

Information about the employer confirmation

In general, professional activity can also be proven by employers' and interim references, job descriptions, assessments etc.

The following information must be made evident by the evidence provided:

- Time frame of occupation (from ... until ...)
- Full-time or part-time work, possibly the actual number of working hours have to be stated, as the employment needs to at least half of the regular working hours per week.
- Type of employment, as the relevance of the work experience has to be reviewed with regards to the study program.
- Date of the letter
- Submitting of the original letter or an officially certified copy
- No employment contracts!

What do I have to submit when I am a freelancer / self-employed?

Freelancer or self-employed people can prove their occupation with a self-contained declaration. It is important that the duration (from ... until ..., amount of hours if applicable) and the type of work is mentioned. Additionally, relevant evidences, e.g. business registration, extract from the commercial register, certificate of the revenue office, must be submitted.

Declaration

Hereby I declare, that I "*name, surname*" born on "*date of birth*" residing at "*address*" that I am / was working "*from ... until ...*" for "*... hours/week*" as "*type of work*". Some of my work included/s:

- Examples

Date, Signature

What should I consider by my occupation?

It has to be a qualified occupation. This means, that no occupation as internships, voluntary social years, honorary posts, can be acknowledged as an occupation necessary for the study program.

Sample employer
Sample street
01234 Sample town

John Sample
Sample street
01234 Sample town

Date

Sample employer confirmation

We hereby confirm that *"first name, surname"*, born on *"date of birth"* in *"place of birth"*. Is employed *"full-time / part-time"* (...hours/week) as an evaluation specialist since *"date"*.

His/her areas of activities include (detailed description necessary), e.g.:

- ...
- ...
- ...
- ...

Kind regards,

Head of Department