Guidelines for Internship for International Students (GBA 490):

- International M.B.A. students in F-1 and J-1 status who wish to participate in a paid internship must apply for work permission first from the International Services Office (ISO). Eligibility guidelines are set by the Bureau of Citizenship and Immigration Services (formerly called INS) for F-1’s and the Department of State for J-1’s.
- F-1 students may use Curricular Practical Training, which is an academic internship, by registering for GBA 490. Work permission will be authorized by the International Services Office.
- F-1 students must be enrolled full-time (nine credits per quarter) for one academic year (three quarters) to be eligible to work in the United States. Students who meet this requirement should fill out the necessary forms, secure a signature from Student Services, and then proceed to the Office of the Senior Associate Dean for Faculty and Research in CS2-202 for approval. Once this process is complete, students should register with the Simon School Registrar for GBA 490 American Business Practice. There is no course fee for this class; however, you are still responsible for the activity fee. Proper documentation must be on file prior to registration and employment.
- At the end of the internship, students must submit a 1-2 page report to the Sr. Assoc. Dean for Faculty and Research’s office stating whether the proposed learning objectives were met. The paper will be reviewed by a Simon faculty member who will assign a pass/fail grade for graduation.
- J-1 students must use some of their 18 months for academic training. Work permission will be authorized by your J-1 sponsor. Registering for GBA 490 is optional.

1. Fill out the CPT and GBA490 American Business Practice forms.
2. Have Student Services (Schlegel 202) and Sr. Associate Dean Ronald Goettler (Carol Simon 202) sign the CPT form.
3. Take the signed CPT and GBA490 forms to the Simon Registrar’s office so you can be registered.
4. Take the completed CPT and GBA490 forms to ISO for processing.

Student Name: ________________________________
Please print Last                     First              MI

Student signature (required): __________________________________________________________________

UID#: ____________________ Program: ____________________

Please check one of the following:

GBA 490: □ Fall    □ Winter    □ Spring    □ Summer

For an extension of GBA 490, check one of the following:

□ Fall: GBA 490A  □ Winter: GBA 490B  □ Spring: GBA 490C  □ Summer: GBA 490D

Name of Employer: ________________________________

Address of Employer:
Street __________________________________________
City           State      Zip Code

Registrar’s Office Use Only:
Date received/by: __________
Date processed: __________

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