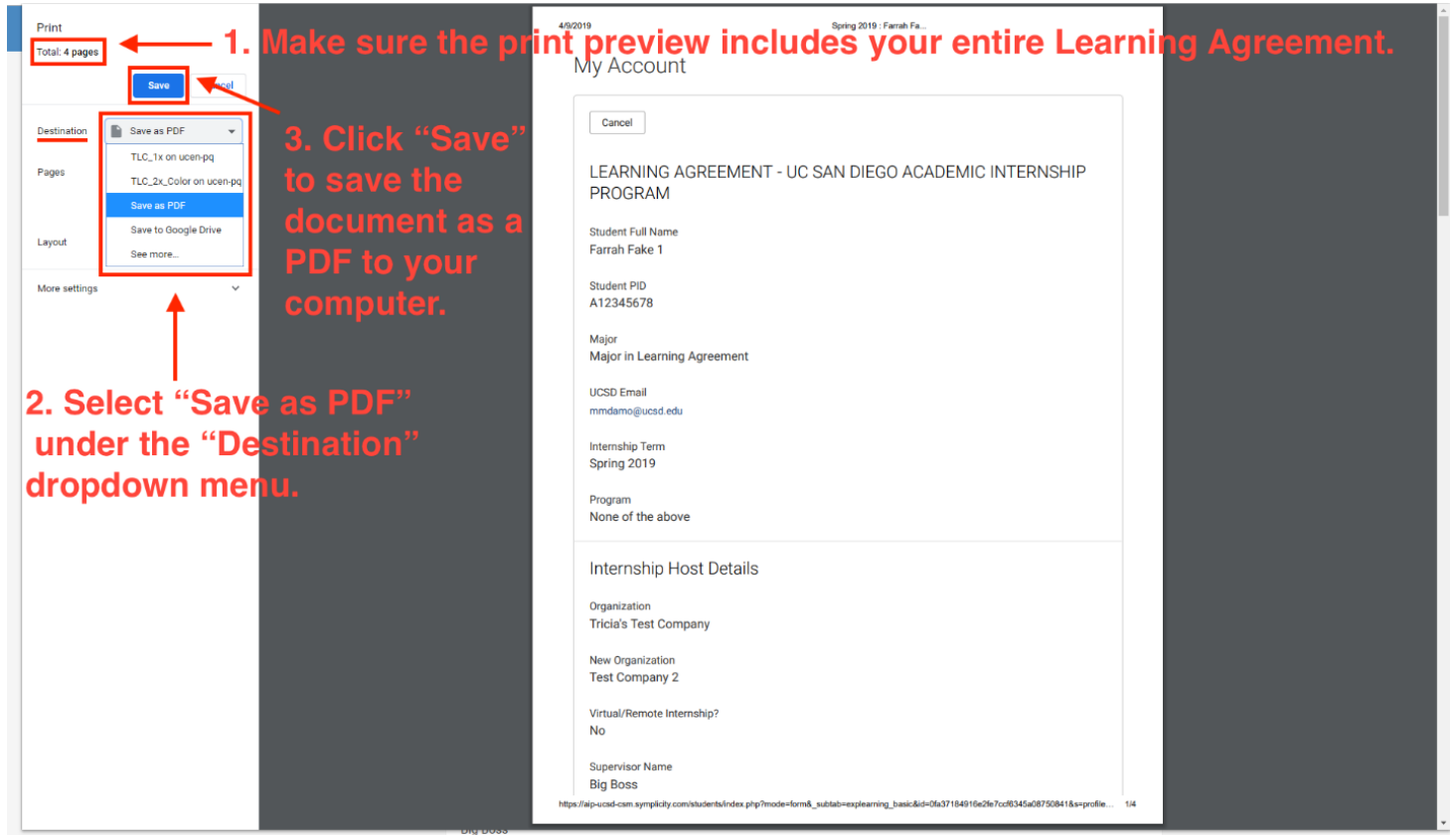
Program
None of the above

Internship Host Details

**To Open Print Preview:
Ctrl+P (Windows)
or
Command+P (Mac)**

Step 3:

Make sure the preview includes your entire Learning Agreement by checking all the pages. Then, in the “Destination” dropdown menu on the left, select “Save as PDF.”



1. Make sure the print preview includes your entire Learning Agreement.

2. Select “Save as PDF” under the “Destination” dropdown menu.

3. Click “Save” to save the document as a PDF to your computer.

The screenshot shows a print preview on the left with a 'Destination' dropdown menu open, highlighting 'Save as PDF'. A 'Save' button is also visible. On the right, the 'My Account' page displays personal and program information for a student named Farrah Fake 1, including their UCSD Email, Internship Term (Spring 2019), and Internship Host Details (Tricia's Test Company).

Step 4:

You should now be able to save the approved Learning Agreement as a PDF to any location on your computer.