



Employer Verification and Sponsorship Form Certificate Programs

INSTRUCTIONS

Instructions to Applicant:

The “*Employer Verification and Sponsorship Form*” is used to verify employment and provide government contractor information, if applicable, for admission to the Information Resources Management College at National Defense University (NDU iCollege). Note: This form must be completed by a U.S. Government employee.

A. Government Employee Applicants:

The applicant’s most **immediate supervisor or Human Resources Officer** holding a grade of GS/GM-12, O-4, or higher, must complete and submit the following form, *printed on organizational letterhead*, directly to the Office of Student Services (fax: 202-685-4860 or scanned/digitally signed attachment to iCollegeOSS@ndu.edu). The certifier may attach additional comments.

B. Private Sector (Industry/Contractor) Applicants:

The applicant’s **sponsoring government agency’s contract coordinator** (or his/her most immediate government supervisor) holding a grade of GS/GM-12, O-4, or higher must complete and submit the following form, *printed on organizational letterhead*, directly to the iCollege (fax: 202-685-4860 or scanned/digitally signed attachment to iCollegeOSS@ndu.edu). The certifier may attach additional comments.

Admission Decisions:

Once the “*Application for Admission*” and additional required information (“*Employer Verification and Sponsorship Form*”, resume, etc.) are received, the Office of Student Services will process your admission and notify you of your acceptance via your email address on record.

Questions?

Please contact the Office of Student Services at 202-685-6300 or iCollegeOSS@ndu.edu.

<p>Email to: iCollegeOSS@ndu.edu</p> <p>(scanned with signature, or digital signature)</p>	<p>Fax to: (202) 685-4860</p>	<p>Mail to: NDU iCollege Attn: Office of Student Services 300 5th Avenue, Bldg. 62, Room 145 Fort Lesley J. McNair Washington, DC 20319-5066</p>
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*Official Organizational Letterhead Here
(you may print directly over this block OR digitally sign below)*

**EMPLOYER VERIFICATION AND SPONSORSHIP FORM
Certificate Programs**

Instruction to Employer Representative: The applicant is applying for admission to the Information Resources Management College (NDU iCollege). Please complete and print this form letter on *organizational letterhead and submit to the NDU iCollege* (fax: 202-685-4860 or scanned/digitally signed attachment to iCollegeOSS@ndu.edu). Please feel free to attach additional comments in a letter or additional page on your letterhead. Note: This form must be completed by a U.S. Government employee.

I. Applicant Information

1. Name:
2. Employer Department:
3. Employer Agency:
4. Employer Bureau/Service:
5. Employer Office:
6. Job Title:

II. Employer Representative Information (Supervisor or Human Resources Officer)

7. Name:
8. Organization Name:
9. Your Title:
10. Grade/Rank:
11. Email Address:
12. Telephone/Ext:
13. DSN:

III. Eligibility

14. Grade/Rank: The applicant's current pay grade is equivalent to (select one):

- | | |
|-------------------|--------------|
| GS/GM 12 | O-4 |
| GS/GM 13 | O-5 or above |
| GS/GM 14 or above | |

15. Education: The applicant has earned at least a bachelor's degree from a regionally accredited institution:

Yes No/uncertain

IV. CFO Applicants Only (#16-20)

16. Experience: The applicant has at least three years of federal financial management experience:

Yes No/uncertain

17. Current Job Series / Specialty Designator Code: # Years:

18. Prior Job Series / Specialty Designator Code: # Years:

19. Please complete:

(a) Describe the current "level of responsibility" (senior level management, supervisory, etc):

(b) Provide a brief description of the applicant's position and your evaluation of the applicant's leadership potential:

20. Please document employee's mastery of financial knowledge through successful completion of one or more of the following:

Undergraduate or Graduate degree in finance or business field

CPA

CGFM

CDFM

V. Private Sector (Contractor) Employees Only: Government Contract Information (#21-23)

21. The applicant is performing work directly supporting the scope of a valid government agency contract.

Yes No

22. The number of the contract being supported:

23. Start date of employment on this contract:

VI. Certification

24. Signature:

25. Date: