

 School of Hospitality Administration
Work Experience Pre-Approval Form
HF140 and HF240

ABOUT YOU

Your name:

BU ID:

Expected Graduation Date:

Which Course Are You Taking?

International Student? Yes No

***IMPORTANT: International students** working in the U.S. MUST fill out a Curricular Practical Training (CPT) form to be authorized to work off-campus. It does not matter if the opportunity is paid or unpaid, you must get work authorization. The CPT form can be found on the ISSO website and must be signed by the Marriott Career Center first.

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 print, sign, and submit completed form to the Marriott Career Center Room 102. If you also need a CPT signature, you must make an appointment on Handshake.