



EMPLOYMENT VERIFICATION

For complete and up-to-date employment verification information, visit <https://hr.unc.edu/about/contact/>.

To make the employment verification process more secure and to speed up the verification process for our employees and verifiers, UNC has contracted with Experian Verify, a leading national provider of employment verification solutions for employers. Experian Verify is free to UNC-Chapel Hill and its employees.

Registering with Experian Verify

If you have not previously registered for Experian Verify (formerly uConfirm):

- [Create an account with Experian Verify](#)
- Follow instructions to set up account using access code: 3A47FC9D.

If you have previously registered with Experian Verify (formerly uConfirm):

- Log in to the [Experian Employee portal](#).

If you had previously registered with uConfirm, you should be able to log in using the same credentials.

Process for Employees

Use the [Experian Verify employee portal](#) if you need any of the following:

- Letter verifying your employment.
- Letter verifying your income.

If you need a letter for a work or travel visa, contact Experian Verify support at 404-382-5400, option 4. You will be provided instructions on how to obtain a copy of your verification.

If you need proof of employment or income, the verifier (such as a mortgage lender or bank) should complete the employment verification online at experianverify.com. The requesting business should register as a verifier and submit the request online (see instructions below).

Process for Verifiers

To complete the employment verification online:

In the “I’m a Verifier” section of the [Experian Verify page](#), click the option “Register as a new verifier.”

- On the next page, choose the “Verifier” option.
- Follow the prompted steps on the next page/s to complete registration.
- The employer is UNC-Chapel Hill.

Please note:

- All requests must be submitted online.
- A copy of the employee signed authorization is required. You will be prompted during the request process to upload or fax the authorization form to Experian Verify.

Required information

To complete the employment verification, verifiers will need:

- Your full social security number
- Your first and last name
- Name of your employer
- Signed authorization form

Verifiers will NOT need an employer code or salary pin.