

**Complete and return this form to:**  
University of Rochester - Simon Business School  
Office of the Registrar  
2341 Carol Simon Hall  
Box 270100  
[registrar@simon.rochester.edu](mailto:registrar@simon.rochester.edu)  
Phone: (585) 275-8071 / Fax: (585) 276-0244



## **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: 8/2022*

*Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_ By: \_\_\_\_\_ No hold: \_\_\_\_\_ Enrolled in GBA490: \_\_\_\_\_ Saved to enroll in future: \_\_\_\_\_*