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.

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.).

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.