



Obtaining an Immigration Verification

The Work Number® Immigration Verification is a fast and secure way to provide proof of your employment or income to the U.S. Department of Homeland Security, the U.S. Citizen and Immigration Services, or foreign government agencies or embassies who may need it. This verification may not provide all of the information needed by these entities for the processing of your request or application, but is valid for verifying your employment or income.

This verification is not suitable for use by lending institutions, credit agencies, pre-employment firms, property managers, or other "private sector" entities. It does not comply with the underwriting requirements of Fannie Mae or Freddie Mac, nor does it satisfy standards typically required for private industry verifications.

To obtain this verification for uses with the U.S. government agencies listed above, foreign governments, or embassies, please see the step by step instructions below.

Instructions for logging into The Work Number website and printing an Immigration Verification at <http://www.theworknumber.com>

Initial Log in and Set up

1. Click the "I'm an **Employee**" tab
2. Click "**Enter Site**"
3. Click Red "**Log In**" button
4. Click "**Log In**" in the pop-up window
5. Enter your **employer code**
Note - UTSA code is 13944
6. Click Red "**Log In**" button
7. Enter your **User ID**
Note - This will be your ten-digit PeopleSoft Employee ID
8. Click "**Continue**"
9. Enter your **PIN**.
Note - For first time users, the default PIN is the last four digits of your SSN + four digit year of birth

10. Click "**Log In**"

Note - If this is your first time accessing The Work Number, you will be guided through some additional, simple account set up steps. Our site protects your data privacy using a secure, Risk Based authentication system similar to many banking and financial services sites.

11. Once the account set up steps above are complete, you will be able to view your Employment Data Report and print an immigration verification.

Printing an Immigration Verification

1. Click the "**Immigration**" tab
2. Click "**Print**" to obtain your copy.

For questions or more information please contact: The Work Number Client Service Center: 800.367.2884
TTY—hearing impaired: 800.424.0253, Monday – Friday; 7a.m. – 8p.m. (CT)