



Dartmouth has partnered with The Work Number® for verifying employment and income for current or past employees. This system is used by employers, lenders, and government agencies to instantly verify salary history, job titles, and employment dates for mortgages, loans, or background checks.

Need an Employment Verification?

Get a Salary Key:

A Salary Key is a single-use, six-digit code that you can provide to a verifier as consent to access your income information. Just so you know, your consent is generally provided at point-of-application (for example, when you sign a loan application), and a Salary Key is not normally needed – actually less than 1% of the time in most cases. But if a verifier asks you to provide one, The Work Number website makes it easy to get one.

- Log into employees.theworknumber.com.
- Select **“Grant Access to Salary Info”**

Dartmouth College	
#171757	✓ ACTIVE ^
Date Created	5/6/2026
Expiration Date	8/4/2026
<button>Email</button><button>Generate PDF</button><button>Delete</button>	

- Find the employer you want to generate a salary key for and select **“Generate A Salary Key”**
- The new Salary Key can be printed or emailed with instructions for the verifier on how to use it through The Work Number.

Note – At any point, select the “Salary Key Activity” link to view the status (used, unused, expired) of keys created. Salary Keys expire after 90 days.

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.

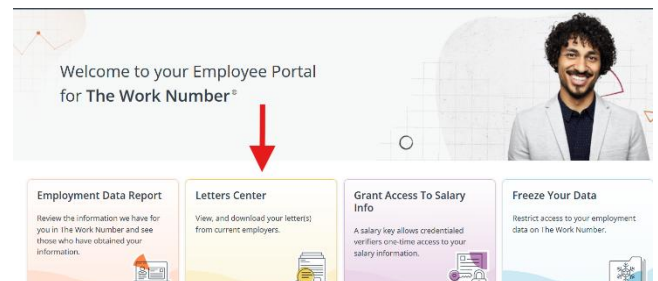
Letters Center for Employees

Dartmouth employees have access to one or more of the following letters*:

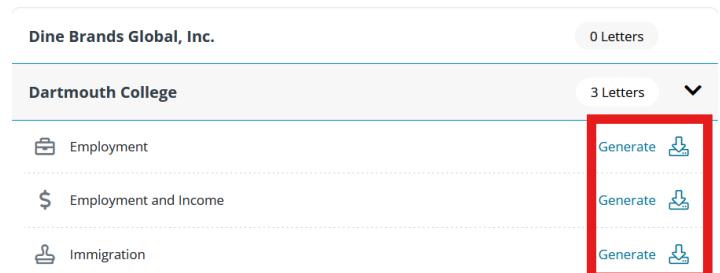
- **Immigration Letter** - Provides proof of employment and income to the U.S. Citizenship and Immigration Services when traveling internationally.
- **Employment Letter** - Provides proof of employment for instances outside of verification requests from credentialed verifiers.
- **Employment & Income Letter** - Provides proof of employment and income for instances outside of verification requests from credentialed verifiers.

Accessing Letters

- Log into employees.theworknumber.com.
- Go to the **Letters Center** through the menu bar or by clicking on the Letters Center tile.



- Click on “Generate” or the arrow icon next to the type of letter you want to generate. The letter will generate in a new tab for you to print or download.



***Important:** Employment and Employment & Income letters generated by an employee are not verifications.

These documents are not suitable for use by lending institutions, credit agencies, pre-employment firms, property managers, or other private industry or social service agency entities who are determining an individual's eligibility for any employment, credit, governmental benefit, or other purposes authorized under the Fair Credit Reporting Act (FCRA).

These letters do not comply with the underwriting requirements of Fannie Mae or Freddie Mac, nor do they satisfy other standards typically required for private industry and Social Service Agency verifications. Please ask those vendors to visit www.theworknumber.com.