

Dear Employer,

IU is a university that offers high quality Bachelor's and Master's degrees, geared towards developing high-profile knowledge and skills in students.

Our courses are designed for those who have already gained professional experience: for this reason, we ask you to fill in the attached form in English, which will enable you to confirm the candidate's work experience and allow him/her to attend a course of study aimed at developing practical skills useful for the company.

Important: to be valid, the form requires the stamp and the signature of the employer.

Below you will find some essential information about IU International University of Applied Sciences and the advantages of our courses.

## **ABOUT IU INTERNATIONAL UNIVERSITY OF APPLIED SCIENCES**

IU International University of Applied Sciences is Germany's largest private university, with over 20 years of experience.

With over 70,000 students, more than 20 campuses and more than 120 study programmes, IU offers innovative Bachelor's, Master's and MBA degrees, characterised by a practical orientation.

Recognised and accredited by the German state, IU's courses are recognised worldwide and meet certified high-quality standards.

## **WHY STUDY THE IU INTERNATIONAL UNIVERSITY OF APPLIED SCIENCES**

### **Continuing education to provide practical skills to be used in the company**

Continuing education is a beneficial process for both employees and companies.

Employees who choose a training course at IU International University of Applied Sciences acquire important knowledge and practical skills, at no extra cost for companies. Employees can invest in themselves and their careers, and the companies they work for can enjoy numerous benefits from their training.

Training at IU is geared towards providing practical, hard skills and developing soft skills that can be applied immediately.

### **An online and flexible study model to suit every job requirement**

Courses at IU are fully online and flexible. Thanks to a variety of study models and course durations, employees who study at IU can choose when and where to study and take their exams, without compromising their working hours.

### **Courses in English to open doors to internationalisation**

All courses offered at IU are in English. As a result, employees who choose an IU course of study acquire essential communication skills in the international language of business.

In addition, thanks to the international character of IU, students acquire indispensable skills that will enable them to guide their company towards success in the international market.

### **Innovative skills to give companies a competitive advantage**

IU is synonymous with innovation: our focus is on teaching our students how to stay one step ahead of the competition. Thanks to IU's modern and up-to-date courses, employees can gain a global and highly competitive view of the business world, helping their company to grow, innovate and stand out from the competition.

# EMPLOYMENT LETTER

This document serves as proof of professional work experience by the employer.

## Study programme

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## Start date

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## Employee details

|             |                      |               |                      |
|-------------|----------------------|---------------|----------------------|
| First name  | <input type="text"/> | Last name     | <input type="text"/> |
| Street name | <input type="text"/> |               |                      |
| Post code   | <input type="text"/> | City          | <input type="text"/> |
| Country     | <input type="text"/> | Phone         | <input type="text"/> |
| Mail        | <input type="text"/> | Date of birth | <input type="text"/> |

## Employer details

|                |                      |       |                      |
|----------------|----------------------|-------|----------------------|
| Company name   | <input type="text"/> |       |                      |
| Contact person | <input type="text"/> |       |                      |
| Street name    | <input type="text"/> |       |                      |
| Post code      | <input type="text"/> | City  | <input type="text"/> |
| Country        | <input type="text"/> | Phone | <input type="text"/> |
| Mail           | <input type="text"/> |       |                      |

Employee Role

Job title

Start dateEnd date (if applicable)

Working hours

Job description and responsibilities

Place, date

Signature and stamp employer