

**Degree Verification Form**

Hiring Department \_\_\_\_\_ Name (first, middle initial, last) \_\_\_\_\_

Date of birth (mm/dd/yyyy) \_\_\_\_\_ Social Security # \_\_\_\_\_ Gender \_\_\_\_\_

I understand that official verification of my degree(s) must be received by Texas A&M University prior to my date of hire. I give my consent for this degree verification. In addition, I understand that a copy of my official transcript(s)/degree verifications must be on file with my hiring documents.

Therefore, I agree to secure official certification (i.e., official transcript) for all degree(s) from my granting institution and to have the official transcript mailed in a sealed envelope to the Dean of Faculties Office. I further understand that I will not be reimbursed by the Dean of Faculties Office for any expenses incurred in obtaining my official transcripts and that my granting institution may use the National Student Clearinghouse, Credentials Solutions and/or Management Information Services to provide my official degree verifications to Texas A&M University.

**1st Degree**

Name of Institution \_\_\_\_\_ Date Conferred (MM/YYYY) \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_ Degree Earned/  
Field of Study \_\_\_\_\_

Your name while at institution (if different from above) \_\_\_\_\_ Student ID # \_\_\_\_\_

**2nd Degree**

Name of Institution \_\_\_\_\_ Date Conferred (MM/YYYY) \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_ Degree Earned/  
Field of Study \_\_\_\_\_

Your name while at institution (if different from above) \_\_\_\_\_ Student ID # \_\_\_\_\_

**3rd Degree**

Name of Institution \_\_\_\_\_ Date Conferred (MM/YYYY) \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_ Degree Earned/  
Field of Study \_\_\_\_\_

Your name while at institution (if different from above) \_\_\_\_\_ Student ID # \_\_\_\_\_

Printed Name \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_

Faculty Member's Signature \_\_\_\_\_

Email Phone Number **Print**