

# *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***

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(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 \_\_\_\_\_