Social Security Letters Request Form

Name
Andrews ID #
Department where you are currently employed
Date of Hire
Please indicate how we may contact you when the letters are ready to be picked up in the Employment Office:
☐ Please contact me by phone ()
☐ Please contact me by e-mail
PLEASE BRING COMPLETED FORM TO THE EMPLOYMENT OFFICE
(Office Use Only)
Date request submitted
Campus employment verified? YES NO by on
Date letter from Academic Records requested
Date student was contacted to pick up completed letters
Date student nicked up letters from Employment Office