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| **To:** | Metropolitan State University of Denver - Office of Human Resources |
| **From:** |   |
| **90\_#:** |  |
| **Date:** |  |
| **RE:** | Verification of Student Employment |

Please provide verification of my student employment at MSU Denver. I need to have the following information sent at your earliest convenience: (Check all boxes that apply)

|  |  |  |
| --- | --- | --- |
| [ ]  | Dates of Employment |  |
| [ ]  | Gross earnings for the year/s of:       |  |
|  |  |  |
| [ ]  | Gross earnings for the month of:  |  |
|  |  |  |
| [ ]  | Hourly wage |  |
|  |  |  |
| [ ]  | Departments employed in |  |
|  |  |  |
| [ ]  | Other: |       |
|  |  |       |
|  |  |       |

|  |  |  |
| --- | --- | --- |
| [ ]  | Please fax the requested information – Attention to: |  |
|  | Fax Number: |       |
|  |  |  |
| [ ]  | Please send (via mail) the requested information to: |       |
|  |       |
|  |       |
|  |       |
|  |  |  |
| [ ]  | Both fax and mail |  |
|  |  |  |
| If you have any questions about my request, you may contact me at: |       |
|  |  |  |
| **I UNDERSTAND THAT IT MAY TAKE UP TO THREE BUSINESS DAYS TO FULFILL THIS REQUEST.Signing this form authorizes MSU Denver to release my employment/ personnel information to the recipient indicated.** |
|  |  |  |
|  |  |  |
|  | **SIGNATURE** | **DATE** |

**Please email it to the Office of Human Resources at** **humanresources@msudenver.edu**