UNDERWOOD-SMITH Teaching SCHOLARS

Underwood-Smith Teaching Scholars Program
Employment Verification Form

Student Information:

Please check request: ☐ Deferment ☐ Cancellation ☐ Both

Last Name _____ Maiden Name _____ First Name _____

Current Address _____

City _____ State _____ Zip _____ Phone _____

Email Address _____ Last 4 of SSN _____

This is to certify that I am teaching/taught full-time in the critical need field of math, science, special education or elementary education as confirmed by a county board of education in West Virginia for one school year.

Signature _____ Date _____

Employment Information:

Academic Year: Begin _____/_____ to _____/_____

School: _____

School Address: _____ _____ _____ _____

Address City State Zip

Critical Need Field: ☐ Math ☐ Science ☐ Special Education ☐ Elementary Education

To verify your employment, you must attach a letter from your county board of education verifying your full-time employment during the above academic year including: start and end dates, whether you are currently employed and your position title.

Securely and quickly send us your information, submit your documents through the WVSAM Account by clicking the Contact Us button. If you do not have a WVSAM Account, create one at CollegeforWV.com/WVSAM

Office Use Only

Reviewed: _____

Cancel: _____ _____ to _____

Defer: _____ _____ to _____

Notes: _____

_____

WEST VIRGINIA Higher Education Policy Commission

Office of Financial Aid
2001 Union Carbide Drive
Building 2000
South Charleston, WV 25303