

**EMPLOYMENT VERIFICATION FORM**

**Section A: Must be completed by the student**

Last name:	First name:	Lynn ID:
Email:		Phone:
<p><b>I verify that this internship is required for my academic program or course in my field of study. I understand that I must have my new I-20 with the employment authorization in hand prior to the start of any off-campus employment. I know that it is my responsibility to re-submit a new employment authorization form if any of the information about my employment changes (including extensions of employment dates) and that working outside of the dates for which I am authorized may be a violation of my immigration status.</b></p>		
<p>Student signature: _____ Date (mm/dd/yyyy): _____</p>		

**Section B: Must be completed by the employer**

Name of employer/company:	Paid		
Employer tax identification number:	Unpaid		
Will any part of this Internship Experience be outside of the U.S.?    Yes    No			
<p>The purpose of this section is to provide a record of the affiliation agreement between Lynn University and the Host with respect to an educational/work experience for one of Lynn University's students and the agreement of parties to abide by the Lynn University Career Preparation and Internships Program, including the Standard Affiliation Terms, without modification or exception except as specified below. For full explanation of Lynn University's Standard Affiliation Terms, please review page 2 of this form.</p>			
Modifications or Exceptions (if none, please leave blank):			
Address of employment:			
City:	State:	Postal code:	Country:
Employment start date:		End date:	Average hours per week:
Name of supervisor:			
<p><b>I understand that this student is pursuing an educational work experience and I/the company will provide the student opportunity to meet learning objectives that will benefit their academic goals. By signing below, I am confirming that the information provided here is accurate at the time this form is submitted and understand that any changes will require the student to request updated authorization in order to continue with this employment. I further confirm that I have read the Lynn University Standard Affiliation Terms.</b></p>			
<p>Supervisor signature: _____ Date (mm/dd/yyyy): _____</p>			

Lynn University Standard Affiliation Terms:

The purpose of the Lynn University Affiliation Program is to direct the parties with respect to their affiliation to provide high-quality learning experiences for Lynn University students; and neither party intends for the affiliation to alter in any way its respective legal rights or its legal obligations to any third party, except as provided herein.

Host will furnish the premises, personnel, services, and all other items necessary for the experience specified in the Uniform Affiliation Agreement Implementation Letter. In connection with such Program, Host will:

- comply with all applicable federal, state, and municipal laws, ordinances, rules, and regulations; comply with all applicable requirements of any accreditation authority and certify such compliance upon request by University;
- if necessary, permit the authority responsible for accreditation of University's curriculum to validate the duties, responsibilities, services, and supervision provided by Host for purposes of the educational experience; and
- maintain a positive, respectful, and adequately resourced learning environment so that sound educational experiences can occur.

Host will retain full responsibility for its business operations and will maintain administrative and professional supervision of students insofar as their presence and program assignments affect the operation of the Host and its provision of products or services to its customers.

If applicable, Host, its employees, agents and representatives shall maintain in confidence student files and personal information and limit access to only those employees or agents with a need to know and agrees to comply with the Family Educational Rights and Privacy Act, to the same extent as such laws and regulations apply to Lynn University. For the purposes of the Lynn University Affiliation Program, pursuant to FERPA, Lynn University hereby designates Host as a Lynn University official with a legitimate educational interest in the educational records of the student(s) who participate in the Program to the extent that access to the records is required by Host to carry out the Program.

Host will not discriminate against any employee, applicant or student enrolled in their respective programs because of age, disability, color, national origin, race, religion, sex, or any other basis protected by federal, state, or local law. Upon request, the Host will maintain liability insurance in an amount that is commercially reasonable given the circumstances. The Host will provide notification to Lynn University promptly if a claim arises involving a student.

The Host may remove any student whom the Host determines is not performing in accordance with its policies, procedures, rules, and/or regulations. Host will promptly notify University of the reason(s) why the student was removed.

Nothing in these Lynn University Standard Affiliation Terms are intended to or shall be construed to constitute or establish an employer/employee, partnership, franchise, or fiduciary relationship between Lynn University and Host; and neither party shall have the right or authority or shall hold itself out to have the right or authority to bind the other party, nor shall either party be responsible for the acts or omissions of the other except as provided specifically to the contrary herein. Notwithstanding the foregoing, in no event shall either party be liable hereunder (whether in an action in negligence, contract or tort or based on a warranty or otherwise) for any indirect, incidental, special or consequential damages incurred by the other party or any third party, even if the party has, or has not been, advised of the possibility of such damages. The invalidity of any provision of this Agreement will not affect the validity of any other provisions. The Uniform Affiliation Agreement Implementation Letter and the Lynn University Standard Affiliation Terms contain the entire Agreement of the parties as it relates to this subject matter and may be modified only by additional written provisions contained in a properly executed Uniform Affiliation Agreement Implementation Letter. The validity, interpretation, performance, and enforcement of this Agreement and any Uniform Affiliation Agreement Implementation Letter or related Agreements shall be governed by the laws of the State of Florida, in courts located in Palm Beach County.