



School of Hospitality Administration

Work Experience Pre-Approval Form

HF140, HF240, & HF740

ABOUT YOU

Your name:

BU ID:

Expected Graduation Date:

Which Course Are You Taking? Select One

International Student? Yes ☐

No ☐

***IMPORTANT: International students** in the U.S. must submit a Curricular Practical Training (CPT) form to receive authorization to work off-campus, whether the opportunity is paid or unpaid. U.S. work authorization is required in both cases. The CPT form is available on the [ISSO website](#) and must be submitted electronically. Along with the form, you are required to upload your employment offer letter, which must include your job title and start date. You must also be enrolled in either HF140, HF240, or HF740 to receive approval. Please allow up to 10 business days for processing. Do not begin working until you have received approval, as working without authorization will violate your visa status.

ABOUT YOUR WORK EXPERIENCE

Company Name:

Company Address:

City:

State:

Country:

Zip Code:

Your Job Title:

Briefly describe your job responsibilities:

Supervisor's Name:

Supervisor's Title:

Supervisor's Email:

How did you find this position?

Employment Start Date:

Employment End Date:

Hours per week (approximately):

Compensation (if paid):

Student Signature: _____ **Date:** _____

Please upload the completed form [here](#) for HF140 and HF240.

Please upload the completed form [here](#) for HF740.