



## Employment Notification Form

<b>Personal Information</b>			
<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>	<b>VIU Student ID #</b>
<b>Street Address</b>			
<b>City</b>	<b>State</b>	<b>Zip</b>	
<b>Home Phone</b>		<b>Email Address</b>	
<b>OPT Start Date</b>		<b>OPT End Date</b>	
<b>Job Placement Information</b>			
<b>Company Name</b>		<b>Supervisor Name</b>	
<b>Company Street Address</b>			
<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Phone Number</b>
<b>Position Start Date</b>	<b>Job Title</b>		
<b>Position Description</b>			
<p><b>Please choose one:</b></p> <p>_____ This position <b>IS</b> directly related to my field of study.</p> <p>_____ This position <b>IS SOMEWHAT</b> related to my field of study.</p> <p>_____ This position is <b>NOT</b> related to my field of study.</p>			
<p>I certify that the above is factual and true. If any of the above information changes at any time, I understand that it is my responsibility to report the changes to VIU.</p>			
_____		_____	
Signature		Date	
<b>FOR OFFICE USE ONLY</b>			
Date Received: _____ by _____ Date Entered in ACCESS: _____ by _____			
Date Entered in SEVIS: _____ by _____			
Updated 03.04.11 EK			