

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 picked up letters from Employment Office _____