



Office of International Education  
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**PTW HOUR CONFIRMATION FORM**

It is the responsibility of the PTW student to complete this form and submit it to the OIE. Please complete a separate form for each activity. Forms must be submitted by the last day of classes each semester.

Name: \_\_\_\_\_ Banner ID: @ \_\_\_\_\_  
LAST FIRST

IUP Email: \_\_\_\_\_ Date: \_\_\_\_\_

Place of Activity	Date of Activity	Number of Hours	Brief Description of Activity

\*If you are reporting more than 10 hours for one event (example: volunteering in an office) you must list each day and hours to report the total hours worked. Continue additional days and hours on the back of this paper as needed.

Supervisor's Name: \_\_\_\_\_

Supervisor's Email or Telephone Number: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_  
SIGNATURE DATE

I, \_\_\_\_\_, certify that I participated the volunteer activity listed  
PTW STUDENT SIGNATURE  
 above and accurately reported the hours I contributed. I understand that misrepresentation of hours could result in the loss of my PTW award.

