



## Employment Verification Request Form

### Information

The University of Central Florida uses The Work Number to provide employment verifications for current employees and former employees who terminated on or after 2009. Please contact [The Work Number](#) or call 1-800-996-7566 to obtain employment verification.

Please **complete this form** only if you need a letter for immigration purposes or separated from UCF prior to 2009. Otherwise, please use The Work Number 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 or External Requesters:** To facilitate the request, complete this form and submit to [knextverify@ucf.edu](mailto: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](mailto:knextverify@ucf.edu)