

**EDUCATION VERIFICATION REQUEST**

To complete the hiring process, prospective candidates may provide the following information for the purpose of verifying education. Please complete this form and return to the UNM HR Transaction Center.

Institution/School Name:

Education to be Verified (check only one):

UNM Degree or Credits \*Non-UNM Degree *(see below)*

\*If verifying a Non-UNM Degree, you are required to provide your date of birth and social security number:

Candidate’s Date of Birth: / / (MM/DD/YYYY)

Social Security Number:

Completion Date of Education Being Verified: / / (MM/DD/YYYY)

Candidate’s Name Used at Institution/School:

UNM ID Number (if verifying education with UNM):

I have read the above information and hereby authorize the University of New Mexico to verify my education. \*If verifying a Non-UNM Degree, I have confirmed the Institution/School I attended is a National Student Clearinghouse participant at [http://www.studentclearinghouse.org/secure\_area/DegreeVerify/dv\_ParticipatingSchools.asp.](http://www.studentclearinghouse.org/secure_area/DegreeVerify/dv_ParticipatingSchools.asp)

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Candidate’s Signature Printed Name Date

**For Hiring Department Use Only**

This Educational Verification Form may be given to the prospective candidate when a tentative offer has been accepted. Please fax the completed form directly to the HR Transaction Center at (505) 277-2456 prior to submitting a hiring proposal. In order to maintain confidentiality, please do not email this form.

Department Name: Org Code: Position Title: Posting Number: Index: Account: 31M1 Department Contact: Phone: Authorizing Signature:\*\* Date:

*\*\*Signature authorizes a processing fee of $10.00 for each transaction*

Revised 02.21.2018