



California Institute of Technology Employment Verification Request Form

**To: Caltech Human Resources
Records Management
Mail to: Mail Code 170-84
Fax: (626) 395-2809
Email: HRRecords@caltech.edu**

Today's Date: _____

Purpose for this Verification of Employment:

- Employment-based immigration
- Family-based immigration
- Future employment
- Loan application
- Other

This is a formal request for a letter verifying my employment at the California Institute of Technology. Please include the information indicated in the following check boxes:

Dates of Employment

Position Title

Salary

Division or Department: _____

I hereby authorize you to release this information to:

Organization Name: _____

Address: _____

I would like to pick up the Verification of Employment request form at the Human Resources front office.

(Please allow a minimum of 48 hours to process your request.)

Pick Up Date: _____ Time: _____

Employee Signature: _____

Print Name: _____

Caltech UID Number: _____

E-mail address: _____

Phone number: _____