

Academic Work Placement

Type of Request (please select one):

Initial Request-New HU Student

Change of Position-Current HU Student

Change of Program-Current HU Student

Change of Education Level-Current HU Student

Readmission to HU

Other: _____

Student Information:

First Name:

Last Name:

Student ID#:

Visa Status (if applicable):

HU Program of Study:

Degree: M.S. PH.D.

Address:

City:

State:

Zip:

Position Title:

Briefly describe how your current training/work is related to the HU program of study to document eligibility:

Student Acknowledgment (initial each box):

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 Waiver of Academic Work Placement Form to update my work placement status with HU.

F1 Students Only (initial) :

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

Employer Information:

Employer Name:

Address (Physical Location):

City:

State:

Zip:

Contact Person/Supervisor:

Student's Position Description:

***Attached the official job description and offer letter from employer to document eligibility**

Student Signature:

Date:

Employer (Supervisor) Signature:

Date:

Please return completed and signed form to Records and Registration at <https://reghelp.harrisburgu.edu>. **Please allow 5-7 business days for a response.**

For HU Records & Registration Use Only:

Date Received:

Updated on student record:

Approved by/Date:

Staff Signature:

Comments: