



Employment Verification Request Form

Information

The University of Central Florida uses the company, **Vault Verify**, for employment, income, and social service verifications.

If you are an external requestor, please visit www.vaultverify.com, company code 84007.

If you are a current employee, who is seeking, an employment verification letter, you can download a copy from the Vault Verify site, please use the following [instructions](#).

Please **complete this form** only if you need a letter for immigration purposes or are a former employee who is requesting an employment verification letter. Otherwise, please use Vault Verify as indicated above.

Submission Process

Current Employees/Internal Requesters: In Workday, select the "Help" icon, **create a case**, Select Case Type of **Records Management**, and attach this completed form.

Former Employees: To facilitate the request, complete this form and submit to knextverify@ucf.edu or fax to 407-882-9047.

Complete Following Information

Employee's Name:

Emplid:

Department Name:

Phone Number:

Please check the appropriate box(es) below:

Dates of Employment

Title

Annual Salary

Current UCF Employee

Former UCF Employee

International Employee

Additional Comments

Employee/Requestor's Signature:

Date:

Print Name:

Processing Time

This request will be available within **three to five business days** from the date it is received. If you have any questions regarding your request for verification of employment, please contact HR kNEXT at knextverify@ucf.edu