



California Institute of Technology

Employment Verification Request Form

**To: Caltech Human Resources
Records Management
Mail to 154-84 or Fax to (626) 449-9208**

Today's Date: _____

Purpose for this Verification of Employment:

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

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 form at the Human Resources front office.
(Please allow a minimum of 24 hours to process your request.)

Pick Up Date: _____ Time: _____

Employee Signature: _____

Print Name: _____

Caltech UID Number: _____

E-Mail Address: _____

Phone Number: _____