

Riverside Community College District Student Employment Verification Request

Name _____

SSN _____

Phone # _____

Date of Birth _____

I authorize the Student Employment Office to release information regarding my employment to an outside agency or institution:

Signature _____

Date _____

Please list below the name and address where the employment verification letter is to be mailed to:

OR **Pick up at the following Location**
Circle one:

Moreno Valley Student Employment

Norco Student Employment

Riverside Student Employment

Please list the time period that applies:

Date From: _____

Date To: _____

Please check all that apply:

Earnings

Dates of employment

Note to students:

- Please allow 7-10 business days for the verification letter to be completed. Any incorrect, illegible information or missing signature will delay the processing of your request.
- The RCC Student Employment Department does not verify enrollment status. If you need enrollment verified, you must request verification of enrollment from the RCC Transcripts and Records Office.

Office Use

Employment Type: FWS District (Non-Work Study)

Date Completed: _____

SEO Staff Signature: _____

If forwarded for further verification list dept: _____ Date Forwarded: _____

Department File: _____ Academic Year: _____