

Dear Graduate:

Schiller International University is required to collect and verify graduate employment statistics as a condition of its accreditation in the United States. Please complete the personal information section and review each of the statements regarding your employment status. Please choose the statement that **best** represents your status following graduation from Schiller International University. Please read and initial each additional statement(s) associated with that employment status and provide Schiller with the requested documentation. Please sign and return to your Career Services representative.

## GRADUATE INFORMATION

Name	First	Middle/Maiden	Telephone number
Address (street)	City	State /Country	Zip/Postal Code
Program of Study / Degree	Graduation Date	Email address	

- ☐ **I am employed FULL TIME in a position directly related to my program of study.** Please initial the statement below and complete the **Employer Information** on page 2).

\_\_\_\_\_ I have worked full time for 30 days of continuous full-time employment in a position directly related to my program of study.

- ☐ **I am employed PART TIME in a position directly related to my program of study.** Please initial the statements below and complete the **Employer Information** on page 2).

\_\_\_\_\_ I have worked part time for a minimum of 30 days within three consecutive months; **and**  
 \_\_\_\_\_ I acknowledge that part time employment fulfills my vocational and monetary objectives.

- ☐ **I am CONTINUING EMPLOYMENT in my current position and/or employer. My education has led to a promotion, more responsibility and/or was a condition of continuing employment.** Please initial the statements below and complete the **Employer Information** on page 2).

\_\_\_\_\_ I have completed the degree program as a condition of continued employment, as noted on the attached documentation; **or**

\_\_\_\_\_ I have received the following work-related benefit as a result of the completion of my degree program (examples: promotion, increase in responsibility, salary increase);

- ☐ **I am SELF-EMPLOYED in a position directly related to my program of study.** Please initial the statements below and complete the **Employer Information** on page 2).

\_\_\_\_\_ I acknowledge that I am making satisfactory progress toward building a client base/ professional network in the field; **and**

\_\_\_\_\_ I acknowledge that the pursuit of self-employment continues to fulfill my progress in the achievement of my vocational objectives; **and**

\_\_\_\_\_ I am earning income related to my program of study; **and**

\_\_\_\_\_ I agree to provide documentation on my self-employment progress to Schiller International University for accreditation purposes including the business name, description of clients, projects, or other information to demonstrate you are self-employed as a result of your education at Schiller International University.



- ☐ I am employed in a **TEMPORARY** position directly related to my program of study. Please initial the statement below and complete the **Employer Information** below).

\_\_\_\_\_ I have worked for an agency in a temporary employment position for a minimum of 30 days within three consecutive months; **and**

\_\_\_\_\_ I acknowledge that this temporary employment fulfills my vocational and monetary objectives.

- ☐ I am seeking a **WAIVER** as I am unavailable for employment for the following reason. Please initial **ONLY** one statement and attach appropriate documentation for the University's reporting requirements.

\_\_\_\_\_ Active Military Service (submit a copy of active-duty assignment)

\_\_\_\_\_ Further Education (submit your schedule that shows your current enrollment)

\_\_\_\_\_ International Student (submit a copy of I-20/student visa with expiration date)

\_\_\_\_\_ Medical Condition that prevents employment (submit a letter from medical professional)

\_\_\_\_\_ Incarceration (submit the court notice)

\_\_\_\_\_ Death (family member, please submit a copy of the death notice)

- ☐ I am **EMPLOYED** in a position that is **NOT DIRECTLY** related to my program of study. Please explain:

\_\_\_\_\_

- ☐ I am **NOT EMPLOYED** as I have not been able to find employment.

- ☐ I would like Career Services to contact me; I need additional assistance to find a position in my field.

Best way to contact me: \_\_\_\_\_ Best day/time to contact me: \_\_\_\_\_

## EMPLOYER INFORMATION

\_\_\_\_\_  
Employer Name

\_\_\_\_\_  
Supervisor/Human Resources/Hiring Manager

\_\_\_\_\_  
Employer Telephone number

\_\_\_\_\_  
Email address for Supervisor/Human Resources/Hiring Manager

\_\_\_\_\_  
Address (street)

\_\_\_\_\_  
City

\_\_\_\_\_  
State/Country

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Start date

\_\_\_\_\_  
Salary or salary range

☐ Per hour

☐ Year

\_\_\_\_\_  
Graduate's Position/Title

Briefly describe your duties below or attach a copy of your job description.

☐ Job Description Attached

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## GRADUATE ATTESTATION AND SIGNATURE

I understand that Schiller International University collects employment information for reporting purposes to their accrediting agency. I attest that the information above is true and correct, and I have provided the requested supporting documentation. I understand that Schiller International University, its accreditor, or a third party may contact me and/or my employer to verify the information provided for accreditation purposes only.

\_\_\_\_\_  
Graduate Signature

\_\_\_\_\_  
Date