

Employment Notification Form

All VIU graduates are requested to submit this form regardless of their status (US Citizen, Green Card Holder/Permanent Resident, H-1, H-4, etc.) **All fields are mandatory.** Submit this completed form no later than 90-days from your first day of employment, and within **10-days** if your employment information changes. Scan and email this form with the Employment Offer Letter to: career@viu.edu.

1 - PERSONAL INFORMATION (TO BE COMPLETED BY STUDENT)

First: _____ Middle: _____ Last Name: _____

VIU Student ID # _____ Degree and Program: _____

Graduation Date: ____/____/____ (MM/DD/YYYY) Semester: Spring / Summer I / Summer II / Fall

Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____

VIU Email: _____ Personal Email: _____

Status: H-1 / H-4 / Green Card Holder / US Citizen / Other: _____

2 - JOB PLACEMENT INFORMATION (TO BE COMPLETED BY STUDENT)

Job Title: _____ Position Start Date: ____/____/____ (MM/DD/YYYY)

Work hours per week: _____ Salary per year \$ _____ (please put "0" if position is unpaid)

Company Name: _____

Employer Identification Number (EIN #) _____ Employer URL: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Supervisor's Name: _____ Title: _____

Supervisor's Phone: _____ Email: _____

List 4 skills you use in this position which related to your degree (use attached file "Skill List by Program"):

I am new to this position.

I am NOT new to this position but my degree was beneficial in obtaining or maintaining it (if marked, please fill out [Student Placement Attestation Form](#) and submit along with the Employment Notification Form).

I certify that the above information is true and factual. If any of the above information changes at any time, I understand that it is my responsibility to report the changes to Virginia International University (VIU) and submit a new Employment Notification Form. I also give VIU permission to contact my employer to verify my employment.

Signature: _____ Date: _____

3 - FOR OFFICE USE ONLY

Completed by Career Center:

Date received: _____ by _____

Placed by:

Title CIP # _____ SOC # _____

Skills

Benefit - Placement Attestation Attached (Y / N)