



Request for Employment Confirmation Letter Permanent Residency

NOTE: If NOT using this letter to obtain Permanent Resident Status, please use the

[Employment Confirmation Letter Request - Financial Purposes](#)

Identification Information:

Last Name

First Name

UCID#

Have you previously requested a confirmation letter for this purpose?

Yes No

If YES, what was the date of request? _____

This Employment Confirmation Letter contains the following information:

- ❖ Position/Title
- ❖ National Occupational Classification (NOC) Code
- ❖ Employment Status (Regular/Sessional)
- ❖ Specific period(s) of employment
- ❖ Summary of Position(s) held during the period(s) of employment and the time spent in each position
- ❖ Hours of Work (Full or Part-time)
- ❖ Number of hours worked per week
- ❖ Total annual salary plus benefits

NOTE: The letter **does not** include information regarding a staff member's duties and responsibilities. It is your responsibility to contact your manager or supervisor directly if you require this information.

Submit requests for Employment Confirmation to Human Resources:

- ❖ Inter-office mail: Human Resources, 4th floor MacKimmie Tower
- ❖ Fax: 403.284.5753
- ❖ E-mail as an attachment to empver@ucalgary.ca

Letter Delivery Options - Please check one:

- Hold for pickup at: Human Resources, 4th floor MacKimmie Tower
- Send via campus mail to: _____
- Mail letter to my home address: _____

NOTE: Standard Employment Confirmation Letters will be prepared within three working days of receipt of the request and delivered according to the option selected (above) by the employee. Permanent Residency Employment Confirmation Letters may take longer than three working days to prepare depending on the amount of information to be included. Employees wishing to pick up the letter **must present** their University or Government issued photo ID.

Employee Signature

Date

Contact Number

Email Address