VERIFICATION OF OCCUPATIONAL EXPERIENCE

Letters of Professional/Occupational Experience (Faculty):

Former or Present Employer

Letter of Professional/Occupational Experience means written confirmation of experience, issued and signed by a Human Resources or Payroll representative on company letterhead that attest the dates of employment, description of duties, and whether or not the employment was full-time. (If employment was less than full-time, include an accounting of the number of hours you were employed.)

Self-Employed

If you were self-employed, include a statement, signed under penalty of perjury, detailing dates of employment, description of duties, and whether or not the employment was full-time. (If employment was less than full-time, include an accounting of the number of hours you were employed.) Further substantiation is required in writing by other person(s) having first-hand knowledge of your self-employment, such as your accountant, or major user of services.