



HUMAN RESOURCES

VERIFICATION OF EDUCATIONAL CREDENTIALS

The university is required to verify the highest degree level that was shown on your application for employment at the university, whether it is high school or college. This information is required as a condition of your employment.

We will attempt to verify your educational credentials. Please provide the following information to assist us:

Name: _____ Banner#: _____

Date of Birth: _____ Date of Hire: _____

Name of Institution from which highest degree was conferred/awarded:

Mailing Address of Institution that awarded/conferred the degree/diploma:

Diploma/Degree conferred/awarded: _____

Date Degree/Diploma was conferred/awarded: _____

Name under which Degree/
Diploma was awarded: _____

I certify this information to be accurate to the best of my knowledge. I understand that if UNCW is unable to verify my credentials using this information, that I am responsible for securing the verifications and having them mailed directly from the institution to UNCW Human Resources. I further understand that failure to have educational credentials verified will result in disciplinary action, suspension, or separation from employment.

Employee's Signature: _____ Date: _____