

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)

and meeting the qualifications required of this position.

List below all degrees earned:

Degree	Major	Degree Institution	Date Awarded	Terminal Degree	Official Transcript Attached
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

In addition to the official transcripts for the degrees above (*not required for Andrews University degrees*), I have attached the following documentation:

- Resume/CV
- Required Certification(s) (*if applicable*)

 Signature: Department Chair/Head

 Date

This form will need to be completed for ALL faculty appointments and staff appointments requiring a degree for the position. 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: ___ Resume ___ Transcript ___ Required Certification (if any)

Date Received _____ Initials: _____