

# Riverside Community College District Student Employment Verification Request

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Name \_\_\_\_\_

SSN \_\_\_\_\_

Phone # \_\_\_\_\_

Date of Birth \_\_\_\_\_

**I authorize the Student Employment Office to release information regarding my employment to an outside agency or institution:**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please list below the name and address where the employment verification letter is to be mailed to:**

**OR** **Pick up at the following Location**  
**Circle one:**

\_\_\_\_\_

Moreno Valley Student Employment

\_\_\_\_\_

Norco Student Employment

\_\_\_\_\_

Riverside Student Employment

\_\_\_\_\_

**Please list the time period that applies:**

Date From: \_\_\_\_\_

Date To: \_\_\_\_\_

**Please check all that apply:**

Earnings

Dates of Employment

Funding Type

Other

\_\_\_\_\_

**Note to students:**

- Please allow 7-10 business days for the verification letter to be completed. Any incorrect, illegible information or missing signature will delay the processing of your request.
- The RCC Student Employment Department does not verify enrollment status. If you need enrollment verified, you must request verification of enrollment from the RCC Transcripts and Records Office.

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### Office Use

Employment Type:      FWS      District (Non-Work Study)      CWS

Date Completed: \_\_\_\_\_      SEO Staff Signature: \_\_\_\_\_

If forwarded for further verification list dept: \_\_\_\_\_      Date Forwarded: \_\_\_\_\_

Department File: \_\_\_\_\_      Academic Year: \_\_\_\_\_