

Dear Employer,

Re: STUDENT EMPLOYMENT VERIFICATION

The student listed below has applied for an Emergency, Short-Term or Assistant Loan with Financial Aid and Scholarships 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

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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: \_\_\_\_\_