



August 1, 2018.

Employers & Recruiters
Human Resources Department or
Recruitment Division

Dear Sirs,

The College of Business Administration, through ENLACE Program at UPRRP, is pleased to invite your Company or Organization to the **Fall 2018 Job & Internship Fair**, to be held on **Wednesday, October 3, 2018 from 9:00 am to 4:00 pm at the Student Center of the Río Piedras Campus.**

The Fall 2018 Job & Internship Fair will bring together students and recent graduates from the following areas:

- **Bachelors:** Architecture, Business, Communications, Education, General Studies, Humanities, Natural Sciences and Social Sciences.
- **Master:** Architecture, Business, Communications, Education, Humanities, Information Sciences and Technologies, Law, Natural Sciences, Planning and Social Sciences.
- **Doctorate:** Business, Education, Humanities, Natural Sciences and Social Sciences.

A registration fee of \$550.00 will be required to companies completing the registration process, which includes space for one 6' X 6' display, a table with skirt, two chairs, a parking space, the Company or organization logo in the advertisement material, continental breakfast, lunch and snacks for **two (2)** recruiters (\$40.00 per any additional interviewer). In addition, facilities for interviews will be available upon request. For your convenience, the dress code will be business-casual.

Sincerely,

Arleen Hernández Díaz, Ph.D.
Professor and Coordinator of ENLACE Program

Vo. Bo. Myrna López de Pinto, Ed.D.
Acting Dean of the College of Business Administration

Attachments

Universidad de Puerto Rico
Recinto de Río Piedras
Facultad de Administración
de Empresas
15 Ave. Universidad
Ste.1501
San Juan, PR 00925-2535
Tel: 787.764.0000
Exts. 87060, 87061 y 87064



Registration Form

Fall 2018 Job & Internship Fair

Wednesday, October 3, 2018

Student Center

Name of the Company				
Company Contact (2 included in fee)		1.		
		2.		
Additional Representatives (additional, \$40 per person)		3.		
		4.		
E-mail				
Address				
Phone		Cellphone		
Date	Wednesday, October 3, 2018. Hours 9:00 am to 4:00 pm	Method of payment (Mark with an X)	Check _____	Credit card _____
AGREEMENT				
<p>1. The company mentioned above will participate as an exhibitor in the Fall 2018 Job & Internship Fair. It is scheduled to be held at the University Center from 9:00 am to 4:00 p.m.</p> <p>2. The registration fees are \$550.00, which include: table with skirt and 2 chairs; continental breakfast, coffee break and lunch for two recruiters and your company logo as part of the advertising campaign. Due to limited space, stand location will be assigned on a first-come first-serve basis.</p> <p>3. In order to duly reserve an exhibitor's space, this form should be accompanied with the corresponding payment before Friday, September 14, 2018. Booth fees should be paid by check or credit card:</p> <ul style="list-style-type: none"> • Credit card payments must use the attached Credit Card Payment Authorization Form, following the instructions therein. • Checks should be made payable to University of Puerto Rico- Río Piedras with a memo that includes the account number of the ENLACE Program: #620-008. The check must be attached to this Registration Form. Please, send the check and Registration Form to the following address: <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Attention: Arleen Hernández, Coordinator ENLACE Program University of Puerto Rico Río Piedras Campus 15 Universidad Ave., Ste.1501 San Juan, PR 00925-2535</p> </div> <p>4. The payment for booking exhibits at the Fall 2018 Job & Internship Fair is <u>non-refundable</u>.</p>				
Authorized Signature		X		
Date:				

Recruitment Area

Fall 2018 Job & Internship Fair
Wednesday, Oct 3, 2018
Student Center

Name of the company

Please mark with an X the areas of recruitment and indicate the number of positions available

Bachelor's Degree			Master's Degree			Doctorates		
	Area	# of positions		Area	# of positions		Area	# of positions
Architecture			Architecture			Business Administration		
Business Administration			Business Administration			Education		
Communications			Communications			Humanities		
Education			Education			Natural Sciences		
General Studies			Science of Information and Technology			Social Sciences		
Humanities			Law School					
Natural Sciences			Humanities					
Social Sciences			Natural sciences					
			Planning					
			Social Sciences					

Please indicate the years of studies of the students or graduates that the company is interested in recruiting (several may be marked).

Year		
First	Bachelor's degree	
Second	Bachelor's degree	
Third	Bachelor's degree	
Fourth	Bachelor's degree	
Graduate	Master's degree	
PhD	Graduates	

Please indicate areas of interest to recruit according to the categories

Internship		Work		Place	
Spring		Full time		Puerto Rico	
Summer		Part-time		United States	
Autumn				International	



Card Payment Authorization

Fall 2018 Job & Internship Fair

Wednesday, Oct 3, 2018

Student Center

Name of the Company			
Company Contact			
E-mail			
Phone Number			
I hereby authorize: <input type="checkbox"/> ENLACE Program (CBA) at the University of Puerto Rico, Río Piedras Campus, to charge the registration fees for the Fall 2018 Job & Internship Fair to our credit card, as follows:			
Date		(Transaction date)	
CREDIT CARD	VISA	Master Card	American Express
ACCOUNT NUMBER		EXP. DATE	Security Code (in the back of the card)
CARDHOLDER'S NAME (as appears in card)			
ADDRESS			
PHONE NUMBER			
REGISTRATION FEE	Deadline for inscription: Friday, September 14, 2018 (\$550.00)		\$
Additional representatives (\$40.00 per person)		Number of additional representatives	— \$
TOTAL AMOUNT CHARGED TO CARD (in USD)			\$
AUTHORIZED SIGNATURE		X	
DATE			

Please send the scanned form by e-mail to

programa-enlace.uprrp@upr.edu

before Friday, September 14, 2018.

(Please, write in Subject: Registration Fall 2018 Job & Internship Fair)

Attention Bursars Office at UPRRP:

Please deposit payments on behalf of ENLACE Program to the account #620-008