



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.

First step is to access your employee account on the www.theworknumber.com

1. Click the “I’m an Employee” tab
2. Click “Enter Site”
3. Enter your **employer’s name or code** (or use the “Find Employer Name” look-up feature)
4. Click “Log In”
5. Enter your **User ID**

Note – If this is your first time accessing The Work Number, you will use a default User ID and PIN scheme established by your employer.

For UT Dallas employees, the default ID and PIN scheme is:
User ID: Your UTD ID
PIN Scheme: Your Original Hire Date at UTD

6. Click “Continue”

7. Enter your **PIN**

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

8. Click “Log In”

Printing an Immigration Verification

1. Click the “Immigration” tab
2. Click “Print” to obtain your copy.

Note – Some immigration forms such as I-817, I-821, I485, and N-470 may require your information in the form of an affidavit. Contact your employer if you require an affidavit.

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)