

Kent State University Degree Verification Form (Applicant)

Instructions: Please complete the top half of this degree verification form and return it to your Human Resources representative via email or fax to (330) 672-2240. After receiving your authorization to conduct the verification inquiry, HR will obtain your social security and birth date information via phone. We do not need a transcript, only the institution name for verification.

Name:

Previous Name(s) Used:

Current Address:

City:

State:

Zip:

Institution Awarding Degree:

Institution Address:

Institution City:

Institution State:

Institution Zip:

Degree Awarded:

Date Degree Awarded:

X _____

(signature, granting permission for verification of degree)

TO THE COLLEGE /UNIVERSITY: Please complete the bottom half of this form and forward to Kent State University Human Resources.

Name of Institution:

Degree Awarded:

Date Degree Awarded:

Name of Institutional Employee Completing Form:

Title of Institutional Employee Completing Form:

Date of Birth:

Social Security #:

Date of Completion of this form:

Please return form to: Kent State University Human Resources, Fax: (330) 672-2240