

Academic Work Placement Form

A. Type of Request (please select one):

Initial Request

Change of Employer/Position

Change of Program

Change of Education Level

Readmission to HU

Other:

B. Student Information:

Student ID#:

Visa Status:

First Name:

Last Name:

HU Program of Study:

Address:

City:

State:

Zip:

C. Statement: Briefly describe how your work position is related to the HU program of study to document eligibility:

D. Student Acknowledgement (Please review each statement and check all boxes):

If my active job position changes or I gain new employment during my studies, I understand that I must submit an updated Academic Work Placement Form to update my work placement status with HU.

If I change programs or education level, I understand that I must submit an updated Academic Work Placement Form based on the new Program of Study.

If my employment status changes resulting in no work placement during my enrollment, I understand that I must submit the Work Placement Waiver/Experience Form to update my work placement status with HU.

I understand that I must submit this form to the International Student Office (ISO) in order to obtain U.S. work authorization. I am not allowed to start working until I receive an I-20 with CPT work authorization.

E. Employment Information:

Company Name:

Student's Position Title:

Address (Physical Location):

City:

State:

Zip:

Name of Contact Person or Supervisor:

Contact Person or Supervisor's email:

Job Description: ***A job description letter is preferred and can be submitted in lieu of providing a description below.**

F. Signatures:

Please provide handwritten or electronic signatures below & date. **(Typed signatures are not accepted.)**

Employer (Contact person or Supervisor) Signature:

Date:

Student Signature:

Date:

G. Form submission (Please confirm each of the following):

I have completed this form in its entirety and understand that if I left any fields blank it will delay the processing of my request.

I have included a job description.

I have included an offer or employment verification letter.

Both my employer and I have provided either a handwritten or electronic signature. Typed signatures are not accepted.

Please return completed and signed form with its supporting documents to Records and Registration at <https://reghelp.harrisburgu.edu> and allow 3-5 business days for a response.

For HU Records and Registration Use Only: (Do not write in this box)

Date Received:

Staff Signature:

Date Approved:

Updated on student record:

Comments: