Hospitality Employment Verification Form Guide

Student Steps

1. Open my.fiu.edu
2. Navigate through the Student Tools to Student E-Forms
3. Select School of Hospitality and Tourism Management and select the 'Hospitality Employment Verification Form'

4. Opening brings you to the Student Submission page for the Employment Verification Form

5. Complete the top Section of the Form with your employment information.

Employment Verification Form

FIU's Chaplin School of Hospitality & Tourism Management program requires all students to document and fulfill a minimum of 500 hospitality industry related work experience, before Enrolling for Internship.

Please note the following:

- Students who have completed their hours outside the United States, must have their hours documented by their previous employer via an official company letterhead with the supervisors' name and contact information, company logo and attach a business card.
- Students may also submit employment verification documentation via a company letterhead with company logo, supervisor's name and contact information in the event that they are unable to have the employment verification form signed.

Name:	Panther ID:	Major:	Sub-Plan:
Yanes, Jesse	3986599	Computer Science - BA	N/A

Title:

Company Name:

Company's Phone Number: | Company's Address:
(Address) | (City) | (State/Country) | (Zip)

Job Type:	Job Classification:	Total Hours Worked:	Pay Type:	Pay Rate:	Paid Rate:
Select a Type...	Select a Type...		Select a Type...	Select a Rate...	$0.00

Employment Start Date: | Employment End Date:
mm/dd/yyyy | mm/dd/yyyy | ☐ Check this box if you are currently Employed.

6. Employment Start/End Date cannot be any earlier than your official start date as a student at FIU. If currently employed, mark checkbox.
7. Once these fields are filled in with the correct information, enter your supervisor's information into the form. Please note your supervisor will need to provide a business card. If your supervisor is not available or is no longer employed with the organization, please mark checkbox and upload supporting documentation to verify employment (ex. paystub, offer letter etc.).

Supervisor's Verifying Informaion

☐ **By checking this box, I attest that My Supervisor is unavailable for Verification. (Attach Pay Stubs or Verification Letter from Company)**

Supervisor Name: | Supervisor Title:

Supervisor Email: | Supervisor Phone Number:
Please enter an appropriate email address

8. Once completed, hit submit. The form will either go to your supervisor for approval or to the student services team if you have decided to upload supporting documentation instead.

Notes:

- If you intend to have your supervisor verify, please let them know ahead of time they will be receiving this information via email.
- If you have questions regarding this form, instructions, the process, etc. please contact your academic advisor.