

Complete and return this form to:
University of Rochester - Simon Business School
Office of the Registrar
245R Gleason Hall
registrar@simon.rochester.edu
Phone: (585) 275-3533 / Fax: (585) 271-3907



AMERICAN BUSINESS PRACTICE REGISTRATION FORM - (GBA490)

Directions:

- International students who wish to participate in a paid internship should use this form to register for the required GBA490 course. Work permission will be authorized by the International Services Office.
- There is no fee for the GBA490 course; however, students are still responsible for the mandatory activity fee.
- Please review the Guidelines for Internship for International Students in the Student Handbook.
- Follow these instructions to ensure proper compliance with government requirements:
 1. Student completes this GBA490 form and ISO's CPT form and attaches the company's offer letter.
 2. Student has CPT form signed by advisor and Dean's Office.
 3. Student takes signed CPT and this GBA490 form to the Simon Registrar's office to be registered for GBA490 course(s).
 4. Student takes signed CPT form and this GBA490 form to ISO for processing.

Student Name: _____ **UID#:** _____
Please print Last First MI

Student Signature: _____ **Date:** _____
month/day/year

Program: _____

Advisor's Signature: _____
Date Print Name

Name of Employer: _____

Address of Employer: _____
Street
City State Zip Code

If this is the first time you will be working for this company, indicate which semester your internship will begin:

- Fall GBA490 Spring GBA490 Summer GBA490

Academic Year: _____

If your internship for this company will extend into another semester, please indicate which semester(s):

- Fall GBA 490A Spring GBA 490C Summer GBA 490D

Academic Year: _____

ISO: if this box is checked, proceed with CPT paperwork. Otherwise, please return to Simon Registrar.

Registrar's Office Use Only

Revision: 03/2020

Date Received: _____ Date Processed: _____ By: _____ No hold: _____ Enrolled in GBA490: _____ Saved to enroll in future: _____