



Employer Verification and Sponsorship Form
Government Information Leadership (GIL)
Master of Science Degree Program

INSTRUCTIONS

Instruction 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 the form *printed on organizational letterhead*. The applicant must submit the form along with the complete admissions package (see *the Application for Admissions* form for complete instructions). 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 the form *printed on organizational letterhead*. The applicant must submit the form along with the complete admissions package (see *the Application for Admissions* form for complete instructions). The certifier may attach additional comments.

Questions?

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

*Official Organizational Letterhead Here
(you may print directly over this block OR digitally sign below)*

**EMPLOYER VERIFICATION AND SPONSORSHIP FORM
Government Information Leadership Master of Science Degree Program**

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 it to the student.*

I. Applicant Information:

1. Name:

2. Employer:

3. Job Title:

4. Grade/Rank:

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

5. Name:

6. Organization Name:

7. Your Title:

8. Grade/Rank:

9. Address:

10. City/State/Postal Code:

11. Telephone/Ext:

12. DSN

III. Eligibility:

13. Grade/Rank: The applicant's current pay grade is equivalent to **GS/GM 12** or **O-4** or above (GS/GM14 or O-5 for CFO Concentration):

Yes No/uncertain

14. Education: The applicant has earned at least a bachelor's degree from a regionally accredited institution: Yes No/uncertain

IV. Government Contract Information: PRIVATE SECTOR (Contractor) EMPLOYEES ONLY (#15-17):

15. The applicant is performing work directly supporting the scope of a valid government agency contract. Yes No

16. The number of the contract being supported:

17. Start date of employment on this contract:

V. Certification:

18. Signature: _____ 19. Date: _____