

Andrews University

VERIFICATION OF CREDENTIALS

I, _____, certify that an investigation has been completed to
(Name of Department Chair/Head)
verify the credentials of _____ and found them to be true
(Name of Candidate)
to the qualifications required of this position.

Highest Degree Information

Highest Degree Earned : _____

Degree Institution : _____
Note: if institution is Andrews University, please complete and submit this form. No attachment is required and HR will verify degree.

Year Degree Awarded : _____

Terminal Degree (check, if applicable)

Please attach resume and indicate which, if any, additional degree(s) are terminal:

I have attached a copy of one or more of the following documentation:

- ___ Copy of Diploma
 - ___ Official Transcript
 - ___ Required Certification
 - ___ Other
- _____

Department Chair/Head signature

**** This form will need to be completed if a degree is a required for the position being filled, including new faculty appointment. Please submit this form to the Employment Office (Human Resources) together with the Recommendation for Appointment Form (RAF) or Staff Rate Sheet, if applicable.**

For Human Resource Use Only

Documents Received (check one): ___ Copy of Diploma ___ Official Transcript ___ Required Certification ___ Other

Resume attached: ___

Date Received _____ Initials: _____