A thick yellow L-shaped graphic that frames the text on the right side of the slide. It consists of a vertical bar on the left and a horizontal bar at the bottom, meeting at a right angle.

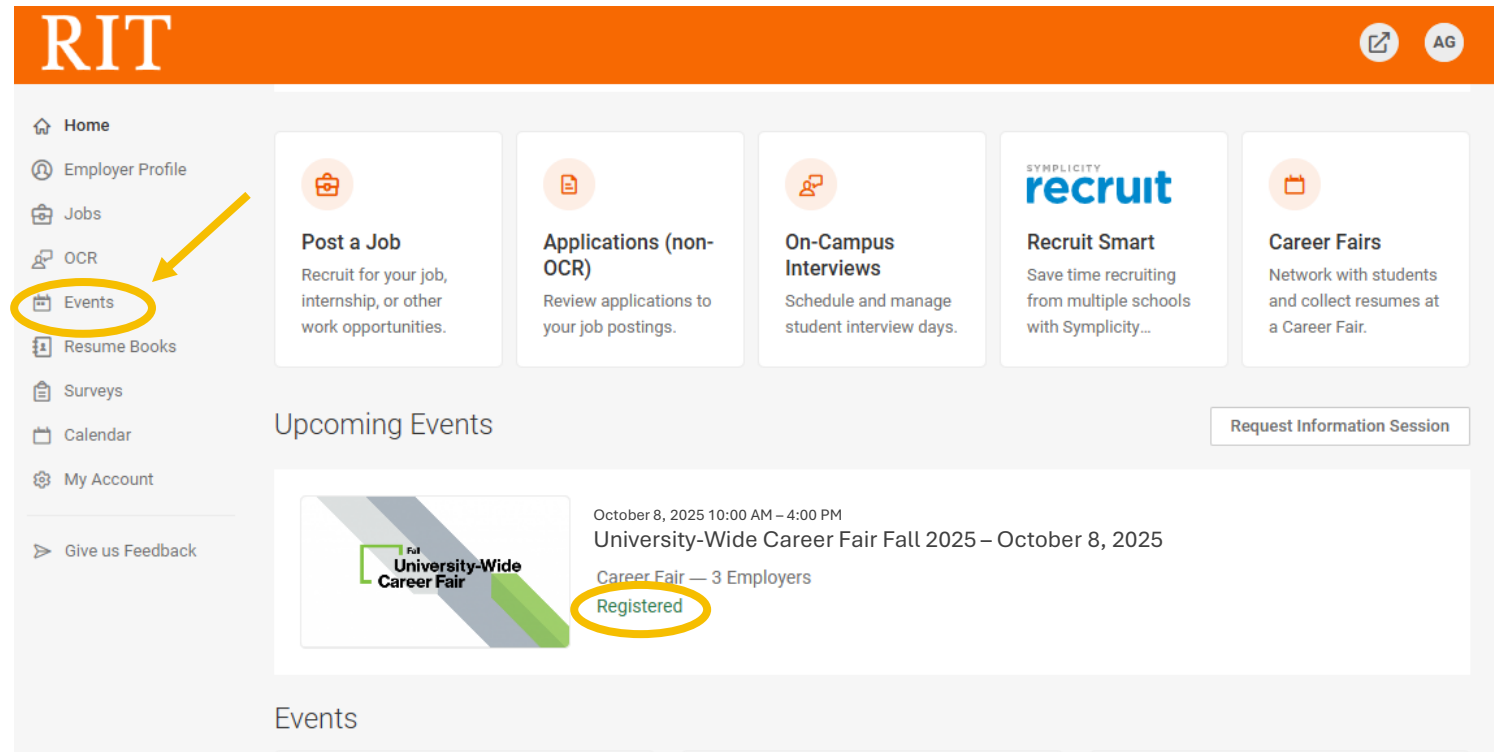
How to Make
Changes to your
RIT University
Wide Career Fair
Registration

Adjusting your Career Fair Registration

Employers are welcome to modify their career fair registration and can do so up until the Friday before the event!

Modifying your registration is **easy** by simply following the steps below:

- Log into your [Career Connect/Symlicity](#) account
- Click on **Events > Career Fairs**
- Select the **University-Wide Career Fair**



University-Wide Career Fair

University-Wide Career Fair Fall 2025- October 8, 2025

Oct 8 10:00 AM – Oct 9 4:00 PM

Overview

Attending Students

About

This signature event, hosted by RIT's Office of Career Services and Cooperative Education, offers our employer partners access to co-op as well as full-time candidates from our diverse portfolio of academic programs.

Your Registration



Your Name



Confirmed



View your invoice

- Under **Your Registration**, click on the **pencil icon** next to your name. This will open your career fair registration.

Looking for a copy of
your invoice?
You can find it here!

Recruitment Locations: Rochester NY, BUFF, NJ, Nationwide

Students of Interest

Accepts OPT/CPT: Yes

Position Types: Co-op/Internship

Skillsets your organization is recruiting: 3D Design/Modeling, Accounting

Payment Information

Payment Method: credit card

Options: Career Fair Day

Reps Attending- Max 5 per organization: 4

Requesting Power?: Yes

Options: Interview Day

Reps Attending- Max 5 per organization: 1

How many interview tables will your organization need?: 1

Requesting Power for Interview Day?: Yes

Modify

- At the bottom of the career fair summary page, click **"Modify"**. The button is in the lower left-hand corner.

Options: Interview Day

Reps Attending- Max 5 per organization: 1

How many interview tables will your organization need?: 1

Requesting Power for Interview Day?: Yes

Modify

Modify all necessary fields. This may include adding additional events, changing your skillsets or majors, and/or adding your attending representatives contact information, etc.

Our office sends weekly **Get Career Fair Ready** emails starting 4 weeks before the career fair. You may add additional email addresses of those within your organization that should receive this correspondence under **Organization Information** in your registration.

Please list all email addresses of those within your organization that should receive career fair correspondence.
Separate each with a comma.

Additional Email Addresses

Previous

Next

Add Your Representatives Contact Information!

✓ Events and Fees

✓ Contact Information

✓ Profile Information

✓ Payment Information

Options: Career Fair Day

Previous Review And Confirm

The following options will apply to Career Fair Day.

How many reps will attend?

Reps Attending- Max 5 per company*

4

Representative Information Add New

Previous Review And Confirm

Ensure your registration includes contact information for all representatives attending the fair. Contact information will include: representative name, email, alumni status, & contact release authorization.

This step is essential as each representative will receive a unique, non-transferable QR code for check-in. QR codes will be sent to the email addresses provided on the Monday before the event from ajgoce@rit.edu

Under **Options: Career Fair Day**

- Select “**Add New**” and enter the representatives information.
- Click **Review and Confirm** when done.

Questions?

Email ritcareerfair@rit.edu

Rev 6.18.25