

Request for a Social Security Letter

Please complete the following information:

Student's Full Name: _____

Hiring Department: _____

Job Title _____

Effective Date of Appt.: _____

Supervisor's Name: _____

Departmental Preparer's Information:

Name: _____

Email: _____

Campus Address: _____

Date of Completion: _____

Please print this form and forward it to Carlos Gallardo at University Human Resources, Townsend Hall, 205 Hayes Road, South Campus. You may also scan and email it to cq36@buffalo.edu.

Human Resources
Division of Finance and Administration

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