# University of La Verne Educational Partnership Verification Requirements

## Verification of Eligibility

#### **Employee Documentation**

Company Employees can document proof of employment and eligibility in the following ways:

• Email to <u>ulvpartnership@laverne.edu</u> a letter on company letterhead from the Human Resources Department or from the employee's supervisor that verifies current employment;

or

Email to <u>ulvpartnership@laverne.edu</u> a copy of a current pay stub that lists the company's
name, the name of the employee, address of the employee, and the date of the pay period.
Note: All financial information applicable to the employee should be redacted.

### Spouses of Company Employees

To receive a partnership award for a spouse, the employee must provide to <a href="mailto:ulvpartnership@laverne.edu">ulvpartnership@laverne.edu</a> the following:

• A copy of their marriage certificate

or

 A letter from the employer indicating that the spouse is benefits eligible dependent or beneficiary;

or

• A driver's license or state identification card which indicates that the spouse has the same last name as the employee and resides at the same residence.

#### **Domestic Partners of Company Employees**

To receive a partnership award for a Registered Domestic Partner, the employee must provide to ulvpartnership@laverne.edu the following:

Provide proof of being a registered domestic partner in the State of California or any other State

or

- A letter from the employer indicating that the domestic partner is benefits eligible dependent or beneficiary;
- indicating the name of his/her domestic partner