



SUPPLEMENT TO EMPLOYMENT NOTIFICATION FORM

Submit this form and supporting documents to career@viu.edu if you have not obtained employment within 3 months of graduation. Please submit the Employment Notification Form as soon as you obtain employment. Contact Career Center if you need any assistance with finding a job.

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: _____ Personal Email: _____

Status: F-1* / H-1 / H-4 / K-1 / Green Card holder / US Citizen / Other: _____

*OPT Start Date: ____/____/____ (MM/DD/YYYY) OPT End Date: ____/____/____ (MM/DD/YYYY)

2 - REASON FOR NOT WORKING DURING REPORTING PERIOD (PLEASE CHECK ONE):

- Pregnancy** – Provide written information from institution or a family member.
- Death** – Provide written information from a family member, or friend.
- Health-related situations** – Explain below if you or an immediate family member required hospitalization, bed rest or rehabilitation at some point during the reporting period.
- Continued education** – Submit enrollment agreement or letter of acceptance as a full-time student into a new educational program that is 300 hours or longer.
 - Check here if enrolled at VIU.
- Military service** – Submit copy of military orders showing you, your spouse or dependent was transferred.
- Visa restrictions (international students)** – Submit a copy of visa documentation that you were restricted from working in the US.
- Completed VIU ESL program.**
- Incarceration** – Submit documentation that you were in jail / house arrest full time for over one month.
- Other** – Please provide explanation below.

Explanation: _____

Signature: _____ Date: _____

3 - FOR OFFICE USE ONLY

Date received: _____ Career Center Manager: _____

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|---|---|
| <input type="checkbox"/> Pregnancy, death, other health related issues (T6) | <input type="checkbox"/> ESL graduate (X6) |
| <input type="checkbox"/> Continuing education (U6) | <input type="checkbox"/> Incarceration (Y6) |
| <input type="checkbox"/> Active military service (V6) | <input type="checkbox"/> Searching for job (Z6) |
| <input type="checkbox"/> Visa restrictions (W6) | <input type="checkbox"/> Not working by choice (Z6) |