Florida International University

SCHOOL OF HOSPITALITY MANAGEMENT
EMPLOYMENT VERIFICATION

Florida International University’s School of Hospitality Management requires that students document a minimum of 1,000 hours of hospitality related work experience. Please complete this form for documentation and attach a business card.

- Students that completed work hours outside the USA must verify their hours on company letterhead and attach a company business card.
- Students may also fax your documentation on company letterhead with your supervisor’s signature.

Student’s Name: __________________________________________________________

Panther Id#: _____________________________________________________________

The above named student worked for _________________________________________
(Company Name)
From ______________________to _________________________ for a total of
_________________ hours.

During this time the student worked as a/an ____________________________________

Supervisor’s Name: _______________________________________________________

Company’s Name: _________________________________________________________

Address: ________________________________________________________________

_________________________, ___________________________ Zip __________________________
(City)                                          (State)

Supervisor’s Title: ______________________________ Phone Number: ___________________

I hereby certify that the above stated information is true.

Signed: _______________________________________________________________________
(Supervisor signature)

School of Hospitality Management
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