

Dear Employer,

Re: STUDENT EMPLOYMENT VERIFICATION

The student listed below has applied for an Emergency, Short-Term or Assistant loan with the Financial Aid and Scholarships Office, and has listed their job as source of repayment. Before we can approve this loan, we must confirm employment. Please complete the bottom portion of this form as soon as possible and have the student return it to our office.

Thank you for your assistance.

Sincerely,

Financial Aid and Scholarships

Student's Name: _____ Student ID: _____

Department Name: _____ Monthly Salary: _____

Select Appointment Title: TA GSR Other: _____

Department Address: _____

Appointment Start Date: _____ Appointment End Date: _____

Supervisor's Name: _____ Title: _____

Supervisor's Email: _____ Phone: _____

Supervisor's Signature: _____ Date: _____