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

AMERICAN BUSINESS PRACTICE REGISTRATION FORM - (GBA490)

Directions:

- International MBA 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 quarter your internship will begin:

☐ **Fall GBA490** ☐ **Winter GBA490** ☐ **Spring GBA490** ☐ **Summer GBA490**

Academic Year: _____

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

☐ **Fall GBA 490A** ☐ **Winter GBA 490B** ☐ **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: 10/2016*

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